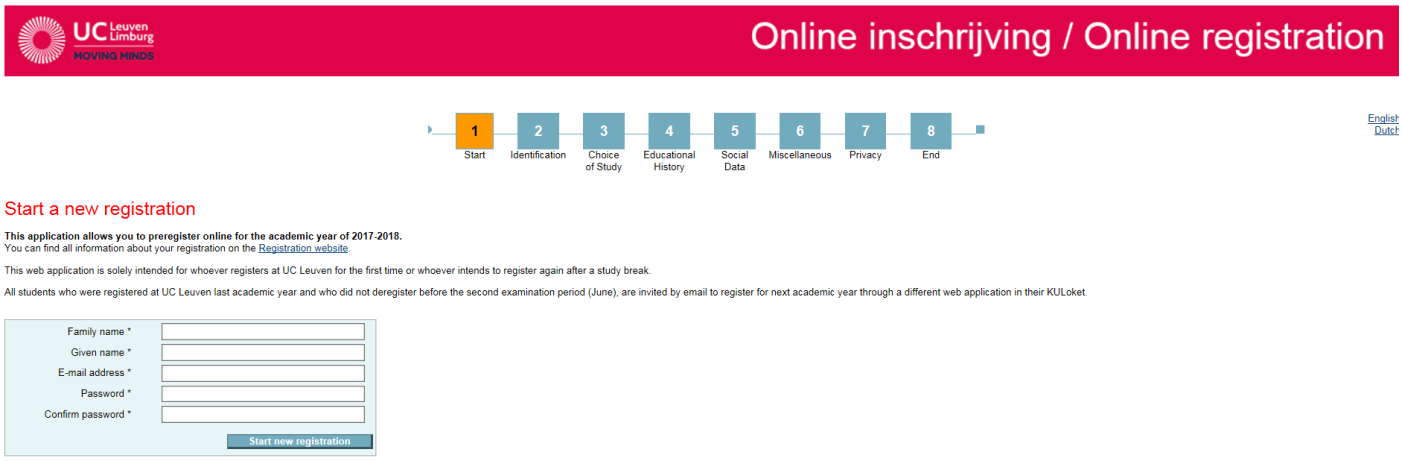
18-19 Pre-registration as a student at UC Leuven-Limburg (Leuven campus)

Pre-registration link (works best in IE and/or accept cookies)

You are now on the first registration page

- Please remember that items marked with an '*' **must be filled out !**
- The default language for this page is Dutch. You can **switch** it **to English** by clicking the link "Engels" in the upper right corner.
- Fill in your personal information under 'Start a new registration'
    - *Given name = first name*
    - *E-mail address = personal email address*
- **Important! Remember your email address and password that you entered because you will need it later.**

