



This document will take you through our application procedure for the English bachelor in Business Management (BBM). The application procedure will differ based on your former diploma, on your language level and also on your nationality. Select the most appropriate situation and follow the instructions. Each page presents another case.

## Bachelor in Business Management (Marketing) (BBM)

Applicants for the bachelor programme must hold minimally a diploma of secondary education.

Programme coordinators: [bbm@ucll.be](mailto:bbm@ucll.be)

If any questions remain, please send a message to [international@ucll.be](mailto:international@ucll.be). Please note that the International Office has no opening hours and can be reached via email or regular mail only.

Note that the deadline for students without a residence permit or visum for Belgium is 1 May. If you already hold such a document (valid after 31 October), you may apply until 15 August.

# I HAVE A FLEMISH DIPLOMA SECONDARY EDUCATION FROM THE FLEMISH COMMUNITY

## Diploma and language requirements

By law, anyone holding a Flemish secondary-school diploma from a recognised education institution in Flanders (Belgium) may register directly for a bachelor's degree programme with no further formalities.

## Deadline for applications?

You may enrol at any time during the academic year. Do not forget to pre-register online before you contact the enrolment team.

**Step 1.** Candidates for the BBM programme, however, are strongly advised to schedule an interview with the programme coordinators at [bbm@ucll.be](mailto:bbm@ucll.be).

**Step 2.** Students can immediately start the [online registration](#).

**Step 3.** If you do not hold Belgian nationality, you are responsible for obtaining your own visum or residence permit. In that case, you will have to present proof of your visum or residence permit upon arrival at UC Leuven-Limburg (campus Leuven). Please bear in mind that obtaining a visum may take up to a few weeks.

UC Leuven-Limburg offers a 'blocked account procedure'. Contact us for more information.

# I HAVE A DIPLOMA SECONDARY EDUCATION FROM THE FRENCH COMMUNITY

## Diploma requirements

Anyone holding a secondary-school diploma from a recognised education institution in the French Community (Belgium) may register directly for a bachelor's degree programme with no further formalities, except for the language requirements.

## Language requirements

To enrol in our English-spoken degree programme we expect students to have the minimum score at one of the following tests:

- IELTS 6.5
- TOEFL iBT 79
- Tests which demonstrate an equivalent level. Contact our International Office at [international@ucll.be](mailto:international@ucll.be).

## Deadline for applications?

You may enrol at any time during the academic year. We advise you to apply as soon as possible.

**Step 1.** Students provide a document with proof of their results on one of the tests listed above to [international@ucll.be](mailto:international@ucll.be). After screening of your results, permission will be given by the International Office to enrol in an English bachelor programme. Note that the International Office may need up to 14 days for the screening of your application.

**Step 2.** After contact with the International Office you will receive practical information regarding your further online registration.

**Step 3.** If you do not hold Belgian nationality, you are responsible for obtaining your own visum or residence permit. In that case, you will have to present proof of your visum or residence permit upon arrival in UC Leuven-Limburg (campus Leuven).

UC Leuven-Limburg offers a 'blocked account procedure'. Contact us for more information.

# I HAVE A DUTCH DIPLOMA SECONDARY EDUCATION FROM THE NETHERLANDS

## Diploma and language requirements

Anyone holding a Dutch secondary-school diploma from a recognised education institution in the Netherlands must have one of these diplomas:

- diploma Voorbereidend Wetenschappelijk Onderwijs (VWO)
- or certificate of a 'Propedeuse' (A HAVO diploma must be combined with a certificate of a 'Propedeuse'.)
- or a MBO4 diploma

There are no further language requirements.

## Deadline for applications?

You may enrol at any time during the academic year. We advise you to apply as soon as possible.

**Step 1.** Candidates for the BBM programme are strongly advised to schedule an interview with the programme coordinators at [bbm@ucll.be](mailto:bbm@ucll.be).

**Step 2.** If you have one of the diplomas mentioned above, you may start our online registration. Your original diploma will be requested during this enrolment process.

**Step 3.** As a Dutch citizen travelling within the European Schengen area, you are responsible for obtaining your own residence permit upon arrival at the City Hall in Leuven. If you do not hold the Dutch nationality, you are responsible for obtaining your own visum. In that case, you will have to present proof of your visum or residence permit upon arrival in UC Leuven-Limburg (campus Leuven).

UC Leuven-Limburg offers a 'blocked account procedure'. Contact us for more information.

# I HAVE THE BELGIAN NATIONALITY + I HAVE A DIPLOMA SECONDARY EDUCATION FROM ANOTHER COUNTRY

## Diploma requirements

To enrol at our institution your foreign diploma of secondary education or bachelor must be accepted as equivalent. This implies that you must be able to prove that you can be admitted to an equal higher education programme in the country where the diploma was issued and thus have the right to admission.

