

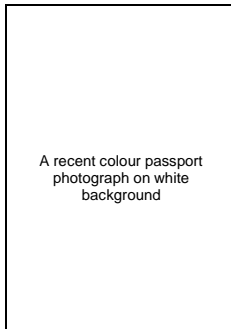
# ADMISSION FORM

(All the required documents should be added to your request – see page 3)



**UCL**  
Université  
catholique  
de Louvain

Administration de l'enseignement et de la formation  
Secrétariat des étudiants



**ACADEMIC YEAR 2009-2010**

Names

.....  
(in capital-case letters. For married women, please put maiden name)

First names: .....

Sex :  male  female (cross out what does apply)

In case of previous enrolment at UCL, please indicate your matriculation number (NOMA) : \_\_\_\_/\_\_\_\_/\_\_\_\_

Permanent legal residence

Street : ..... nr : ..... Box : .....

Postal code : ..... City : ..... Country : .....

Téléphone : ..... Fax : ..... E-mail : .....

If mail should be sent to another address, please fill in your contact address hereunder :

C/O : .....

Street : ..... nr : ..... Box : .....

Postal code : ..... City : ..... Country : .....

Nationality : .....

Born on ..... Place of birth ..... Country of birth .....

Marital status :  single  married  widow(er)  divorced  separated  cohabiting legally  
(cocher la mention correcte)

Your personal situation :

- Are you having residence in Belgium ? .....  YES  NO
- Are you working in Belgium or do you have revenues in Belgium ? .....  YES  NO
- Do you have the status of refugee or refugee candidate in Belgium ? .....  YES  NO
- Are you receiving assistance from the Belgium Public Social Welfare Centre (CPAS or OCMW) ? .....  YES  NO
- Does your father or mother (or legal guardian) have the Belgian nationality ? .....  YES  NO
- Does your father or mother (or legal guardian) have habitual residence in Belgium ? .....  YES  NO
- Does your husband or wife or legal cohabitant have residence in Belgium ? .....  YES  NO
- Does your husband or wife or legal cohabitant work in Belgium or benefit from a replacement revenue in Belgium ? .....  YES  NO
- Will you carry out your studies at UCL accompanied by your family ? .....  YES  NO

How do you intend to finance your studies ? (please cross out what does apply)

- with your parents' help  thanks to a loan  thanks to your spouse's work
- with your professional revenue (or alternative)  thanks to a study grant  thanks a third party

Have you applied for a study grant or a study loan ?  YES  NO If yes, where ? .....



## **LIST OF DOCUMENTS TO BE ATTACHED TO YOUR REQUEST FOR SUBSCRIPTION**

*The copies to be submitted do not have to be certified. In case of doubt, however, the University may require the presentation of the original documents at the registration.*

*If diplomas and transcripts are not drawn up in French, Dutch, English, German, Spanish, Italian or Portuguese, please attach, **in addition to those documents**, a translation into French made by a sworn translator.*

1. Specific documents depending on the studies you wish to undertake at UCL. If you wish to enrol as a:
  - a) 1<sup>st</sup> year **Bachelor** student (1st year of the 1st level):
    - if you will graduate in 2009, one copy of the **transcripts** of your **secondary school studies** (e.g. French Baccalaureat, "diplôme d'état", etc.)
    - if you were graduated before 2009 : a copy of your **secondary school degree** (+ copy of the **transcripts**)
  - b) advanced **Bachelor** student (2nd or 3rd year of the 1st level):
    - one copy of your **secondary school studies** (e.g. French Baccalaureat, "diplôme d'état", etc.)
    - for non-European secondary school diplomas: transcript of the last study year
    - two copies of the **transcript**, year by year, of **higher or university studies** previously undertaken
  - c) **Master** student (2<sup>nd</sup> cycle) :
    - a copy of your **secondary school degree** (e.g. French Baccalaureat, "diplôme d'état", etc.)
    - two copies of the **diplomas** for university or higher studies previously undertaken, and two copies of the transcript year by year
    - a **motivation** letter
  - d) **Complementary master** student (for students with 300 ECTS) and :
    - all the documents required for the Master (see point 1.c. above)
    - if applicable, a summary or copy of your papers and publications.
  - e) **PhD** student (3rd cycle) :
    - all the documents required for the Master (see point 1.c. above)
    - if applicable, a summary or copy of your papers and publications.
    - If applicable, a document indicating your objectives and research projects
2. A **motivation** letter
3. The **official documents** justifying your professional activities and other occupations since your secondary school studies for non-EU students or of the last five years for EU-students.