1. Start

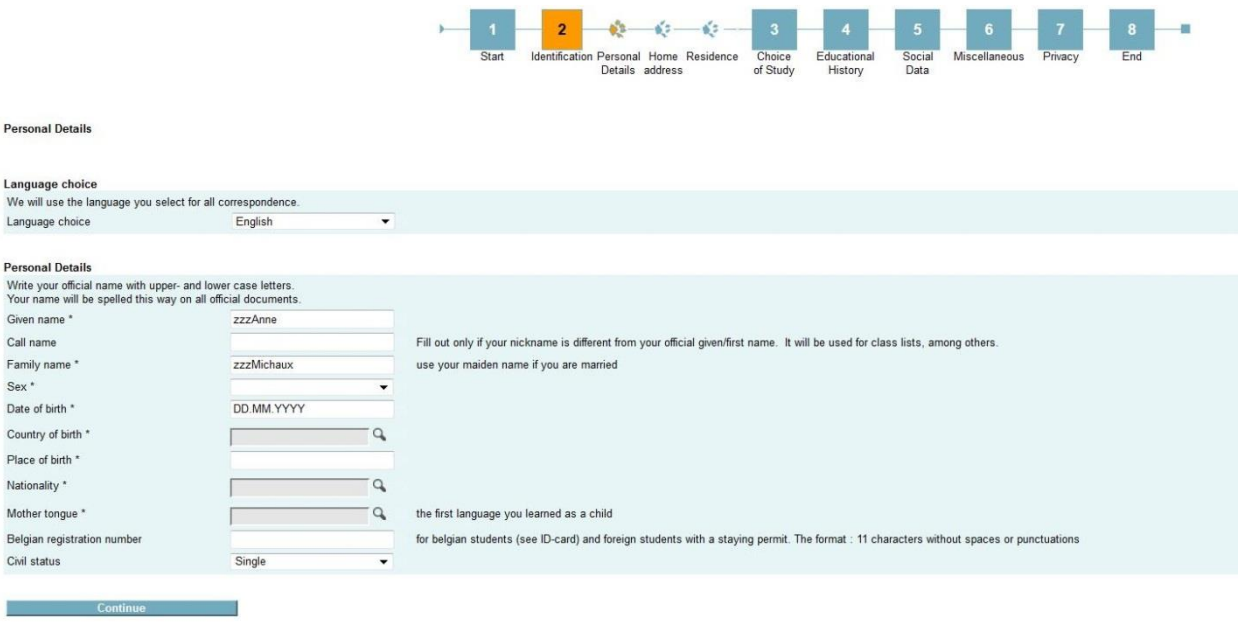


2. Identification

Personal details

On the next screen 'Personal Details', you must enter additional personal information.

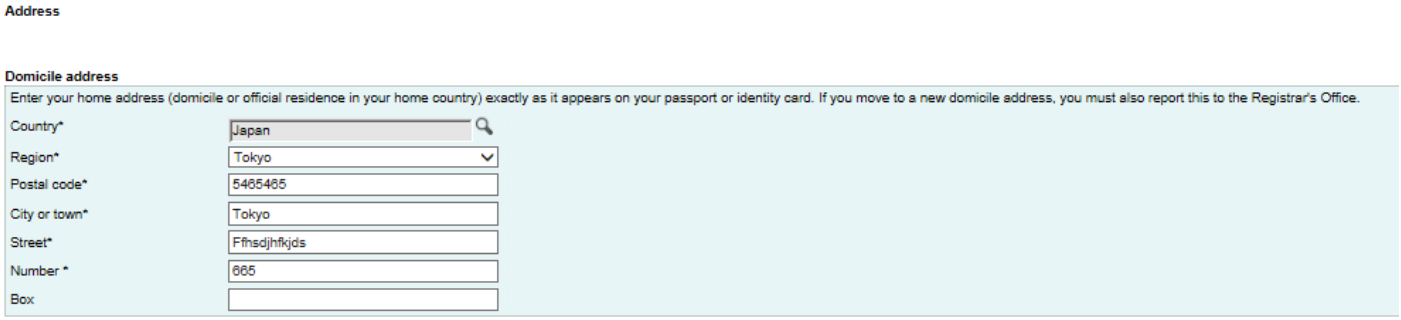
For Country of birth & Nationality, click on the magnifying glass icon to make your selection.



Address

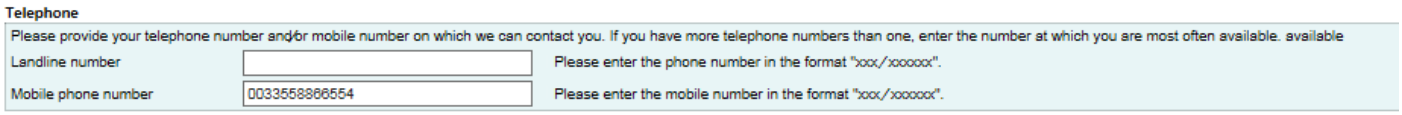
Domicile address

Next, enter your address in your home country under 'Domicile address'. If you live in a building with multiple apartments, you may have a mailbox number. The number of your mailbox is the 'box' (number).



