

Submit a Complete Application

Manual for English-taught Master Programme applications
Hasselt University

Table of Contents

Welcome to Hasselt University!	2
The Two-part Application	2
The Application Process	3
Online Pre-registration	4
Identity	4
Study Programme	5
Learning Account	5
Success Rate	6
Address	7
Secondary School	7
Higher Education	8
Finances	8
Accession Agreement	9
Up/Download	10
Social Information	11
Finalise	12
Status of File	13
Certified Hard Copies	14
Status Updates	14
Application Outcome	14

Welcome to Hasselt University!

Thank you for your interest in studying with us.

We look forward to learning more about you through your application.

On our website you will find information on the admission requirements, application process, tuition fees, deadlines and more. We encourage you to carefully review all of the information provided before you begin with your application.

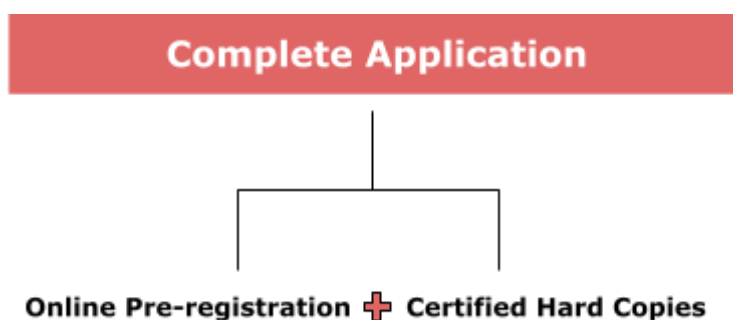
We understand that the application process can be confusing at times. Therefore we have created this detailed **step-by-step guide** on how to submit a complete application.

Have you chosen the study programme that you are interested in?
Have you checked the deadlines for that specific programme?
Have you determined your eligibility based on the specific admission requirements?

➤ **Perfect! You may now begin with your application.**

The Two-part Application

- online pre-registration
- certified hard copies of higher education documents



Your application is only complete and processed once both your online pre-registration is complete and the certified hard copies of your documents have arrived at the admission's office.

1. Online Pre-registration

Each section of the online pre-registration needs to be fully and correctly completed in order for the system to give you access to the next. Most importantly you need to upload all of the necessary documents to the Up/Download section.

Have you applied to Hasselt University before?

Kindly update your already existing online pre-registration and contact us at admissionformaster@uhasselt.be. The admission's office will assist you based on your individual circumstances. **Do not make a new online pre-registration.**

Identity

- Do not confuse first/given name with family/surname - it is important that your name is correct as this will be the name shown on a potential letter of admission
- All updates in regards to your application will be sent to you by email. It is thus crucial that you have regular and full access to the email address you provide.
- Save and proceed

Write your name in **capitals and small letters as shown on your identity card or passport**. Your name will be spelled this way on all official documents.

Family/Surname:	<input type="text"/>	*
First/Given name:	<input type="text"/>	*
Other first names:	<input type="text"/>	
Call name:	<input type="text"/>	Only if it differs from your official first name
Other initials:	<input type="text"/>	Initials from your other first names in capitals without spaces or punctuation marks
Gender:	<input type="radio"/> M <input checked="" type="radio"/> F *	
Date of birth:	<input type="text"/>	*
Country of birth:	Choose a date of birth first	*
Place of birth:	<input type="text"/>	*
Nationality:	-- Please make a choice --	
Belgian registration number:	<input type="text"/>	Only applicable if you are from Belgian nationality or have a Belgian residence permit
Civil status:	Single	
Email:	<input type="text"/>	*

Please note that you have to use this email address throughout the entire application process.

– Set password

To secure your web registration you need to fill in a password. With it you can review and correct your web registration later on.

