

**Enrolment in a master’s programme, bachelor after bachelor or master after master programme based on a higher education diploma obtained outside Flanders 2020-2021**

### Please hand in this form to the study itinerary counsellor!

**1. Personal Details**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Place of Birth:

Date of Birth:

**2. Programme in which you want to enroll**

**Documents to be enclosed:**

1. A copy of your identity card
2. A valid Belgian residence permit
3. A reference to the diploma for which the student is requesting equivalence
4. Certificates or diplomas which describe the studies, the obtained degree and the study duration
5. Official documentation (from the educational institution or from the educational governments involved) with a description of the courses of which the previous studies consisted, together with their ECTS credits and weighting factor in relation to the whole of the studies.
6. Verification by means of various data which indicate the level of the diploma obtained

The documents listed under c) and d) should be awarded by the school board, the education ministry or embassy of the country where the studies were followed, and authenticated. For the study scriptures which were drawn up in a language other than Dutch, French, English or German, a translation by a sworn translator must be enclosed.

**Declaration**

The undersigned declares that the provided information is accurate and complete.

Date: Student Signature:

**Advice of the Education Service:**

Country in which the diploma was awarded: \_\_\_\_

Level and orientation of the diploma: \_\_\_\_

Category of financing: \_\_\_\_

Advice: **positive / negative**

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| **Decision by delegation: ARTS/ KCB/ DIR 2020/**   * Given that the chair by decision of the xxx has the delegation authority to decide. * Taking into account article 17 of the general regulations on education 2020-2021. * Taking into account the above-mentioned advice of the Education Service.   The chair **approves** / **does not approve** by delegation the enrolment in the bachelor degree programme based on a secondary school diploma obtained outside the European Union.  The department chair decides that, if the enrolment is approved, the student is exempt of the requirements of previous education.  Date:  Department Chair Signature, |