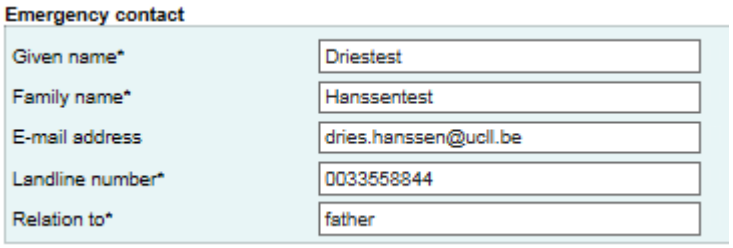
Telephone

Please disregard the suggested telephone format and enter your mobile phone number with country code and area code first. Example 0032473645295. If this does not work, please enter the UC Limburg general phone number 003211180007.

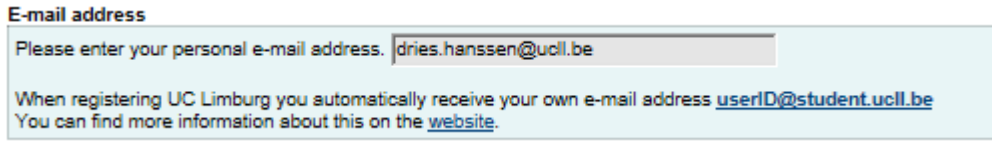


Emergency contact

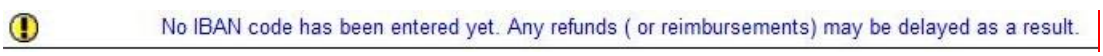
Enter the details of your emergency contact in your home country.



E-mail address

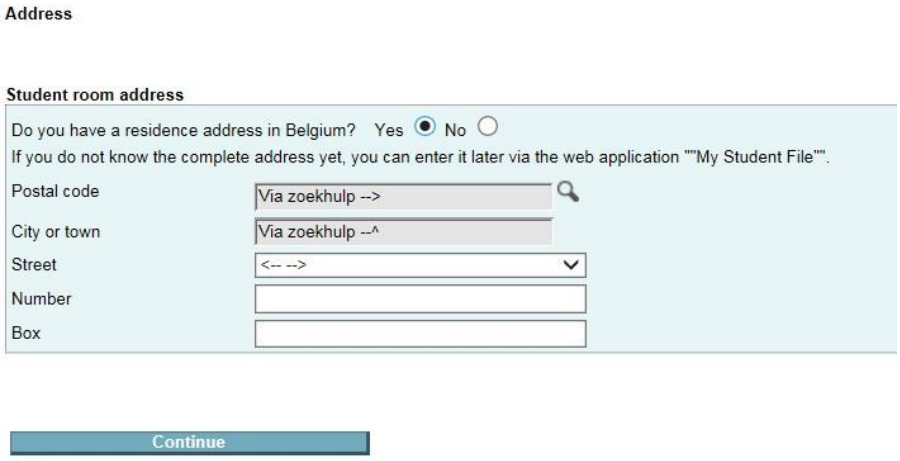


If you do not enter a bank account number, you will see the warning below. Please disregard and click on **"Continue" anyway**.



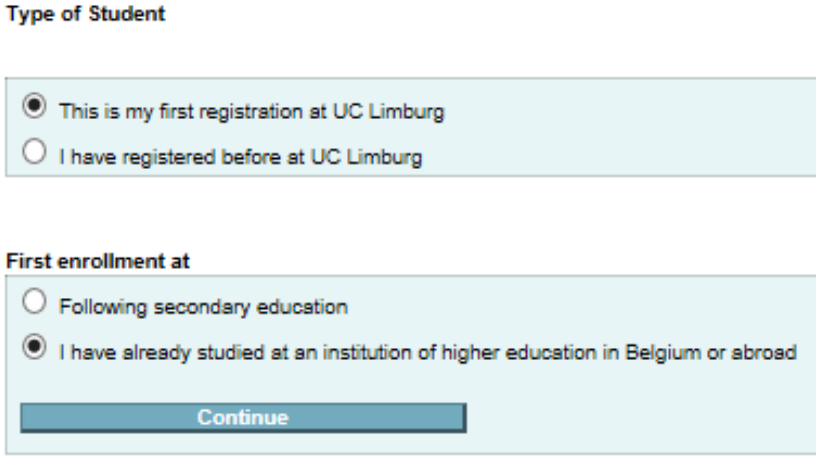
Student room address

By default, “No” is selected. If this is correct, click “continue”, otherwise select “yes” and enter the address.

