

**Master grants for candidates from
developing countries 2009-2010**

admission@GhentUniversity

1. Application Procedure

Applying to Ghent University is easy, but involves a lot of paper work and procedures. The International Admissions Desk can assist the applicants. Prospective international students can be granted admission at Ghent University if they can fulfill the **academic** and **legal requirements**. An application procedure has been set in place by the university authorities, to allow international students to study at UGent. We encourage you to start planning well in advance and to make sure that the procedures are well understood. If you agree with the requirements and are interested in studying at Ghent University, you can request an application form by sending an application email to:

internationalstudents@UGent.be

You need to mention:

- Your full name (first name and last name);
- The complete postal address;
- The date and place of birth;
- You have to confirm that you have read, understood and accept the **admission requirements** (see point 2.)

When you send an email, you will get a ticket number assigned to your email. To keep the ticket number, simply reply on the email each time you need to contact us.

Remarks:

- The application form **cannot be downloaded** from the website. The form is sent by email after an application file has been opened in our database.
- Each applicant has to follow this procedure. **Applications are individual**. A file number is assigned to each request. This file number is unique and cannot be transferred to another applicant.
- **The processing of your application will take an average of 3-4 months after receipt of your complete application package.**
- Applications will not be considered if they are not accompanied by a legalised copy of the diploma and all required documents.

2. Admission requirements

To apply at Ghent University, you have to meet the following requirements:

Academic requirements	Legal requirements
Diploma (A)	Insurance (C)
Language (B)	Solvability (D)

(A) Diploma

Introduction

Even though Ghent University supports student mobility, it is not always straightforward to grant admission to an international applicant for the programme that is requested. For example for most international university diplomas there are no treaties of equivalence. Ghent University will therefore have to assess whether an applicant has gained sufficient foreknowledge through the basic diploma.

Which diploma do you need to study at UGent?

One of the requirements that an International Student has to meet is to have the correct basic diploma. Admission is granted on the basis of a diploma, irrelevant of nationality.

Examples:

- A student is interested in a Bachelor programme at Ghent University and has done his entire secondary education in Ethiopia. The basic diploma is the diploma awarded after graduating from secondary school. This diploma must grant the student access to university studies in the country where the diploma was awarded.
- A student with **Belgian nationality** has been awarded a Bachelor diploma from a University in the Netherlands and wants to start a Master programme at Ghent University. The basic diploma for a Master programme is a Bachelor, so the student will need to apply for admission based on the diploma obtained abroad.
- A student with the Chinese nationality wants to do a Subsequent Master programme at Ghent University and has graduated from a Flemish University as a Master. This student does not need to start up the admission procedure, since it is on the basis of a diploma awarded in the Flemish Community.

Master Programme (MaNaBa)

Master programmes are open to holders of an appropriate academic bachelor degree. This type of master programmes is also referred to as MaNaBa. This is the abbreviation of "**master na bachelor**" or master that succeeds a bachelor. Most master programmes are instructed in **Dutch**. Master programmes are characterised by the integration of education and research, and a master's thesis. They cover at least one year of study (60 ECTS credits). Depending on the field of study some programmes may last longer.

A foreign university degree or higher education diploma (bachelor of minimum three years), may be accepted by the university authorities on the advice of the faculty concerned. In some cases students cannot be admitted directly to a master programme but have to do a specific **preparatory course** first (between 45 and 90 ECTS credits), depending on their previous studies.

There is no direct admission. The student requests and completes an application form. After a thorough assessment of the submitted application package, the prospective student will be informed on whether admission has been granted or denied. The following documents must be submitted along with the application form:

- A legalized copy of your diploma and lists of result (report card);
- A curriculum vitae (resume);
- Proof of language proficiency

Advanced Master (MaNaMa)

The general admission requirement for subsequent or advanced master (MaNaMa) programmes is that the student must possess a four-year Flemish master degree (MaNaBa). These master (MaNaMa) programmes aim at developing an in-depth understanding or specialisation in the field of competencies acquired during the master (MaNaBa) course. The study volume of a subsequent master is at least 60 ECTS credits. This takes one year of full-time study.

This type of master programmes is also referred as MaNaMa. This is the abbreviation of "Master Na Master" or master that succeeds a master, i.e. an Advanced or Subsequent Master programme.