Password new:	<input type="password"/>
Password new: (control)	<input type="password"/>

* required

Save

Study Programme

- Academic year - the year for which you are applying
- Degree contract - you attend the classes and take the exams, upon the completion of the programme you will receive a degree/diploma
- Credit contract - you registered for one or more programme components, upon completion of the components you do **not** receive a degree/diploma but rather credit certificates
- Exam contract - you register only for an exam and cannot follow any classes or make use of the university's facilities
- **Example** - if you wish to follow an English-taught Master programme and receive a diploma at the end of it you have to first choose "master's programme", then diploma contract, then select english taught programme and lastly choose the exact programme you are interested in
- In the last part of this section, if you have never studied at a Flemish university then you can select 'not applicable'
- Save and proceed

Identity
Study Programme
Logoff
Nederlands

I would like to register for

Academic year: 2021 - 2022 *

Programme: master's programme *

diplomacontract
 creditcontract
 examencontract voor het behalen van credits
 examencontract voor het behalen van een diploma
 Niet van toepassing

Taught Programme:
 Dutch taught programme
 English taught programme

Master of Interior Architecture (English) *

[about the kinds of contracts](#)

Academic year of first registration contract for a full degree programme for a **professional or academic bachelor** at a flemish institution: Please choose an academic year

*I would like to have **more information** about studying with a **functional impairment** (dyslexia, ADHD, autism, chronic illness), **top-level sport, performing as an artist, working or other specific circumstances** and extra support?*

* required

Save and proceed to Learning Account





Learning Account

- The learning account is a system that works in Flanders, Belgium. When you register at a higher education institution in Flanders for the first time, you automatically receive 140 ECTS (credits). You can use these credits to "buy" programme components. Once you successfully complete these components you "earn" the credits back in your learning account

Have you never studied in a higher education institution in Flanders?



Fill in 140 credits with the date in which you are making the pre-registration

- Save and proceed

Identity	Learning account
Study Programme	 For more information concerning the learning account system or how to be admitted with a(n) insufficient/negative learning account, see http://www.uhasselt.be/UH/International-master-students/Learning-account.html
Learning account	 At http://www.studentenportaal.be/ you can consult your learning account balance
Logoff	I declare that the balance of my learning account at <input type="text" value="15/04/2021"/>  ! If you register for the first time as a student in Flanders your learning account will be 140.
Nederlands	 is <input type="text" value="140"/> .
	I expect the balance of my learning account at the start of the academic year to be <input type="text" value="140"/> .
	<input type="button" value="Save"/>

Success Rate

- This section is only relevant for students who have studied at a higher education institution in Flanders, Belgium, in the previous academic year. If this is not the case for you you may skip this section
- Save and proceed

Identity	Success rate
Study Programme	 <u>EEL examination regulations article 5.3 §1 bis:</u> A student who is enrolled under a diploma contract for the 1st bachelor year at the UHasselt or any other Flemish university and who obtains less than 30% of the ECTS credits from the 1st bachelor year during this year of enrolment, can not reregister in the same programme. Students can be denied access on the basis of this rule at the earliest in the academic year 2016-2017. In exceptional cases a student can be accepted based on a substantiated request filed through the study career coach. Subsequently the vice-rector for education will decide on the admission, after the recommendation of the chairman of the Examination Board.
Learning account	 <u>EEL examination regulation article 3.3 §3:</u> The Examination Board may impose binding conditions on students enrolled under a diploma contract who, after one academic year, have not yet obtained 60% of the ECTS credits to which the diploma contract refers. These binding conditions may in principle not be any tighter than the regulations in art. 4. (Codex higher education art. II.246)
Success rate	During academic year 2020 - 2021 I was enrolled for <input type="text"/> ECTS credits.
Logoff	I obtained <input type="text"/> ECTS credits.
Nederlands	My success rate is: <input type="text"/> %.
	I was earlier already enrolled for the 1st bachelor year of this programme: <input type="radio"/> Yes <input type="radio"/> No
	<input type="button" value="Save and proceed to address"/>

Address

- Fill in your official domicile address as it is shown in your passport or identity card - this address will be used to send all your correspondence (e.g. letter of admission)
- Fill in any additional addresses
- Fill in emergency contact details
- Save and proceed

Identity
Study Programme
Learning account
Success rate
Address
Logoff
Nederlands

Official domicile address

Enter your home address (domicile or official residence in your home country) exactly as it is shown on your passport or identity card. Please note that this address will be used to send all your correspondence. Give your full telephone number with country code.