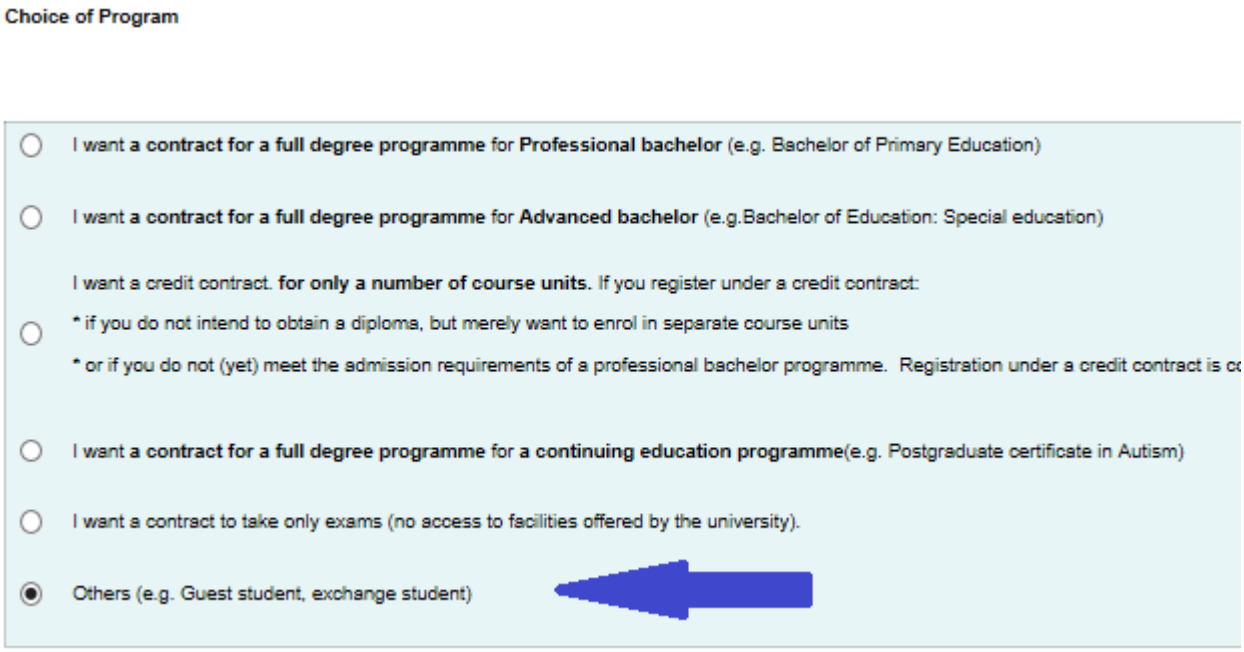


3. Choice of study

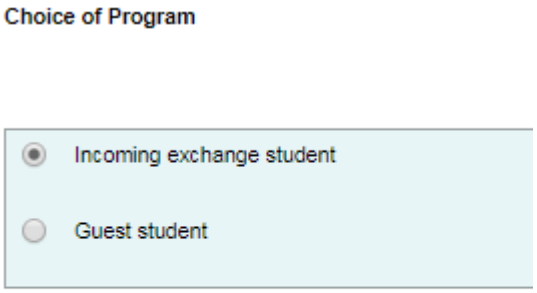
Tick the boxes as shown in the picture below