There is no direct admission. The student requests and completes an application form. After a thorough assessment of the submitted application package, the prospective student will be informed on whether admission has been granted or denied. The following documents must be submitted along with the application form:

- A legalized copy of your diploma and lists of results (report card)
- A curriculum vitae (resume)
- Proof of language proficiency

(B) Language Requirements

Starting from academic year 2009-2010, for certain English tests a higher minimum score is applicable for the English master programmes and the doctoral trainings:

- A **TOEFL-TEST**, maximum two years old, with a minimum score of **570** (paper-based-, or **87** (internet-based). Test takers should mention the 'institution code' **2643**, so the score can be sent to UGent directly;
- An original 'test report form' (TRF) from **IELTS**, maximum two years old, with a maximum score of **6.0**.

For master programmes in English and for the doctoral training programmes the following proofs of proficiency in English **remain valid**:

- An official certificate which confirms that the applicant has successfully completed at least one year of a study programme of which the medium of instruction was English, either at an institute of Higher Education or a Secondary School;
- A certificate awarded by the UCT confirming proficiency in English (<http://www.uct.ugent.be/eng/>)

The following students are **exempt** from demonstrating their English proficiency for both English master programmes and doctoral training programmes:

- Holders of a diploma secondary education, of an academic bachelor diploma or a master diploma awarded by an institute of education recognized by the Flemish Community.

(C)Insurance

All residents of the country, Belgian or otherwise, are required by law to be covered by a **health insurance policy**. [More information](#) is available from the legal department.

(D)Solvability

Introduction

The Belgian State requires foreign nationals to have adequate means of subsistence, both for the duration of the planned stay and for the return trip to their country of origin or transit to another country. All foreign nationals who apply for study at Ghent University will have to declare formally on the application form for academic admission that they have adequate means of subsistence.

Note: The application form for academic admission from the International Admission Office can only be used for admission as a student at Ghent University and cannot be used for a scholarship application. The application form does not confirm any granting of a scholarship.

Own Financial Means

It is not a requirement to have a scholarship to study at Ghent University. A lot of international students self-sponsor their studies or have a private sponsor. You do not need to proof solvability when applying at Ghent University, however, you will need to provide evidence for entry into Belgium and for your registration in the commune (city) of your residence. For more information you can contact the [Belgian Embassy](#) (or Belgian representation for your country) or your commune in Belgium.

Scholarship or study grant opportunities

The Department of Research Affairs of Ghent University offers information about any opportunities for [scholarships](#).

3. Legalisation of diplomas

Along with the application form, foreign students are also required to send a **legalised copy** of their diploma. A checklist of all required documents is included in the application form.

By legalising a copy the civil servant confirms the authenticity of the signature(s) put on the original document.

Legalisation is synonymous with: notarisaton, authentication, attestation, validation.

A legalised copy is NOT synonymous with "a certified true copy"; a certified copy only certifies that the copy is identical to the original, but says nothing about the authenticity of (the signatures of the persons who signed) the original.

How do I legalise a copy of my diploma?

General Rule

Normally the legalisation is done by the [Belgian Embassy](#) of the country where the diploma was issued.

Exceptions

In some cases the legalisation by the Belgian Embassy is not required:

- The country where the diploma was issued has signed "**The Convention Abolishing the Requirement of Legalisation for Foreign Public Documents**" (1961). In that case your diploma has to bear the "Apostille". For more information on this convention, to see whether the country where your diploma was issued has signed the convention and to find out who can put an apostille on the copy of your diploma, go to the official website: [The Hague Conventions on Private International Law](#)

4. Deadlines

International students have to go through an application procedure in order to be admitted as a student. This procedure takes on average **three** months after UGent has received the complete application package.

Moreover, the majority of applicants will also need to apply for a student visa at the Belgian Embassy or consulate in their country. This procedure can also take a while, and cannot be started up before the student has the letter of admission from Ghent University.

It is important that each student can start at the beginning of the academic year.

We have set application deadlines in place so that we can make sure that the application procedure for each applicant can be completed on time, but that the applicant can also apply for a visa, and can make the necessary arrangements to move to Belgium. We encourage the applicant to start planning early.

It is the responsibility of the applicant to make sure that all the requirements are met

when applying for a visa. The International Admissions Desk cannot intervene in the procedure.

The complete application package must be submitted before the deadline. Incomplete application packages cannot be taken into consideration. Although late applications may not necessarily be refused, the processing of your application may be seriously delayed if you apply after these deadlines.

		Students who need a visa
Request University	Application Form Ghent	October - January
Hand in University	Application Form Ghent	Before the 1 st of March
Deadline Visa Application		Three months prior to leaving your home country
UGent students submitting a new application		Before 1 st June
Applying for a Dutch programme		Hand in application before 1 st June that precedes your enrolment in the preparatory year of Dutch (www.uct.ugent.be)

For students who will receive a master grant, a letter will be written to the embassy to clarify that you will have enough financial means to stay in Belgium during your studies. That will make the visa procedure easier.