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| **Application English degree programme at University Colleges Leuven-Limburg** |  |
| **APPLICANT** Fill in your FAMILY or SURNAME (capitals) and first or given name |

 **Introduction**

The admission procedure and requirements are described at https://www.ucll.be/international/degree-programmes/admission-degree-programmes

**Instructions**

* If a question is not relevant, answer "not applicable" or "NA".
* Complete the form in English.
* Answers must be **typewritten**, not hand-written. Incomplete or illegible applications may be rejected and cannot be processed nor answered.

**Checklist of documents**

Please ensure that you enclose the following documents in your application.

1. Your original diploma or a duly certified copy.

“Certified” or "Notarised" means that the documents must be authenticated by an official authority of your country, the educational institution that issued them or the local Belgian diplomatic office.

Add also relevant academic records and a document explaining the grading system of your country (e.g. comparing the grades to numeric score).

If you are still preparing for an examination at the time of application, you are requested to forward - as soon as the results are published - a certificate attesting the results to the same address as this application form.

1. A colour copy of your (international) passport.
2. All students with a nationality other than Belgian are requested to pay an application fee.

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 the “your NAME + given name”.
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 my 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.

1. Language: Proof of proficiency in English, IELTS 6.5 or TOEFL 79.
2. This document, duly signed

**Please note that this is not an application for a scholarship.
UC Leuven-Limburg does not provide scholarships for degree students.**

**Deadline for submission of your application**

* **1 May** for applications of non-EEA citizens
* **15 August** for applications non-EEA citizens already living in Belgium with a residence permit, valid beyond 31 October.

Please note that all UCLL programmes start in September. There is no intake in February.
We make an exception for the PIEC programme which can also be started in February. The deadlines for this programme starting in September are:

* See above

The deadlines for this programme starting in February are:

* 15 November for all applications

Complete application files must be sent by regular mail to:

UC Leuven-Limburg

International Office – Admissions

Geldenaaksebaan 335, B-3001 Leuven.

international@ucll.be

+32 (0) 16 375 700

# Personal information

**Please note:** write your name as it appears on your passport and in exactly the same way on this form and throughout the application procedure.

|  |  |
| --- | --- |
| Family name | **enter your family or surname** |
|  | enter maiden and/or any other names that may have been used on documents  |
| First name | **enter your first or given name** |
| Sex | male [ ]  female [ ]  |
| Place of birth | enter your country of birth enter your town of birth |
| Date of birth | day month year |
| Current nationality | enter your nationality |
| Political refugee | yes [ ]  no [ ]  |
| Candidate political refugee | yes [ ]  no [ ]  |
|  |
| If you are in Belgium, indicate your current status:  |
| Family reunion | yes [ ]  no [ ]   |
| Working | yes [ ]  no [ ]   |
| Studying | yes [ ]  where did you study? no [ ]   |

***Permanent address (as mentioned in your passport)***

|  |  |
| --- | --- |
| Street | enter your streetnumber no box no |
| Postal code | enter postal codecity, state enter city, state |
| Country | enter your country |
| Telephone number | country code - area code - phone number |
| Fax number | country code - area code - phone number |
| E-mail | enter your e-mail |

***Current address where you are residing*** [[1]](#footnote-1) ***(if different from above)***

**Postal address**

|  |  |
| --- | --- |
| Street | enter your streetnumber no box no |
| Postal code | enter postal codecity, state enter city, state |
| Country | enter your country |
| Telephone number | country code - area code - phone number |

***Contact person in case of emergency***

|  |  |
| --- | --- |
| Family name | enter your family or surname |
| First name | enter your first or given name |
| Street | enter your streetnumber no box no |
| Postal code | enter postal codecity, state enter city, state |
| Country | enter your country |
| Telephone number | country code - area code - phone number |
| E-mail | enter your e-mail |

# Academic information

**Please tick the box of the programme that you are applying for:**

[ ]  **BBM: Bachelor in Business Management (Marketing), in Leuven**

[ ]  **PIEC: Postgraduate certificate International Educating Class**

[ ]  **ICoNS: Advanced bachelor (postgraduate) International Cooperation**

[ ]  **Advanced bachelor (postgraduate) in Advanced Business Management-
 International Management**

[ ]  **Nederlandstalige Bacheloropleiding, please specify .........................................**[**https://www.ucll.be/studeren**](https://www.ucll.be/studeren)

**Language skills**

Mother tongue: What is your mother tongue?