Street : * House number / Box : * /

Country : *

City : *

Postal code :

Telephone number :



Mobile phone number :


[Empty data](#)

Secondary School

- Select an educational institution in Flanders by using the provided icon
- If you have not obtained your secondary education in Flanders then you have to select "other" from the drop down menu
- Fill in all the correct details of the secondary education institution from which you graduated
- Save and proceed

Identity
Study Programme
Learning account
Success rate
Address
Secondary/high school
Logoff
Nederlands

 • Please select an educational institution in Flanders through the icon. 
• If your educational institution or Study programme is located in the Flanders, but is **not** in the list, please choose -- Option is not listed --

You obtained your diploma on :  dd/mm/yyyy (Date mentioned on diploma)

I obtained my secondary/high school diploma:

Educational institution + Study programme

Name educational institution	Study programme
<input type="text"/>	<input type="text"/>
Street	Number <input type="text"/> Box <input type="text"/>
<input type="text"/>	City <input type="text"/>
Country	Postal code : <input type="text"/>
<input type="text" value="-- Please make a choice --"/>	

[Save and proceed to Higher Education](#)

Higher Education

- Higher education is tertiary education (also called post-secondary education) leading to award of an academic degree
- Keep in mind that for all Master programmes you need to have a minimum of an **academic** Bachelor degree
- Do you have a **professional** bachelor degree? Then you need to first follow a bridging programme (if the programme of your choice offers one)
- Give a chronological overview of your entire higher education (bachelor, master, Phd)
- In order to proceed to the next section you need to scroll up and click "proceed to finances". This is unlike all previous sections where the "save and proceed" button was at the bottom of the page

Identity

Study Programme

Learning account

Success rate

Address

Secondary/high school

Higher education

Logoff



Nederlands

Give a chronological overview of all the years of your higher education. Mark 'yes' in the section 'graduation' only for the final year of a study programme. Mark 'no' for all other academic years.

If you were enrolled for a programme of higher education - in a college or university- in 2020 - 2021 and have not attained half of the taken credits (usually 60), the examining board can impose obligatory conditions. These conditions serve to guard and improve the study progress of the student. More information about this can be attained from the educational service of the programme for which you wish to enroll. Under certain conditions (incl when a student has obtained too few credits during more than one year) an enrolment can be denied.


Proceed to Finances

- New Entry

 • Please select an educational institution in Flanders through the icon 
• If your educational institution or Study programme is located in the Flanders, but is **not** in the list, please choose -- Option is not listed --

Year: 2020 - 2021 | Region of higher education: Flanders | Type of institution: University

Educational institution + education

Educational institution:  | Study:

Diploma

Is graduated or expects to graduate in 2020 - 2021: -- Please make a choice --

Add | Delete

Finances

- In this section you need to fill in your financial information
- The university **does not automatically** take money off of your account
- In case you are admitted you will receive payment instructions for the tuition fees which you need to transfer via international bank transfer yourself
- Account number - enter your bank account number here
- BIC - Bank Identification Code
- Save and proceed

Identity
Study Programme
Learning account
Success rate
Address
Secondary/high school
Higher education
Finances
Logoff
Nederlands

All financial transactions from the Hasselt University are transferred to this account number.

Country of account number:

Account number: (BBAN- / IBAN-format)
ex. BE68 5390 0754 7034

BIC-code: If the BIC code is not automatically calculated, please enter here

It is possible that you are eligible for a scholarship granted by the Flemish Community. For more information, please contact the Department of Student Services. Are you applying for a scholarship for the academic year **2021 - 2022**? Please note, this will not be considered as your application for a study allowance. We gladly refer you to the UHasselt Social Services Office, to make the necessary arrangements to apply for a study allowance.

Yes No

[Save and proceed to accession agreement](#)

Accession Agreement

- Read the accession agreement carefully and if you agree with all the information you may click on the button "agree" - keep in mind that without consenting to this agreement you cannot register as a student at Hasselt University
- Once you consent you will see that the exact moment when you agreed to the accession agreement at the bottom of the section
- Another button will then become available at the bottom called "proceed to upload"

Identity
Study Programme
Learning account
Success rate
Address
Secondary/high school
Higher education
Finances
Accession agreement
Logoff
Nederlands

Accession agreement

The undersigned, **Ivana Hofman**, hereby enrolls in accordance with Articles II.199, II.200, II.201 and II.202 of the Codex for Higher Education for the **Master of Interior Architecture** and wishes to enter into a **contract for a full degree programme** with the aforementioned educational institution.

