



Application package for non EEA students

BICCS Postgraduate Programmes 2011-2012

Before you fill out this form, please carefully read the following information

All files will be treated by the Admission Committee. Treating an application file takes about **two months**. We therefore ask students to be patient and **not to contact the university** for a status of their file.

Requirements for admission cannot be discussed. The decision of the admission committee is final and irrevocable.

The original letter of acceptance has to be **presented at the BICCS Office** to be able to enrol at the University.

Please send us officially **authenticated copies***, do not send us your original degree and transcripts.

Paper clips are fine, do not staple your documents. If you are in your graduating year or you are not yet in the possession of your degree, please send us a (provisional) graduation certificate.

If you have **relevant work experience** or academic publications, please include a **resume**.

Chinese students should enclose an **APS certificate**.

African students should send their transcripts and diploma in an envelope sealed and signed by their university.

Please return this package along with the required documents to:

**Vrije Universiteit Brussel
International Relations and Mobility Office
Attn: Ms. Xiaohong TONG
Pleinlaan 2
BE-1050 Brussels
Belgium**

Important remark: Depending on your local mail services, it can take up to 4 weeks before your application package arrives in Brussels. If your local mail services are slow, make sure you send us your package in due time.

* An officially authenticated copy is a copy of your degree or transcripts that has been verified by the Belgian Embassy or your university.



Application Form

This form is free of charge. If possible, please avoid handwritten application forms. Please note: only complete files will be taken into consideration. For a list of all required documents please turn to page 5.

Application Information

Please indicate up to two programs you wish to apply for:

- China Business Development (60 ECTS credits)
- Chinese Business Law (60 ECTS credits)
- Contemporary China Studies (60 ECTS credits)
- Contemporary Chinese Art (60 ECTS credits)
- Investing in the EU - Benelux as a gateway (60 ECTS credits)

Please consult our website for the application procedure at:
<http://www.vub.ac.be/biccs/site/index.php?id=12>

How did you hear from us for the first time:

- BICCS website, www.vub.ac.be/biccs
- VUB website, www.vub.ac.be
- Website search engine:
- Other websites:
- Liaison officer, name:
- Education fair
- Friends
- Alumni
- Others, namely





Application Form

Personal Information

In accordance with your passport. If you fill out this form manually, please use **capital letters**.

Family name (surname):

Given name (first name):

Place of birth:

Country of birth:

Date of birth:

Sex: Male Female

Nationality:

Address of reply:

.....

.....

.....

Telephone number:

E-mail (mandatory):

Educational Background

List all universities or other institutions of higher education you have attended in your country or abroad (if more space is needed, attach a separate sheet listing other institutions attended).

Example:

Institution: Vrije Universiteit Brussel

Duration: 1 year (2009-2010)

Obtained degree: Master of Management

Institution: Institution:

Duration: Duration:

Obtained degree: Obtained degree:

Institution: Institution:

Duration: Duration:

Obtained degree: Obtained degree:





Application Form

Previous applications

Have you ever applied for a program at the Vrije Universiteit Brussel before?

- Yes No

If yes:

Academic year: Program:.....

Academic year: Program:.....

Academic year: Program:.....

Previous enrolment

Have you ever been enrolled at another Flemish university in the past?

- Yes No

If yes:

Name of the university:

Name of the program:

Academic years of enrolment:

.....

- Result: passed not passed

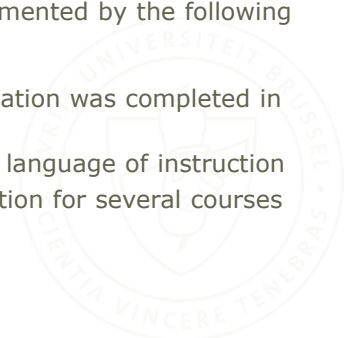
Add an official certificate of all enrolments at Flemish universities.

Command of English

More information concerning language tests can be found on page 7.

Proof of **proficiency in English** is compulsory and can be documented by the following certificates (provided by the institution):

- A document attesting that at least 1 year of secondary education was completed in English
 - A diploma of primary education stating that English was the language of instruction
 - A document attesting that English is the language of instruction for several courses followed (at least 15 ECTS)
 - A language test:
 - TOEFL
 - TOEIC
 - IELTS
 - CPE
 - CAE
- testing date:





Application Form

Statement

By submitting an application, the applicant accepts that decisions of the Admission Committee are final and irrevocable.

I, undersigned, enclose the following documents:
(indicate which documents you enclose):

- A completed Application Form with signed statement
- An officially authenticated copy of the diploma you obtained
If this document is not in **English, French** or **Dutch, AN OFFICIAL TRANSLATION** (=by a sworn translator) in one of these 3 languages must be added.
- Officially authenticated copies of the transcripts of academic records (mark sheets) of all academic years.
If these documents are not in **English, French** or **Dutch, OFFICIAL TRANSLATIONS** (=by a sworn translator) in one of these 3 languages must be added.
- 2 letters of recommendation
- A comprehensive motivation
- A copy of a valid ID-card or passport. Foreign students already residing in Belgium should enclose a copy of their residence permit
- 1 passport photo
- APS Certificate (this is only applicable if you have the Chinese nationality)
- Proof of language proficiency as stated on page 4

I declare, on oath, that this information is correct and complete and **that I have sufficient funds to cover my expenses resulting from enrolment at the Vrije Universiteit Brussel**. I acknowledge that admission will be refused if the information is incorrect and that I cannot claim university subsidized accommodation, financial or material help from the Vrije Universiteit Brussel during my studies.

