

Application form

Family name:
First name:
Programme you are applying for:

Introduction

The detailed selection procedure and admission requirements are described in the booklet entitled "Studying in the KHLeuven" and on the website: <http://www.khleuven.be/>. These publications list the various study programmes available at the Katholieke Hogeschool Leuven.

Instructions

Complete both copies of the application form in full. All questions must be answered accurately. If a question is not relevant, answer "not applicable" or "NA". Please complete the form in English. Answers must be legible, preferably typewritten or hand-written in block letters (black ink). Incomplete or illegible applications may be rejected and cannot be processed nor answered. If necessary, use additional sheets of paper.

Documents to enclose

1. Two copies of your diplomas and transcripts of academic records (detailed list of results per academic year and per course). One copy of all the documents should be notarized. The grades obtained should also be mentioned. "Notarized" 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 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.
2. A translation of the diplomas in English, French or Dutch. These documents must be authenticated by an official authority of your country or by the Belgian diplomatic office.
3. All Applicants should include their document proficiency in English, e.g. a TOEFL certificate (a minimum score of 550 is required, or 213 on a computer-based TOEFL test); or include proof that part of your education was taken in English, or another equivalent test.
4. A passport photograph per copy.
5. A copy of your passport
6. For the undergraduate programmes, please fill out the certificate attesting equivalence of a foreign diploma for the purpose of access to the first cycle at a Belgian Institute for Higher Education (The Flemish Government decree concerning "hogescholen", July, 1994, art. 21, art. 23 and 57).

All Council of Europe countries, including all countries of the European Union, are bound by the Convention of December 11, 1953, concerning the equivalence of diplomas allowing access to university studies. This convention, to which Belgium is party, specifies as equivalent any diploma allowing access to similar university studies in the country in which the diploma was awarded.

7. For Dutch language programmes of the first cycle (bachelor degree): a certificate by the Instituut voor Levende Talen (ILT, KULeuven) attesting proficiency in Dutch, level 5.

8. This is not an application form for a scholarship.

Deadline for submission of your application

February, 1

Return the completed application form to:

Katholieke Hogeschool Leuven
Office for the international students
Abdij van Park 9
B-3001 Leuven (Heverlee)
tel. 00 32 16 39 86 60
fax 00 32 16 39 86 66
e-mail: admission.officer@khleuven.be

1. 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, otherwise you might experience difficulties when applying for a visa or plane ticket.

Family name (surname):

Maiden and/or any other names that may have been used on documents:

First name (given name):

Sex (male/female):

Place of birth (country, town):

Date of birth (dd/mm/yy):

Current nationality:

Political refugee: yes no Candidate political refugee: yes no

If you are in Belgium, indicate your current status: yes no

Family reunion: yes no . Working: yes no . Studying: yes no : if "yes", where?

Permanent address (as mentioned in your passport)

Street, number (box):

Postal code: City, state:

Country:

Telephone number (country code – area code – phone number):

Current address (for correspondence regarding this application, especially in the period April – September)

Postal address

Street, number (box):

Postal code: City, state:

Country:

Telephone number (country code – area code – phone number):

Fax number (country code – area code – phone number):

E-mail:

Contact person in case of emergency

Family name (surname):

First name (given name):

Street, number (box):

Postal code: City, state:

Country:

Telephone number (country code – area code – phone number):

E-mail:

Marital Status

married

single

divorced

widowed

Family

	Surname/Family name	First name/Given name	date of birth	place of birth	sex
Spouse					
Child					
Child					

Note concerning the e-mail addresses: experience has shown that e-mail is an excellent way of communicating with the applicants. Please add an e-mail address to your personal data, if possible. You could also add the e-mail address of a friend, a secretariat, etc.

2. Academic programme you are applying for

Please mention the exact name of the programme:

Academic programme taught in Dutch: a preparaty year to study the Dutch language will be granted

International academic programme taught in English: English master's programme

If you are applying for a postgraduate programme, please answer the following questions:

If you have a bachelor's degree:

Does the university where you studied offer a master's or licenciate degree?

yes no

If so, what are the conditions of admission?

If not, is there a possibility of obtaining a master's or licenciate degree in another university or institute of Higher Education in your country? yes no

If so, what are the conditions for admission?

3. Academic information

Language skills

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
speaking							
writing							
reading							
understanding							

Add all certificates of language proficiency

(1) For Dutch language programmes of the first cycle (Bachelor degree): the document Proficiency in Dutch (ILT), level 5.

(2) Was part of your education in English: yes no

If so, which part: secondary higher education ...

How many years of English education did you receive:

Do you have a TOEFL certificate: yes no

other certificate:

If TOEFL: score:

date of this test:

Add your certificate of English proficiency:

(3) Other certificates of language proficiency:

Education

Secondary school (chronological)

period from (dd/mm/yy) to (dd/mm/yy)	name and address of the institution	name of studies	qualifications obtained	grade/results

Post-secondary education of higher education studies (chronological)

period from (dd/mm/yy) to (dd/mm/yy)	name and address of the institution	name of studies	language used	qualifications obtained	grade/results

Title and subject of thesis (also mention the results or grade obtained):

Other formal studies, workshops, etc. (chronological)

period from (dd/mm/yy) to (dd/mm/yy)	name and address of the institution	name of studies	language used	qualifications obtained	grade/results

Have you interrupted your studies? If so, why and for how many years?

Overview of non-formal additional training (chronological)

period from (dd/mm/yy) to (dd/mm/yy)	Name and address of the institution Name of supervisor	subject

4. Professional experience

Research and teaching experience (chronological) (use a separate sheet if necessary)

period from (dd/mm/yy) to (dd/mm/yy)	Name and address of the institution Name of supervisor Fax and telephone numbers	Name of subjects and/or description of research conducted, job title

Non-academic professional experience (chronological) (use a separate sheet if necessary)

period from (dd/mm/yy) to (dd/mm/yy)	Name and address of the institution Name of supervisor Fax and telephone numbers	position (job title) and description of responsibilities	Sector (education, industry, etc.)

5. Extracurricular record

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).

6. 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 635 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.

If applicable, list the scholarships and grants you received preciously (in your own country and/or abroad):

period from (dd/mm/yy) to (dd/mm/yy)	Name and address of the organization that issued the scholarship	Studies: institution, field of studies

Are you applying for a scholarship in order to attend this programme? yes no

Name of scholarship agency (institution, etc.):

Address and contact person at the scholarship agency:

Period covered:

Amount:

Did you receive confirmation that you will be granted this scholarship? yes no

(please include a copy of the grant)

What other resources of funds could you dispose of during your study project?

Source	Amount (in EURO)/month
Self support	EURO
Family or individual sponsors	EURO
Government, company or other scholarships/grants	EURO
...	
In case of a guarantor: name and adress	

Do you intend to bring your spouse and/or children to Belgium? yes no

If so, when would they travel to Belgium?