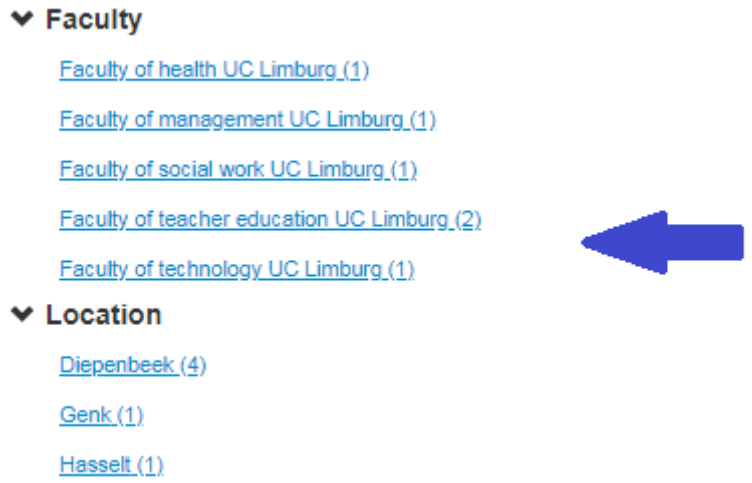
Tick the ‘others (e.g. Guest student, exchange student)’ box if you are an exchange student from a partner university



Select “Incoming exchange student”



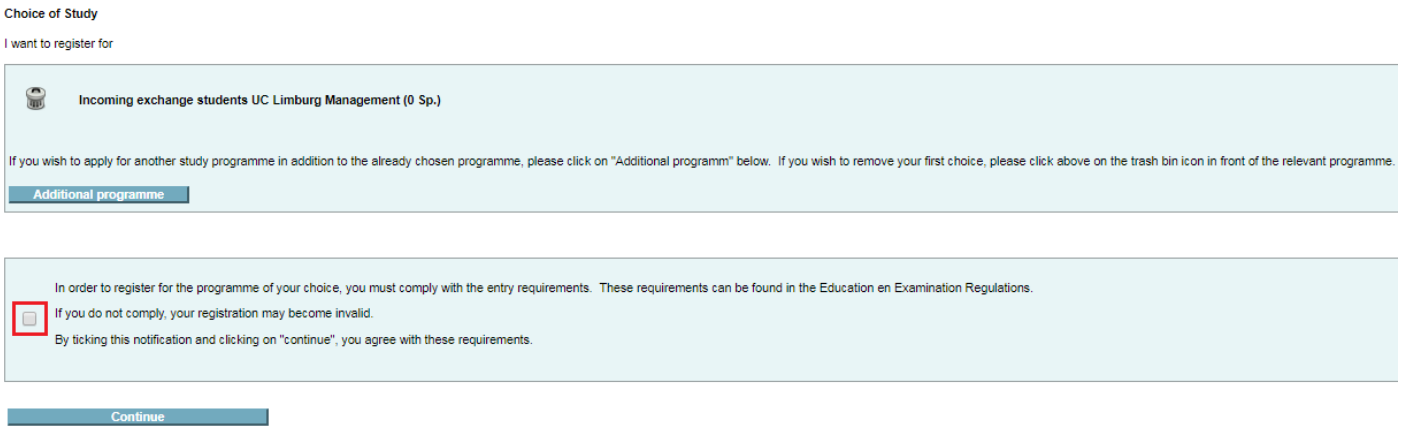
Click on the appropriate faculty and corresponding exchange programme



Don't mind the "(0 Sp.)" which means 0 credits. Your credits will be allocated later on.

Admission requirement: click "Continue".

If the choice of programme is wrong, please click and you will be taken back a few screens to change the programme.
Tick the box to comply with the entry requirements.



Next, you must provide information about your secondary education (age 12-18 or equivalent). **For exchange students or double-degree students there is no need to present your diploma of secondary education.**

Secondary education / deviant admission

Location secondary education

Upon enrollment, I will present a copy of my diploma of secondary education.

I obtained my diploma of secondary education in **Belgium** ○ **abroad** ◉

Secondary education abroad

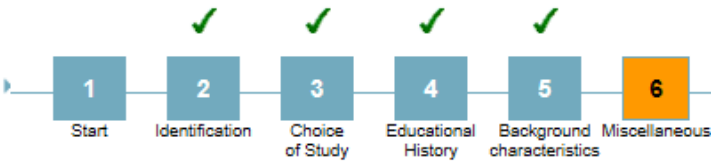
In which country did you obtain your secondary education?	Japan
In which academic year did you obtain your degree?	2017-2018
School	abc 123
Name of the program or degree	business management

Continue

On the next few screens, information will be asked about:

- Obtained degrees
- Background characteristics disclaimer: check the box if you like
- Family composition
- Social background
- Language
- Preliminal information

THERE IS NO NEED TO FILL OUT THOSE PAGES! YOU CAN SIMPLY CLICK 'CONTINUE' until you reach STEP 6 Miscellaneous > Extra's and benefits



Extra's and benefits

Sports card: If you are an avid sports person, we suggest you buy a **sports card**, otherwise you can always buy a day pass for occasional sports activities. If you select to buy a sports card "Sport" will be printed on your student ID card. More information can be found following the link.