By entering into this admission agreement, I declare that I agree with the provisions of the education, examination, disciplinary and legal position regulations of Hasselt University/tUL campus UHasselt, the regulations concerning the rights to research results and rights to copyright work of bachelor's and master's students of Hasselt University/tUL campus UHasselt and the applicable regulations with regard to privacy, ethics and integrity. These regulations form an integral part of this admission agreement and can be consulted on the website <https://www.uhasselt.be/Student-regulations>. I also declare my agreement with the tuition fee, the study programme, the study load and the sequence of components in this programme as mentioned on the website <https://www.uhasselt.be>.

I agree to settle the balance of the tuition fee, calculated on the basis of the definitive study pathway, after I receive a demand for payment.

I understand that I can construct my study pathway through my digital student file and can consult the programme components at any time. I accept that I can only change my enrolment as well as my study package within the limits of the applicable education and examination regulations.

I declare that I am aware that my admission to enrolment in the aforementioned study programme is subject to a final check by the Hasselt University administration on the status of my learning account and the study outcome from my previous enrolment at Hasselt University/tUL campus UHasselt/the Flemish institution of higher education on 15 October of the academic year to which this enrolment applies. If on that date my study account/study outcomes turn(s) out not to meet the conditions listed in Art. 3.8 of the education regulations and Art. 5.3 of the examination regulations, Hasselt University/tUL campus UHasselt may unilaterally terminate this agreement. In that case, however, I still have the right, in accordance with the procedures in Article 3.6 of the education regulations or Art. 5.3 Para. 1 bis of the examination regulations, to request an individual exceptional admission to enrolment.

In accordance with Art. 3.3 of the examination regulations, the examination board may attach binding conditions to my enrolment if my study outcome was <60% in the previous academic year. These binding conditions will be added by 1 November at the latest of the year of enrolment to my study contract, which I may consult and modify at any time within the limits of the applicable education and examination regulations, in my digital student file. If I do not agree with the binding conditions imposed on me, I may submit an internal appeal against them in accordance with the legal position regulations for students.

I understand and expressly accept that the data that I have provided in connection with my (pre-)enrolment, as well as any other data that I enter in my digital student file or provide to Hasselt University/ tUL campus UHasselt during my enrolment, will be processed and stored by Hasselt University/tUL campus UHasselt for the execution of its tasks as a university, and in particular the provision of quality education. Hasselt University/tUL campus UHasselt will handle my data in accordance with the provisions of General Data Protection Regulation 2016/679 and will only process my data to record my enrolment as a student and for all other forms of student administration, study and exam management, study progress monitoring, study coaching, educational (policy) purposes, quality assurance, information provision and organisational analysis. Such data will also be used in the context of student facilities that I may wish to use (sports, accommodation, employment service, social service, low-priced meals). I understand that these data will be exchanged for the same purposes with Hasselt University's partner education institutions in connection with teaching in joint study programmes and study programmes in collaboration with a partner educational institution or in connection with student facilities organised within the association to which Hasselt University/tUL campus UHasselt belongs. I can find more details on the Hasselt University web page.

I may also grant Hasselt University permission to share certain personal data with certain third parties. I can grant this permission via my student file under the 'privacyvoorkeuren' ('privacy preferences') tab. I know that I am free at any time to revise or withdraw my permission to pass on such data to these third parties in my student file.

I know that I have the right to view my personal data and ask for incorrect or incomplete personal data to be corrected. I may submit such a request via my digital student file under the 'mijn persoonlijke gegevens' ('my personal data') tab.

Hasselt University will not make my data available to third parties unless it is obliged to do so on the basis of a statutory or decretal obligation.

This agreement is subject to Belgian law. The courts of the judicial district of Hasselt have sole jurisdiction to hear any dispute that may arise about the validity, interpretation or implementation of this agreement.