Examples : - for **work** : either copy of employment contract(s) with recent attest of employer(s) or payroll record, or work attest mentioning starting and ending dates of contract(s)

  - for **unemployment** :attest of the unemployment pays institution
  - for **language** courses: attest of the language centre
  - for any occupation which cannot be proved with an official document : a signed declaration
4. A **certificate of nationality** (or copy of the passport or of the Identity Card)
5. If you are a **scholarship** student, an attest of the granting institution
6. A certificate or test result showing your level of French (or English for programmes taught in English)
7. If you are a national of a country outside the European Union:
  - if your parents reside in Belgium, or if one of them has Belgian nationality, please submit an up-to-date certificate indicating the composition of your family, to be issued by your municipal administration or possibly by an employer (European Union...)
  - if your spouse works and resides in Belgium, please submit an up-to-date certificate of his work (or alternative revenue) and an up-to-date certificate indicating the composition of your family
  - if you have a revenue in Belgium (work, pension, other), please submit a certificate of this revenue and a certificate of residency in Belgium (up-to-date)
  - if you are entitled to help from a CPAS or OCMW (social services) in Belgium, please submit a certificate justifying this help
  - if you are a refugee or a UN asylum seeker, please submit a document supporting this
8. If you are a priest, a seminarian or a member of a religious congregation, please submit a certificate from your bishop or from your religious superiors indicating that they are sending you to UCL to undertake the studies there you are enrolling for.
9. 12 international vouchers or the equivalent of 10,00 euro in Belgian stamps for the establishment of your file and correspondence.

**EQUIVALENCE** of your secondary school degree: students who are bearer of a foreign secondary school degree (except for International Baccalaureate and European school) and wish to enrol for the Bachelor (1st cycle) must submit a request for the equivalence of their degree at the Ministry of Education and Research Community of Belgium, BEFORE 15th JULY 2009. (This request is not to be done at the university.)

Additional information on the request for Equivalence on website : <http://www.equivalences.cfwb.be>

In order to be examined, your **file** will have to arrive, assorted with the **supporting documents**:

**- before Thursday 30th April 2009**

for the nationals of countries outside the EU

**- before Monday 31th August 2009**

for the nationals of countries in the EU

**- before 11th September 2009**

for the nationals of countries in or outside the EU having residence in Belgium

for the nationals of countries outside the EU assimilated with Belgians (see point 7)

**Academic year 2009-2010 starts on Monday 21st September 2009 (\*)**

(\*) Admission and registration to the PhD can be made any time of the academic year

<p><b>For studies of Human and Social sciences, Exact sciences, Physical education and Physiotherapy</b></p> <p>Contact persons :</p> <p>Kristina SWAELENS Tél.: +32-10-47.40.09 Bachelier/Master</p> <p>Anne-Françoise CABIAUX Tél.: +32-10.47.21.67 Véronique MAIRIAUX Tél.: +32-10-47.38.87 Master / Master Compl. / Certificate / Doctorat</p> <p>Université catholique de Louvain Secrétariat des étudiants Place de l'Université, 1 B-1348 LOUVAIN-LA-NEUVE</p>	<p><b>For studies of Medicine, Pharmacy, Dentistry, Biomedical sciences, Public Health</b></p> <p>Contact person :</p> <p>Julie SEPULCHRE Tél.: +32-2-764.45.24 () Bachelor / Master / Compl. Master / PhD</p> <p>Université catholique de Louvain Secrétariat des étudiants Promenade de l'Alma, 32 B-1200 BRUXELLES</p>
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**Réservé à l'Université**

Date de transmission du dossier en Faculté :

Date de réception de la réponse de la Faculté :

<input type="checkbox"/> <b>ACCORD DE LA FACULTÉ</b>	<input type="checkbox"/> <b>REFUS DE LA FACULTÉ</b>																
<table border="1"><tr><td>1. programme + code année d'études</td><td></td></tr><tr><td>2. Durée à prévoir pour le programme (y compris mémoire ou thèse)</td><td></td></tr><tr><td>3. Nom du professeur à consulter pour la mise au point du programme</td><td></td></tr><tr><td>4. Pré-requis éventuels à ajouter au programme</td><td></td></tr><tr><td>5. Remarques complémentaires</td><td></td></tr></table>	1. programme + code année d'études		2. Durée à prévoir pour le programme (y compris mémoire ou thèse)		3. Nom du professeur à consulter pour la mise au point du programme		4. Pré-requis éventuels à ajouter au programme		5. Remarques complémentaires		<table border="1"><tr><td>1. Motif du refus</td><td></td></tr><tr><td>2. Eventuellement, réorientation proposée</td><td></td></tr><tr><td>3. Remarques complémentaires</td><td></td></tr></table>	1. Motif du refus		2. Eventuellement, réorientation proposée		3. Remarques complémentaires	
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DATE et SIGNATURE :	DATE et SIGNATURE :																