Sports card

Do you want a http://www.studentensportlimburg.be/

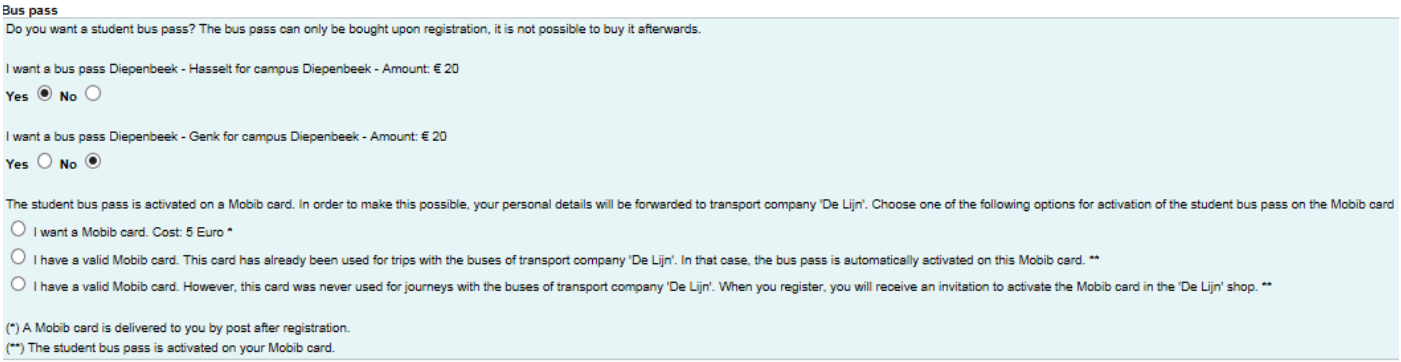
for the academic year 2018-2019 ?

I want a sports card for campus Diepenbeek - Amount: € 20

Yes ○ **No** ◉

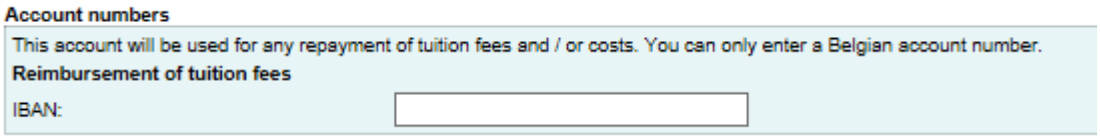
Bus Pass: The vast majority of Erasmus students buy a **bus pass** since it is the cheapest solution to travel from your student room to your campus and into town. If you choose to buy the bus pass, you will receive the bus pass at time of registration.

You **won't** have to pay for the card(s) and bus pass at time of registration. You will receive an invoice to pay later.



Culture card: unless you are a true culture fan, the culture card is certainly not a must-have. Also, please note that the majority of cultural events are in Dutch.

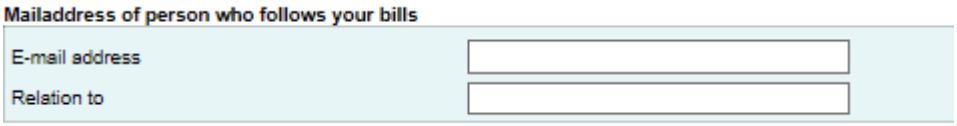
Exchange Students and Belgian double-degree students do not pay any registration fees. There is no need to fill out anything for 'Overview study fees Account numbers'