## Language requirements

To enrol in our English-spoken degree programme we expect students to have the minimum score at one of the following tests:

- IELTS 6.5
- TOEFL iBT 79
- Tests which demonstrate an equivalent level. Contact our International Office at [international@ucll.be](mailto:international@ucll.be).
- Or to have a diploma higher secondary education or a bachelor diploma from the United Kingdom, United States of America, New-Zealand, Australia, Canada (except Québec), Ireland, Caribbean islands, South-Africa.

## Deadline for applications?

You may apply until 1st of September. We advise you to apply as soon as possible.

## Step 1. You must submit the following documents:

- A fully completed application form which you find on our website;
  - A Secondary School or higher education Diploma (original or certified copy);
  - A copy of your passport or ID;
  - Proof of proficiency in English.
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- Complete application files must be sent by regular mail to: UC Leuven-

Limburg, International Office - Admissions, Geldenaaksebaan 335, B-3001 Leuven and in digital format to [international@ucll.be](mailto:international@ucll.be). Of course, you may also deliver your complete application package in person.

Note that the International Office may need up to 14 days for the screening of your application.

**Step 2.** Your file is screened and you will receive permission (or not) to enrol at UC Leuven-Limburg within 14 days after receipt of your file.

**Step 3.** After having received permission from the International Office students may then start our online registration.

This document is valid as of 1 September 2015.

# I HAVE NATIONALITY OF AN EEA COUNTRY + I HAVE A DIPLOMA SECONDARY EDUCATION FROM A COUNTRY OTHER THAN BE/NL

## Diploma requirements

To enrol at our institution your foreign diploma of secondary education or must be accepted as equivalent. This implies that you must be able to prove that you can be admitted to an equal higher education programme in the country where the diploma was issued and thus have the right to admission.

## Language requirements

To enrol in our English-spoken degree programme we expect students to have the minimum score at one of the following tests:

- IELTS 6.5
- TOEFL iBT 79
- Tests which demonstrate an equivalent level. Contact our International Office at [international@ucll.be](mailto:international@ucll.be).
- Or to have a diploma higher secondary education or a bachelor diploma from the United Kingdom, United States of America, New-Zealand, Australia, Canada (except Québec), Ireland, Caribbean islands, South-Africa.

## Deadline for applications?

You may apply until 15 August.

**Step 1.** You must submit the following documents:

- A fully completed application form which you find on our website;
  - A Secondary School Diploma (original or certified copy);
  - A copy of your passport or ID;
  - Proof of proficiency in English.
- Complete application files must be sent by regular mail to: UC Leuven-Limburg, International Office - Admissions, Geldenaaksebaan 335, B-3001 Leuven and in digital format to [international@ucll.be](mailto:international@ucll.be). Of course, you may also deliver your complete application package in person.
- Note that the International Office may need up to 14 days for the screening of your application.

**Step 2.** Your file is screened and you will receive permission (or not) to enrol at UC Leuven-Limburg within 14 days after receipt of your file.

**Step 3.** After contact with the International Office you will receive practical information regarding your further enrolment procedure.

**Step 4.** If you do not hold Belgian nationality, you are responsible for obtaining your own visum or residence permit. In that case, you will have to present proof of your visum or residence permit upon arrival at UC Leuven-Limburg (campus Leuven). Note that EEA citizens will not need a visum before arriving in Belgium.



# I HAVE NATIONALITY OF A COUNTRY OUTSIDE THE EEA + I HAVE A DIPLOMA SECONDARY EDUCATION OR FROM A COUNTRY OTHER THAN BE/NL

## Diploma requirements

To enrol at our institution your foreign diploma of secondary education must be accepted as equivalent. This implies that you must be able to prove that you can be admitted to an equal higher education programme in the country where the diploma was issued and thus have the right to admission. If your diploma was issued in a non EEA country, additional requirements do apply:

- you obtained a score on a SAT test within the highest 50 percentile of that year or;
- you obtained GCE Advanced Level, minimum 4 subjects, each with a score "C" or higher or;
- you are part of the 25% best scoring students in your peer group when graduating at secondary school or within the higher education programme;

## Language requirements

To enrol in our English-spoken degree programme we expect students to have the minimum score at one of the following tests:

- IELTS 6.5
- TOEFL iBT 79
- An IB Diploma or diploma from European School obtained in English
- Tests which demonstrate an equivalent level. Contact our International Office at [international@ucll.be](mailto:international@ucll.be).
- Or to have a diploma higher secondary education or a bachelor diploma from the United Kingdom, United States of America, New-Zealand, Australia, Canada (except Québec), Ireland, Caribbean islands, South-Africa.

## Deadline for applications?

You may apply until 1st of May.

This document is valid as of 1 September 2015.