I confirm that the information I have provided for my enrolment is accurate.

I authenticate this document.

You agreed with the accession agreement on 21/04/2021 15:42:17

You agreed with the accession agreement on 21/04/2021 15:42:17

[Proceed to upload](#)

Up/Download

- This section is one of the most important parts of your online pre-registration. Here you have to upload all the required documents
- Be sure to upload the following documents:
 - **ID/Passport**
 - **Secondary/High School Diploma**
 - **Curriculum Vitae** (*mandatory for Master of Management & Master of Transportation Sciences*)
 - **English Proficiency** (*language requirements may differ per programme*)
 - **Motivation Letter** (*mandatory for Master of Management & Master of Transportation Sciences*)
 - **Higher Education Diplomas** (*must be delivered as a certified hard copy by postal mail*)
 - **Higher Education Transcripts of Records** (*must be delivered as a certified hard copy by postal mail*)

Without certified hard copies of your documents your application will not be processed

- Proceed to social information

Study Programme

Learning account

Success rate

Address

Secondary/high school

Higher education

Finances

Accession agreement

Up/Download

Logoff

Nederlands

Some documents need to be sent beforehand to the administration. Please upload these files here. (only .pdf, .doc or .jpg files)

Delete	Description/file	Upload file / Approved
--------	------------------	------------------------

	Passport	<input type="button" value="Choose a file"/>
--	----------	--


	Certificate secondary/high school 	<input type="button" value="Choose a file"/> required
--	---	---

	Diploma supplement secondary/high school (only for degree gained abroad)	<input type="button" value="Choose a file"/>
--	--	--

	Curriculum vitae	<input type="button" value="Choose a file"/> required
--	------------------	---

	TOEFL-score report OR IELTS-certificate OR attestation of higher education in English	<input type="button" value="Choose a file"/> required
--	---	---

	Motivational letter	<input type="button" value="Choose a file"/> required
--	---------------------	---

	Valid health insurance covering full stay (copy of European Health Insurance Card, SIP certificate or other insurance) 	<input type="button" value="Choose a file"/>
--	--	--

	APS certificate (compulsary for Chinese students only)	<input type="button" value="Choose a file"/>
--	--	--

Delete	Higher education / Graduation	Upload file / Approved
--------	-------------------------------	------------------------

	Diploma Higher Education  Maastricht University Graduation : European Lam School	<input type="button" value="Choose a file"/> required
--	---	---

	Diploma supplement of Higher Education  Maastricht University Graduation : European Lam School	<input type="button" value="Choose a file"/>
--	---	--



Your application will not be processed until you have uploaded all compulsory documents.

Your file will only be processed after receipt of a certified copy of both your diploma and your diploma supplement (or your transcript of records). The documents can be sent with mention of your pre-enrollment number on the envelope:



Hasselt University
Student Administration – International Affairs
Attn Mrs Leen Jorissen
Martelarenlaan 42
3500 Hasselt
Belgium

Proceed to social information

Social Information

- In this section you have the opportunity to answer a couple questions that are beneficial to Hasselt University
- The questions vary from family structure through employment statuses to languages you speak
- Save and proceed to finalise your application

Identity

Study Programme

Learning account

Success rate

Address

Secondary/high school

Higher education

Finances

Accession agreement

Up/Download

Social information

Finalise

State of file

Logoff

Nederlands

Every academic year we collect data to build up a picture of the student population. In this way, we can examine what support needs students may have and how the institution's policies can meet these needs as effectively as possible. We ensure that the information from this questionnaire is treated with the utmost confidentiality in accordance with the law on data protection. We would greatly appreciate it if you would answer the following questions as fully as possible.

Next

Which languages do you speak at home? You can indicate more than one language (using the ctrl-key).