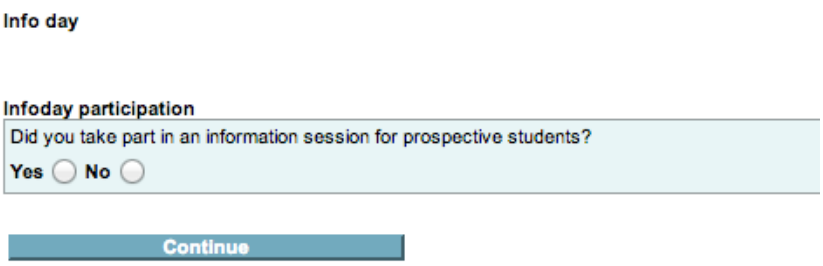
When you click continue, you will receive the message below.

Just ignore it and continue.

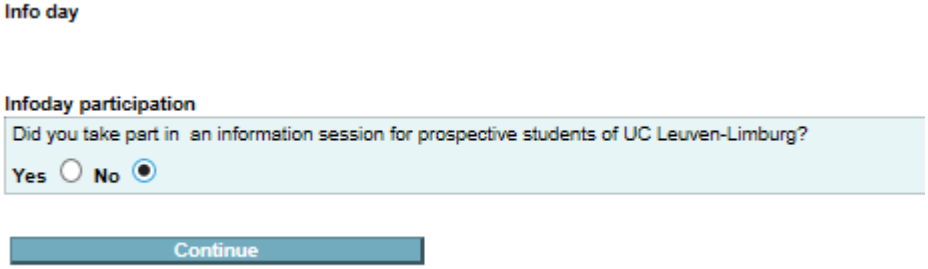
Email address of person who is responsible for your bills does not need to be filled in.



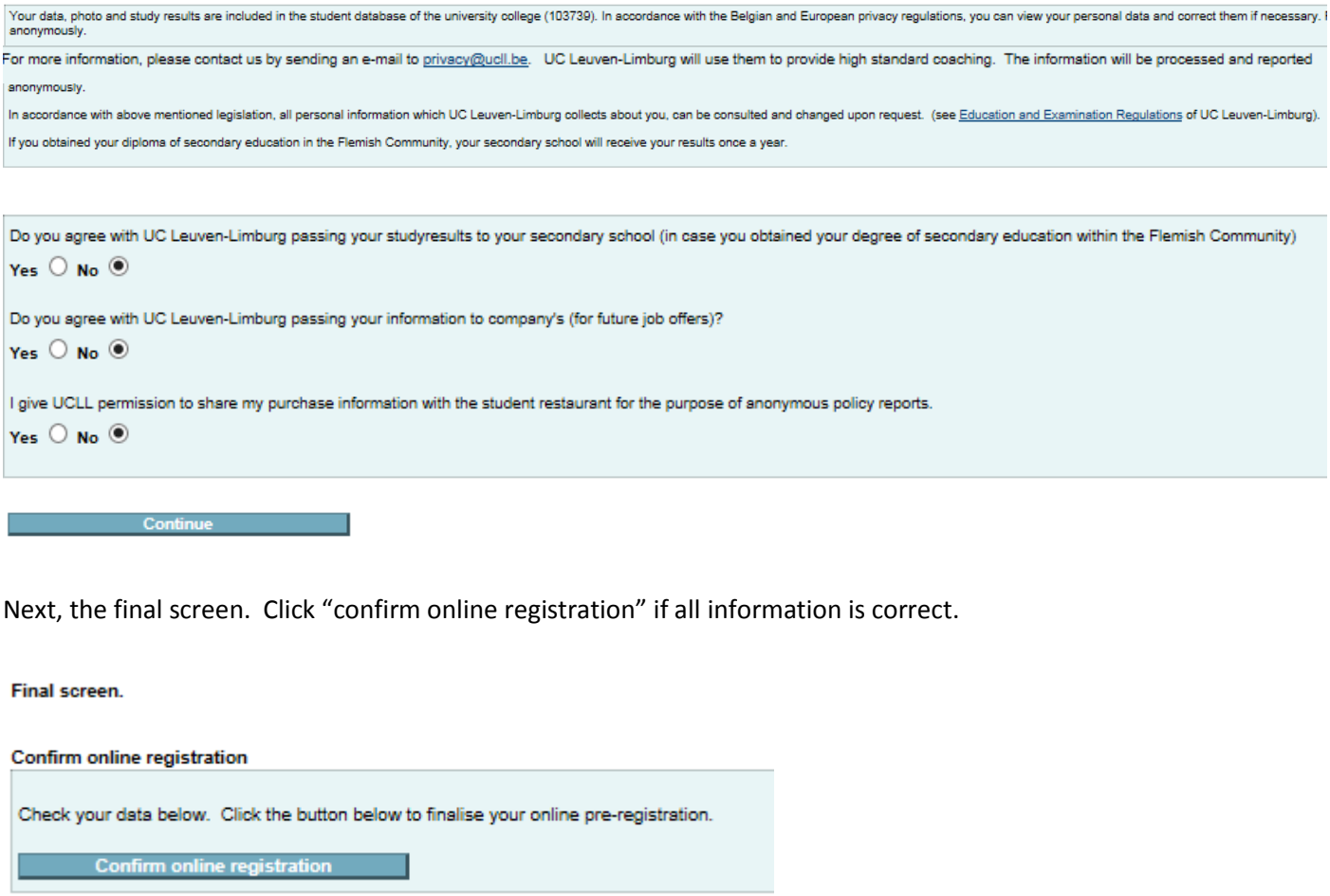
Tick the 'Yes' box if you participate in the Orientation Days.



