

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’
 - o *Given name = first name*
 - o *E-mail address = personal email address*
- **Important! Remember your email address and password that you entered because you will need it later.**

1. Start



English
Dutch

Start a new registration

This application allows you to preregister online for the academic year of 2017-2018. You can find all information about your registration on the [Registration website](#)

This web application is solely intended for whoever registers at UC Leuven for the first time or whoever intends to register again after a study break.

All students who were registered at UC Leuven last academic year and who did not deregister before the second examination period (June), are invited by email to register for next academic year through a different web application in their KULoket.

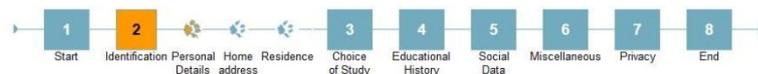
Family name *	<input type="text"/>
Given name *	<input type="text"/>
E-mail address *	<input type="text"/>
Password *	<input type="password"/>
Confirm password *	<input type="password"/>
<input type="button" value="Start new registration"/>	

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.



Personal Details

Language choice

We will use the language you select for all correspondence.

Language choice

Personal Details

Write your official name with upper- and lower case letters. Your name will be spelled this way on all official documents.

Given name *

Call name

Family name *

Sex *

Date of birth *

Country of birth *

Place of birth *

Nationality *

Mother tongue *

Belgian registration number

Civil status

Fill out only if your nickname is different from your official given/first name. It will be used for class lists, among others. use your maiden name if you are married

the first language you learned as a child

for belgian students (see ID-card) and foreign students with a staying permit. The format : 11 characters without spaces or punctuations

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).

Address

Domicile address

Enter your home address (domicile or official residence in your home country) exactly as it appears on your passport or identity card. If you move to a new domicile address, you must also report this to the Registrar's Office.

Country*	<input type="text" value="Japan"/>
Region*	<input type="text" value="Tokyo"/>
Postal code*	<input type="text" value="5465465"/>
City or town*	<input type="text" value="Tokyo"/>
Street*	<input type="text" value="Ffhsdjhfkjds"/>
Number *	<input type="text" value="665"/>
Box	<input type="text"/>

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.

Telephone

Please provide your telephone number and/or mobile number on which we can contact you. If you have more telephone numbers than one, enter the number at which you are most often available. available

Landline number	<input type="text"/>	Please enter the phone number in the format "xxx/xxxxxx".
Mobile phone number	<input type="text" value="003355888654"/>	Please enter the mobile number in the format "xxx/xxxxxx".

Emergency contact

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

Emergency contact

Given name*	<input type="text" value="Driestest"/>
Family name*	<input type="text" value="Hanssentest"/>
E-mail address	<input type="text" value="dries.hanssen@ucll.be"/>
Landline number*	<input type="text" value="0033558844"/>
Relation to*	<input type="text" value="father"/>

E-mail address

E-mail address

Please enter your personal e-mail address.

When registering UC Limburg you automatically receive your own e-mail address userID@student.ucll.be
You can find more information about this on the [website](#).

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



No IBAN code has been entered yet. Any refunds (or reimbursements) may be delayed as a result.

Student room address

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

Address

Student room address

Do you have a residence address in Belgium? Yes No

Continue

Address

Student room address

Do you have a residence address in Belgium? Yes No

If you do not know the complete address yet, you can enter it later via the web application "My Student File".

Postal code	<input type="text" value="Via zoekhulp -->"/>
City or town	<input type="text" value="Via zoekhulp --^"/>
Street	<input type="text" value="<-- -->"/>
Number	<input type="text"/>
Box	<input type="text"/>

Continue

3. Choice of study

Tick the boxes as shown in the picture below

Type of Student

- This is my first registration at UC Limburg
 I have registered before at UC Limburg

First enrollment at

- Following secondary education
 I have already studied at an institution of higher education in Belgium or abroad

Continue

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

Choice of Program

I want a contract for a full degree programme for Professional bachelor (e.g. Bachelor of Primary Education)

I want a contract for a full degree programme for Advanced bachelor (e.g. Bachelor of Education: Special education)

I want a credit contract, for only a number of course units. If you register under a credit contract:

* if you do not intend to obtain a diploma, but merely want to enrol in separate course units

* or if you do not (yet) meet the admission requirements of a professional bachelor programme. Registration under a credit contract is only possible if you have a diploma from a university or a higher professional school.

I want a contract for a full degree programme for a continuing education programme (e.g. Postgraduate certificate in Autism)

I want a contract to take only exams (no access to facilities offered by the university).