**Step 1.** You must submit the following documents:

- A fully completed application form which you find on our website;
- A Secondary School Diploma (original or certified copy);
- A copy of your passport or ID;
- Proof of proficiency in English.
- Proof of bank transfer of an application fee of 50 Euro to: UC Leuven-Limburg, Geldenaaksebaan 335, B-3001 Leuven, Belfius Bank, Pachecolaan 44, B-1000 Brussels, IBAN code: BE33 7865 4858 0046 BIC code: GKCCBEBB, with reference "Application fee" and "your name + surname".

Please note that your application file will only be processed if UC Leuven-Limburg has received your application fee of 50 Euro. Be aware that your local bank may charge a transaction fee. Ensure that UC Leuven-Limburg receives the total amount of 50 Euro in its bank account. Any transfer costs are to be covered by the applicant.

- Documentation related to the additional requirements.
- Complete application files must be sent by regular mail to: UC Leuven-Limburg, International Office - Admissions, Geldenaaksebaan 335, B-3001 Leuven and in digital format to [international@ucll.be](mailto:international@ucll.be). Of course, you may also deliver your complete application package in person. Note that the International Office may need up to 14 days for the screening of your application.

**Step 2.** Your file is screened and you will receive permission (or not) to enrol at UC Leuven-Limburg within 14 days after receipt of your file.

**Step 3.** After contact with the International Office you will receive practical information regarding your further enrolment procedure.

**Step 4.** If you do not hold Belgian nationality, you are responsible for obtaining your own visum or residence permit. In that case, you will have to present proof of your visum or residence permit upon arrival at UC Leuven-Limburg (campus Leuven).

# I HAVE A DIPLOMA SECONDARY EDUCATION FROM AN INTERNATIONAL SCHOOL, IN BELGIUM

## Diploma requirements

You will find here a list of the International Schools in Belgium with our respective additional requirements, if any.

## Language requirements

If you obtained a diploma from one of the schools listed below, we will not require additional proof of your language ability.

If you have been a student at the ... we expect you to have one of the following diplomas:

### British School of Brussels

- GCE Advanced Level, minimum 4 subjects, each with a final score of no less than "C", or,
- GCE Applied Advanced Level, minimum 4 subjects, each with a final score of no less than "C", or,
- The International Baccalaureate Diploma

### Da Vinci International School

- The International Baccalaureate Diploma

### D Y Patil International School

- The International Baccalaureate Diploma

### The Scandinavian School of Brussels

- The International Baccalaureate Diploma

### International School of Brussels

- SAT with a combined result with a percentile 50 or higher or,
- The International Baccalaureate Diploma

### St John's International School

- The International Baccalaureate Diploma or,
- SAT with a combined result with a percentile 50 or higher

This document is valid as of 1 September 2015.

## ISF Waterloo International School

- GCE Advanced Level, minimum 4 subjects, each with a final score of no less than "C" or,
- GCE Applied Advanced Level, minimum 4 subjects, each with a final score of no less than "C" or,
- The International Baccalaureate Diploma or,
- SAT with a combined result with a percentile 50 or higher

## Scolae Europaea

- Diploma secondary education

## The Internationale Deutsche Schule Brüssel

- Hochschulreife or,
- The International Baccalaureate Diploma

## Ecole Internationale Le Verseau

- Diploma Secondary education (French Community) + IGCSE or IELTS

## World International School

- GCE Advanced Level, minimum 4 subjects, each with a final score of no less than "C" or,
- GCE Applied Advanced Level, minimum 4 subjects, each with a final score of no less than "C" or,
- The International Baccalaureate Diploma

## Deadline for applications?

You may apply until 1st of May (or 15 August if you hold a residence permit which is valid beyond 31 October).

### **Step 1.** You must submit the following documents:

- A fully completed application form which you find on our website;
- The relevant diploma (original or certified copy);
- A copy of your passport or ID;

- Proof of bank transfer of an application fee of 50 Euro to: UC Leuven-Limburg, Geldenaaksebaan 335, B-3001 Leuven, Belfius Bank, Pachecolaan 44, B-1000 Brussels, IBAN code: BE33 7865 4858 0046 BIC code: GKCCBEBB, with reference "Application fee" and "your name + surname". Please note that your application file will only be processed if UC Leuven-Limburg has received your application fee of 50 Euro. Be aware that your local bank may charge a transaction fee. Ensure that UC Leuven-Limburg receives the total amount of 50 Euro in its bank account. Any transfer costs are to be covered by the applicant.
- Complete application files must be sent by regular mail to: UC Leuven-Limburg, International Office - Admissions, Geldenaaksebaan 335, B-3001 Leuven and in digital format to [international@ucll.be](mailto:international@ucll.be). Of course, you may also deliver your complete application package in person. Note that the International Office may need up to 14 days for the screening of your application.

**Step 2.** Your file is screened and you will receive permission (or not) to enrol at UC Leuven-Limburg within 14 days after receipt of your file.

**Step 3.** After contact with the International Office you will receive practical information regarding your further enrolment procedure.