Tick "No" for the infoday participation question;



Tick the '**No**' boxes under Privacy. It only applies to students with a Flemish degree of secondary education.



Next, the final screen. Click "confirm online registration" if all information is correct.

If you want to change some information, click on the category on the top of the page to go back. Next, make the changes and hit the "continue" button until you reach the "Print this form" screen.

- **You do not have to "print this form", but you will need the confirmation number on top of the page.** Write it down, take a picture, …
  If for some reason, you are not able to print this document, no worries you are able to print it later because it will be sent to the email address that you entered or you can print at time of registration. **Please make sure to remember your email address and password that you chose at the beginning of the pre-registration !**
- **THEN** click 'complete'
- If you participate in the Orientation Days, please disregard step 2 to book an appointment. If for some reason you cannot participate in the Orientation Days, please contact a buddy for directions to the registration site.

Print this form

The confirmation number for your online enrollment is: **455344**

You can now print your online registration. You must bring this paper copy at time of registration. If you are not able to print now, do not worry, it will be sent to your email address.

Print this form

Final Registration

Where?

Campus Diepenbeek, Wetenschapspark 21, 3590 Diepenbeek

Follow the signs "Inschrijvingen" from UCLL and take a look at our plan on www.ucll.be/plan-inschrijvingen-diepenbeek

When?

- from June 26 until July 7 from 10.00 till 12.00 and from 13.00 till 16.30. (26/06 until 20u)
- from August 16 until September 21 from 10.00 till 12.00 and from 13.00 till 16.30.
- including Saturday June 30, August 25, september 1 and 15 from 09.00 till12.00. On Saturday September 8 from 09.00 till 13.00.

You can make an appointment at https://www.ucll.be/afspraak-inschrijvingen-limburg-2018-2019

Registrations from September 24: please contact the secretary of your group.

Note that the academic year officially starts on 17 September. Some programs already organize introduction days before the official start.

What do I need to bring with me as a new student?
- original or copy of all the diplomas that you received before or a provisional certificate;
- your identity card (or passport for foreign students);
- the temporary code that you received at the time of your web enrollment and the paper copy of the data that you filled in at that time
- preferably a copy of your rental agreement if you have a student rental.

Your pre-registration was successfully completed!

Attention!
Please bring your pre-registration document for registration during the Orientation Days.

If you cannot be present at the registration moment during the Orientation Days, please email Studentenadministratie.limburg@ucll.be to make an individual appointment for your registration.

Good luck !

Start date is the first day of the academic year or a later date whichever applies. The end date is the last day of the semester or academic year or the date on which your exchange period at UC Limburg ends, whichever comes first. See academic calendar.