Other languages: indicate with a number from 1 to 5 the degree of your proficiency:

5=native speaker 4=excellent 3=good 2=fair 1=none

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | English | French | Dutch | German | Spanish | Add another language | Add another language |
| speaking |  |  |  |  |  |  |  |
| writing |  |  |  |  |  |  |  |
| reading |  |  |  |  |  |  |  |
| understanding |  |  |  |  |  |  |  |

Add all certificates of language proficiency

**Education**

**Secondary school** (Give information on your studies secondary education – chronological – most recent on top)

|  |  |  |  |
| --- | --- | --- | --- |
| periodfrom (dd/mm/yy)to (dd/mm/yy) | name and address ofthe institution | name of studies | qualificationsobtained |
|  |  |  |  |
|  |  |  |  |

**Higher education studies (bachelor, master, other)** (Give information on your studies in higher education – chronological – most recent on top)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| periodfrom (dd/mm/yy)to (dd/mm/yy) | name and address ofthe institution | name of studies | languageused | qualificationsobtained | grade/results |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Other formal studies, workshops, etc. relevant to your application** (chronological – most recent on top)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| periodfrom (dd/mm/yy)to (dd/mm/yy) | name and address ofthe institution | name of studies | languageused | qualificationsobtained | grade/results |
|  |  |  |  |  |  |
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Have you interrupted your studies? If so, why and for how many years?



**Overview of non-formal additional training relevant to your application** (chronological – most recent on top)

|  |  |  |
| --- | --- | --- |
| periodfrom (dd/mm/yy)to (dd/mm/yy) | name and address of the institutionname of supervisor | subject |
|  |  |  |
|  |  |  |
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# Professional experience

**Professional experience** (List all jobs which you held – chronological – most recent on top)

|  |  |  |  |
| --- | --- | --- | --- |
| periodfrom (dd/mm/yy)to (dd/mm/yy) | name and address of the organisation/companyname of supervisorfax and telephone number | position (job title)and description ofresponsibilities | sector(education,industry,etc.) |
|  |  |  |  |
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# Extracurricular activities

List extracurricular activities (school or community) in which you have been involved (use a separate sheet if necessary, but do not exceed one page of text).



# Study financing information

Applicants are required to provide evidence of sufficient funds to cover academic and living expenses. You must certify that you will have a minimum income of at least 750 EURO per month for the entire duration of the intended study period in Belgium. If you intend to bring your family to Belgium, you must provide evidence of a higher income.

We offer a ‘Blocked Account Procedure’. This will probably speed up your future visa application. Specific information will be provided once you receive a Letter of Admission.

**Are you applying for a scholarship in order to attend this programme?**

|  |  |
| --- | --- |
| Name of scholarship agency | enter the name of the scholarship agency |
| Address scholarship agency |
| Street | enter streetnumber no box no |
| Postal code | enter postal codecity, state enter city, state |
| Country | enter country |
|  |  |
| Contact person | Who is the contact person of the scholarship agency? |
| Period covered | enter the covered period |
| Amount | enter the amount |
|  |
| If you have a grant, please include a copy  |

# Additional questions

**Feel free to include any useful information (use a separate sheet if necessary but do not exceed one page of text).**

**Additional questions**

1. Where and how did you first hear about the programme? Answer
2. Have you applied for this programme before?

Yes [ ]  in in which year? no [ ]

Outcome application: list the outcomes

1. Have you applied for other programmes in Belgium before?

Yes [ ]  no [ ]

1. If so, which ones and what was the outcome?

|  |  |
| --- | --- |
| programme | outcome |
|  |  |
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**Contact persons**

Name two persons who would be willing to give us more information concerning your studies.

|  |
| --- |
| **Person 1** |
| Family name | enter surname |
| First name | enter given name |
| Street | enter streetnumber no box no |
| Postal code | enter postal codecity, state enter city, state |
| Country | enter country |
| Telephone number | country code - area code - phone number |
| E-mail | enter e-mail |
| **Person 2** |
| Family name | enter surname |
| First name | enter given name |
| Street | enter streetnumber no box no |
| Postal code | enter postal codecity, state enter city, state |
| Country | enter country |
| Telephone number | country code - area code - phone number |
| E-mail | enter e-mail |

**Motivation**

Describe your reasons for wishing to attend this programme and our institute. Use a separate sheet if necessary, but do not exceed one page of text.



**Declaration by the applicant (to be completed by all applicants)**

I, **enter your surname** **enter your given name,** hereby declare on my honour that this information is correct and complete and that I shall immediately inform UC Leuven-Limburg of any changes in my situation.

I hereby agree that any false statement I make in this application shall result in immediate cancellation of my application.

I also acknowledge that I claim no financial or material aid whatever from UC Leuven-Limburg during my studies.

date: March 5, 2018

Signature **(required!)**:



The collected data will be used in connection with the didactic and social relations between the UC Leuven-Limburg and its students, as well as for research projects relative to these relations. The data may be used to supply selective information to third parties, if and when this serves the interests of the students involved.

You may avail yourself of your rights of consultation, as provided by article 10 of the Law of December 8, 1992, by applying in writing to the Vice-chancellor, Geldenaaksebaan 335, B-3001 Leuven.

Furthermore, you are entitled to access the Public Record, in accordance with article 18 of the same law.

1. Please note that all communication regarding this application, including a possible acceptance letter, will be forwarded to this address. [↑](#footnote-ref-1)