Albanian
Arab
Armenian
Berber
Chinese
Croatian
Czech
Danish
Dutch
English
Finnish

Previous

Save and proceed to finalise

Finalise

- Congratulations! You have now completed your online pre-registration, which is one of the two parts of your application
- In this section you will find information for future students, accommodation and privacy
- From here you can also download your application file, which you can send along with your hard copy documents - this helps the admission's office with the processing of your application

Your file will only be processed after receipt of a certified copy of both your diploma and your diploma supplement (or your transcript of records). The documents can be sent with mention of your pre-enrollment number on the envelope:



Hasselt University
Student Administration – International Affairs
Attn Mrs Leen Jorissen
Martelarenlaan 42
3500 Hasselt
Belgium



Do not forget to close this application using the 'Logoff' button.

Identity
Study Programme
Address
Secondary/high school
Higher education
Professional experience
Finances
Accession agreement
Up/Download
Social information
Finalise
State of file
Logoff
Nederlands

Registration number : **85034**

If necessary, you can consult your subscription file here: [File](#)

Complete your Application and Finalise your Registration at UHasselt

You have now completed your [online pre-registration](#).

Are you applying for an English-taught Master programme?

Your next step is to send **certified hard copies** of your higher education documents. Without these documents your application is incomplete and cannot be processed.

Have you been admitted to an English-taught Master Programme?

1. You will receive a [letter of admission](#) by mail. It will also be stamped and sent to you by postal mail (necessary for a visa).
2. You will receive [payment instructions](#) by mail. The tuition fees must be paid latest 1 month before your arrival in Belgium. Once your payment has been processed by the university you will receive an update.

Once you have received full admission and have paid your tuition fees you may book an appointment to finalise your registration and enrol as a student at Hasselt University.

Final Registration - For all Students

You can book an **online** or **on campus** appointment with a staff member from the student administration in order to [finalise your registration](#).

Book your appointment by following this url:

<https://www.uhasselt.be/UH/nl/Initiatieven/2020/Register>

Once you book your appointment, you'll receive an automatic e-mail with the necessary practical details. Kindly read it carefully and come to your appointment well prepared.

We look forward to welcoming you to Hasselt University soon!

Do you have questions regarding your final registration?
Contact student administration by e-mail: studentenadministratie@uhasselt.be



For information for **future students** click [here](#)



For **accommodation** please click [here](#)

Status of File

- In this section you can see all the status updates you have received from the admission's office in relation to your application
- Be sure to check your email address **regularly** as this is the only form of communication that the admission's office has with you
- In your status updates you may see "further information required", however, in the email you have received you will be able to see a detailed message from a contact person from the admission's office with further steps you need to take in order to complete your application

Identity
Study Programme
Learning account
Success rate
Address
Secondary/high school
Higher education
Finances
Accession agreement
Up/Download
Social information
Finalise
State of file
Logoff
Nederlands

Your registration number : **86455**

This is an overview of your file of enrolment.

Date	Status	Administrator
21/04/2021	Mandatory uploads incomplete	
15/04/2021	Application	

2. Certified Hard Copies

We require certified hard copies of higher education (Bachelor, Master, PhD, etc.) diploma certificates as well as transcripts of records thereof

- The copies of your original documents need to be certified by an **official** institution. This can be the university, the notary, the embassy, etc.
- They stamp and sign (in **real** ink) the copies again on **each** page to attest that they are true copies of the original documents.
- Photocopies and digital versions of certified documents will not be accepted.
- Certified / legalised / original hard copies cannot be returned to the candidate.

Address to send the documents to:

Universiteit Hasselt
Leen Jorissen
Martelarenlaan 42
3500 Hasselt
Belgium

Due to the volume of applications we cannot confirm the receipt of your documents. We strongly recommend sending your certified hard copies via express service, so you can track them. Their arrival at our university can then be acknowledged.

What happens once your documents arrive at the admission's office?

Once your certified hard copy documents arrive at our office we begin processing your application file. A member of the admission's office looks into whether your application is complete.

Status Updates

- **Under Consideration** - you have submitted a complete application which will be forwarded to the Admission Committee for evaluation
- **Further Information Requested** - your application is incomplete. You will receive an email with the steps you need to take in order to complete your application

Application Outcome

The final decision is made by the Admission Committee. Once they make the decision they inform the Admission's Office. They in turn update you on the status of your application. The possible outcomes are admission, conditional admission and no admission.

GOOD LUCK!