

# Help with application and enrolment

On this page you will find useful tips for your application and enrolment, as well as a step-by-step guide through the entire application procedure and an answer to the most frequently asked questions.



## Application process Belgian diploma



## Application process foreign diploma



## Tuition fees



## How to apply



## Terminate your studies



## Starting in the 2nd semester



## Application step-by-step

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# Create an account

Log in to the **Student SelfService**.

**New students** create a new account on the Student SelfService to start their application. If you've been a VUB student before, but not in the previous academic year, it's best to create a new account with a different e-mail address.

If you were **already a student** during the previous academic year

[Find out how to re-enrol](#)

Select '**create new account**'. Fill in your e-mail address and choose a password. This e-mail address will be your temporary username. Use this login to check on your application status or make changes.

You will get an **e-mail confirming the creation of your account**. But be aware, this is **not confirmation that you submitted your application**. You need to actually go through all the steps and submit your application (see last step), after which you will receive another confirmation e-mail.

Check the '**I'm not a robot**' box and click '**next step**'.

This page will refer you to the correct application procedure. If you have an account (net-ID or otherwise), you can go directly to the login screen. If you do not yet have an account, you can create one here.

**!!ATTENTION!!**  
The application software doesn't work on Internet Explorer.  
Please use one of the following browsers, Google Chrome, Firefox, ... to submit your application.

**LOGIN SELECTION**

[Create new account](#) ←  
[Login](#)

**CREATE AN ACCOUNT**

\*Email Address

\*Password

\*Confirm Password

I'm not a robot

Next Step

\* Required field

# Personal details

**Only for new students**

The contact information you enter here will be used for all VUB communication. You can fill these out manually or use, if possible, your Belgian e-ID (digital ID card) by clicking '**use digital eID**' in the top right corner.

[Instructions to apply with a Belgian eID](#)

Fill in your **full name** as stated on your ID card or passport. Need a **student visa**? Then select '**other**' under Citizenship status.

If you have any trouble entering your **bank account number** you can leave this blank and [send us the correct information via e-mail](#). International students may leave this open.

You can only indicate a **Belgian address** if you have a Belgian national ID number. If you don't have this, you enter an address in your home country. You can also [provide us with the correct address via e-mail](#) after your application.

Click '**create account**'.

**PERSONAL DETAILS** Use Belgian eID

If you have a Belgian ID card, please use the button to upload your personal details from your card.

If you do not have an eID, please make sure the personal details and contact information you enter are accurate. This information will be used on all official documents and for the creation of your student account.

\*Last Name  Familyname

\*First Name  Firstname

\*Date of Birth  01/01/2000

\*Birth Country  NLD Netherlands

\*Birth Location  Amsterdam

\*Gender  Female

\*Marital Status  Single

\*Nationality  NLD Netherlands

\*Citizenship Status  Nationals of the EU

Belgian register number

\*Telephone Number  987954321

\*Telephone Emergency  123456789

Bank Account Nbr IBAN

**OFFICIAL RESIDENCE ADDRESS**

\*Country  NLD Netherlands

\*Street  Weststraat

\*Number  1

Box

\*Postal Code  1077 XV

City  Amsterdam

\* Required field

Create Account

## Step 1 and 2: Welcome and secondary education



**SECONDARY EDUCATION**

\*I hold a diploma of secondary education

\*Location

\*Country

**SCHOOL OF SECONDARY EDUCATION**

\*City

\*Language Code

\*School

**STREAM**

\*Academic Year

\*Diploma

Higher Education Flag:

\* Required field

Did you apply with your eID? Then any Flemish education you finished after the year 2000 will be automatically filled in.

If there's a **magnifying glass** available, click on it to select the right option. Do you already have a **higher education diploma**? Then make sure to check the box.

Always use your school's **postal code**, it might have changed names since you attended. Can't find your school? Just fill out something else and [let us know the correct information via e-mail](#).

Graduated from the **exam commission or adult education**? Indicate that you graduated in a **'foreign country'** and select **'Belgium'**. Then you will be able to select the correct institution.

Under **'Stream'** you should fill out the exact diploma name.

Click **'next step'**.

## Step 3: Higher education

**MY HIGHER EDUCATION**

First 1 of 1 Last

\*Location

\*Academic Year

\*City

\*Country

\*Language Code

\*Institution

\*Level of education

\*Name of Programme

\*Program Status

\* Required field

If you checked the box **'higher education'** in step 2, you'll be able to insert your previous study trajectory in higher education here. If you've only finished high school, you don't need to check this box.

Always enter the **postal code** of the head office of your school, which might differ from the campus you attended. Can't find your programme or school? Fill out something else and [let us know the correct information via e-mail](#).

Do you have **multiple diplomas**? Click '+' to add them. Please **only mention degrees you've obtained**. Obtained credits don't count.

Always use the **magnifying glasses** to select the right option. Can't find your exact diploma? Fill out something else and [let us know the correct information via e-mail](#).