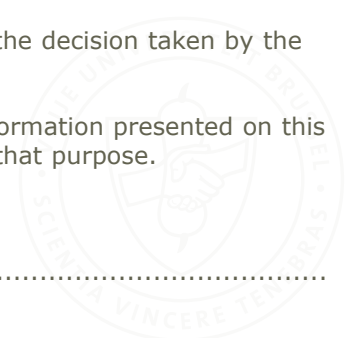
I declare that I, or one of my representatives, understand that the decision taken by the admission committee is final and not open to further discussion.

I hereby authorise the Vrije Universiteit Brussel to verify the information presented on this form and to procure investigative and credit history reports for that purpose.

Date:

Signature:

Name:





Application Form

Payment and cancellation clause

An invoice will be sent after acceptance of your application. The final registration will be obtained **only upon settlement of the tuition fee.**

Cancellations must be made in advance by letter, fax or e-mail and are only valid after receipt confirmation by BICCS.

BICCS's cancellation policy differs from the cancellation policy of the Vrije Universiteit Brussel. In the event of cancellation more than 30 days before the start of the programme, an administration fee of 25% of the registration fee will be charged. For cancellation 30 days or less before the start of the programme, the full tuition fee will be charged.

The minimum number of participants is 18. Having less than 18 participants, the university can decide to offer the programme in distance learning only or to cancel the programme. Participants who have registered and transferred the registration fee will be refunded in case of cancellation or in case they are not interested to take the distance learning.

I hereby declare that I understand and accept the payment and cancellation clause.

Date: Signature:

Name:

Note regarding class attendance and internships

International students holding Belgian student visa are obliged to attend more than 80% of the classes. Non-compliance to this rule will lead to the exclusion from exams and the internships.

Some programmes of BICCS foresee in the possibility of taking an internship. BICCS commits all efforts to obtain internship positions but cannot guarantee that all students will be offered an internship. Students opting for an internship are expected to commit search effort as well.

Furthermore it needs to be acknowledged that the success of obtaining an internship depends on the national and international economic climate, and on the evaluation of the student's capacities by the prospective internship institution. Finally, BICCS has the right to withhold students from internship who do not comply with the 80% class attendance rule and/or have low exam marks.





Application Form

Language test information

Test of English as a Foreign Language (TOEFL). The minimum scores are **paper-based: 550, computer-based: 213, internet-based: 80.**

e-mail: toefl@ets.org

website : <http://www.toefl.org>

Code Vrije Universiteit Brussel: 6740

Test of English for International Communication (TOEIC). **The minimum score is 860.**

e-mail: toEIC@ets.org

website: <http://www.ets.org/toEIC>

International English Language Testing System - academic module (IELTS). **The minimum score is 6.5.**

e-mail: ielts@ucles.org.uk

website <http://www.ielts.org>

Cambridge Certificate of Proficiency in English (CPE). **The minimum score is Grade C.**

Cambridge Certificate of Advanced English (CAE). **The minimum score is Grade B.**

e-mail: general.enquiries@britishcouncil.org

website: <http://www.britishcouncil.org>

Taking a test after the deadline of application will delay the screening of your file.

Scores should be sent directly by the examination centre to VUB. **Officially authenticated copies are not accepted.**

Useful Information

After you have filled out this form

As soon as we have processed your file, you will receive an e-mail. We would appreciate it if all communication were through e-mail and we kindly ask not to call us.

Sufficient financial means: not just a formality!

Besides the VUB-tuition fee, you should have at least 11 000 EUR yearly for the duration of your studies. To be well informed about the amount of money that is required, the cost of living in Brussels and other financial information you need to know before you leave, please carefully read the information on the following site:

<http://www.vub.ac.be/english/infofor/prospectivestudents/suffin.html>

Every year foreign students ask the Social Services Department for financial support.

Please note that the university is not in a position to help them.

Tuition fees

Tuition fees vary according to the type of program and the nationality of the student. The tuition fee is set by the VUB Board and is subject to change. To know the exact tuition fee for the program of your choice please consult the website:

<http://www.vub.ac.be/english/infofor/prospectivestudents/fees.html>

All practical information you might need to know concerning visa, housing, what to do when you arrive in Brussels, has conveniently been included in the brochure "Before you take off". You can download it on <http://www.vub.ac.be/english/downloads/beforetakeoff.pdf>

Questions? The International Relations and Mobility Office of the Vrije Universiteit Brussel will be happy to help.

e-mail: International.Relations@vub.ac.be