Others (e.g. Guest student, exchange student) 

Select "Incoming exchange student"

Choice of Program

Incoming exchange student

Guest student

Continue

Click on the appropriate faculty and corresponding exchange programme

▼ Faculty

[Faculty of health UC Limburg \(1\)](#)

[Faculty of management UC Limburg \(1\)](#)

[Faculty of social work UC Limburg \(1\)](#)

[Faculty of teacher education UC Limburg \(2\)](#)

[Faculty of technology UC Limburg \(1\)](#)



▼ Location

[Diepenbeek \(4\)](#)

[Genk \(1\)](#)

[Hasselt \(1\)](#)

- [Incoming exchange students UC Limburg Teacher education - Preschool and Primary Education \(0 Sp.\)](#)
- [Incoming exchange students UC Limburg Teacher education - Secondary Education \(0 Sp.\)](#)
- [Incoming exchange students UC Limburg Management \(0 Sp.\)](#)
- [Incoming exchange students UC Limburg Technology \(0 Sp.\)](#)
- [Incoming exchange students UC Limburg - Social Work \(0 Sp.\)](#)
- [Incoming exchange students UC Limburg Health Care \(0 Sp.\)](#)

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.

Choice of Study

I want to register for

 Incoming exchange students UC Limburg Management (0 Sp.)

If you wish to apply for another study programme in addition to the already chosen programme, please click on "Additional programme" below. If you wish to remove your first choice, please click above on the trash bin icon in front of the relevant programme.

[Additional programme](#)

In order to register for the programme of your choice, you must comply with the entry requirements. These requirements can be found in the Education en Examination Regulations.

If you do not comply, your registration may become invalid.

By ticking this notification and clicking on "continue", you agree with these requirements.

[Continue](#)

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

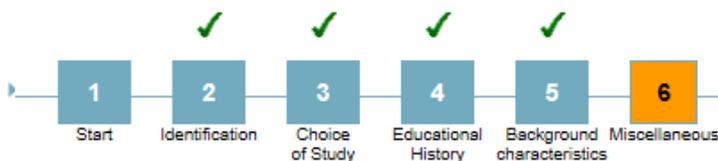
business management

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
- Preliminary 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.

Bus pass
Do you want a student bus pass? The bus pass can only be bought upon registration, it is not possible to buy it afterwards.

I want a bus pass Diepenbeek - Hasselt for campus Diepenbeek - Amount: € 20
Yes No

I want a bus pass Diepenbeek - Genk for campus Diepenbeek - Amount: € 20
Yes No

The student bus pass is activated on a Mobib card. In order to make this possible, your personal details will be forwarded to transport company 'De Lijn'. Choose one of the following options for activation of the student bus pass on the Mobib card

I want a Mobib card. Cost: 5 Euro *

I have a valid Mobib card. This card has already been used for trips with the buses of transport company 'De Lijn'. In that case, the bus pass is automatically activated on this Mobib card. **

I have a valid Mobib card. However, this card was never used for journeys with the buses of transport company 'De Lijn'. When you register, you will receive an invitation to activate the Mobib card in the 'De Lijn' shop. **

(*) A Mobib card is delivered to you by post after registration.
(**) The student bus pass is activated on your Mobib card.

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'**

Account numbers

This account will be used for any repayment of tuition fees and / or costs. You can only enter a Belgian account number.
Reimbursement of tuition fees
IBAN:

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

 No IBAN code has been entered yet. Any refunds (or reimbursements) may be delayed as a result.

Just ignore it and continue.

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

Mailaddress of person who follows your bills

E-mail address
Relation to

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

Info day

Infoday participation

Did you take part in an information session for prospective students?
Yes No

Continue

Tick "No" for the infoday participation question;

Info day

Infoday participation

Did you take part in an information session for prospective students of UC Leuven-Limburg?
Yes No

Continue

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

Your data, photo and study results are included in the student database of the university college (103739). In accordance with the Belgian and European privacy regulations, you can view your personal data and correct them if necessary. I anonymously.

For more information, please contact us by sending an e-mail to privacy@ucll.be. UC Leuven-Limburg will use them to provide high standard coaching. The information will be processed and reported anonymously.

In accordance with above mentioned legislation, all personal information which UC Leuven-Limburg collects about you, can be consulted and changed upon request. (see [Education and Examination Regulations](#) of UC Leuven-Limburg).

If you obtained your diploma of secondary education in the Flemish Community, your secondary school will receive your results once a year.

Do you agree with UC Leuven-Limburg passing your studyresults to your secondary school (in case you obtained your degree of secondary education within the Flemish Community)

Yes No

Do you agree with UC Leuven-Limburg passing your information to company's (for future job offers)?

Yes No

I give UCLL permission to share my purchase information with the student restaurant for the purpose of anonymous policy reports.

Yes No

Continue

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

Final screen.

Confirm online registration

Check your data below. Click the button below to finalise your online pre-registration.

Confirm online registration

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 28 until July 7 from 10.00 till 12.00 and from 13.00 till 16.30. (28/06 until 20u)
- from August 18 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 till 12.00. 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](#).