## Step 4: Social services

**SCHOLARSHIP**

I wish to apply for a scholarship from the Flemish Community

**HOUSING**

The Vrije Universiteit Brussel helps you to live and study in Brussels in comfortable conditions. For further information contact the Housing Department:  
<https://mv.vub.ac.be/en/housing>

Application VUB room

**DISABILITIES**

The Vrije Universiteit provides targeted services for students with disabilities. For further information contact the Disability and Study Department.  
<http://www.vub.ac.be/en/practical/disability>

**ATHLETE**

I wish to apply for the status of athlete

For more information visit -class-sports:  
<https://www.vub.ac.be/en/facilities/top-class-sports>

Previous Step Next Step

The part '**scholarship**' is meant for students requesting a scholarship of the Flemish Community. **Only students with the Belgian nationality** can request this. International students must leave this open.

**By ticking the checkbox you do not apply for a scholarship** of the Flemish Community, you have to [do that](#) yourself separately.

[Request scholarship](#)

You can also request extra facilities such as [student housing](#) or the top sports status. **Requesting a room is part of this application**, you can't do this separately. If you want to request a room after you've submitted this application, you'll have to submit a new application.

[Manual VUB housing application](#) | [Request top sports status](#)



## Step 5: Programme selection

Select the programme of your choice.

Check the programme codes for English-taught programmes, so you don't accidentally apply for a Dutch programme.

**Scholarship programme:** Please leave this section blank. If you receive a scholarship other than the one from the Flemish government, please [let us know](#).

If you select evening classes, you will only be able to select a programme offered in the evening (much smaller selection of programmes). BEV / OVV are meant for **working students** who will apply for paid educational leave with their Belgian employer.

- If you're applying for Paid Educational Leave (**BEV**), fill in the form with your request. Select 'evening of weekend classes' and continue your selection.
- If you're applying for Flemish Training Leave (**VOV**), make sure to e-mail us [this completed form](#).
- International students who require a **student visa** must take up a full-time course load and therefore apply for **day classes**. *Exception: students who apply for the Master in Management, can select evening classes.*
- Guest students need a [filled out form](#) to apply. Under '**guest student**' you may leave it at '**not applicable**'.

**SCHOLARSHIP PROGRAMME**

I am applying for a scholarship programme

Scholarship type  
 Specify scholarship type

**WORKING AND STUDYING**

More info: [Working and Studying](#)

\*Select day or evening classes  ?

BEV / OVV

Proof of employment / recipient of social security benefit, I solemnly swear:

International students who require a **student visa** need to take up a **full-time course load**.

Can't find the programme you're looking for? Choose the first option: '**Show the complete list of VUB courses. I am registering based on my file**'. You should be able to select any programme we offer.

All programmes ending with (NL) are programmes solely taught in Dutch. All other programmes are taught in English.

[Check language requirements](#)

Applying for a micro-credential? Select 'Permanent training' and all study options will appear.

**CHOICE OF PROGRAMME**

This is my first enrolment within Flemish Higher Education

This is a registration for which I wish to combine enrolments in diploma contracts

Course filter:

Show the complete list of VUB courses. I am registering based on my file.

Show those programmes which are available on the basis of my previous education

Create A New Application

*Course Load	Full-Time
*Admit Term	1819 Academic year 2018-19
*Career	Master's Programme
*Programme	00224 MA Management
*Academic Plan	0000000550 Standaard traject

\* Required field

Previous Step Next Step

## Step 6: Documents



This is where you upload the **documents required for your application**.

Request Description	Upload	Attached File	Attachment
1 Photograph	Upload	No file selected	Attachment
2 Proof of identity	Upload	No file selected	Attachment
3 Diploma secondary education	Upload	No file selected	Attachment
4 Health insurance	Upload	No file selected	Attachment

  

Request Description	Upload	Attached File	Attachment
1 ADDITIONAL DOCUMENTS	Upload	No file selected	Attachment

### Where to upload which document?

- We need a recent picture for your student card. Without this, you won't receive an enrolment certificate or student card.
- If you wish to upload multiple documents under 1 category, combine them into 1 pdf file first.
- Only documents in PDF or JPEG format are accepted. These files should be smaller than 2 MB.
- Are you in your final year? Upload your transcript of records and a registration certificate instead.
- Check your programme requirements to see if you should upload extra documents such as recommendation letters.

### Uploading or sending in document at a later time

Admit Term	Description	Description
1 Aq2018-19	BA Toegepaste Econ Wetensch	Default track

Message

Are you sure that you want to submit your application? (21000,174)

Message

Application submitted (21000,190)

Your application has been submitted. You will receive further status updates by email.

## Step 7: Confirm programme

Click the icon with the green check mark to submit your application and click **'confirm'**. Make sure you get the message **'Application submitted'** and click **'ok'**.

If you've applied for the wrong programme, click the bin-icon (trash can) to delete your application and start over.

As long as you don't submit your application, you can still make changes or complete it at a later time. The application process continues as soon as you submit your application.

Once you have correctly submitted your application, you will receive an e-mail to confirm this. Within a few working days you will receive status updates of your application, and/or further instruction.