

Full-time Professional Bachelor Programme (English) Application Information and Guidelines 2019 – 2020



1 INTRODUCTION

If you clicked on the link to this document, you are probably quite interested in studying at our university college. This brochure is meant to give you general information on the application process for international students. We will give you an overview of the application and enrollment procedure.

Please read through the brochure carefully and should you have any questions, please do not hesitate to contact us at admission@kdg.be

We hope to welcome you next academic year as one of our excellent international students!

2 APPLICATION DEADLINES

For the September 2019 intake:

Start :

December 3rd , 2018

End :

Non-EEA nationals

Submit your online application by April 30, 2019

Complete your admissions file by May 10, 2019

Non-EEA nationals with a temporary EU residence permit

Submit your online application by June 1, 2019

Complete your admissions file by June 14, 2019

EEA nationals (EU & Iceland, Norway, Liechtenstein) WITHOUT a TOEFL, IELTS or ITACE certificate

Complete your application by June 12, 2019

Please note our final language test will take place on June 19, 2019

EEA nationals with a TOEFL, IELTS, or ITACE certificate

The sooner you submit your online application, the earlier you find out whether or not you meet the admission criteria

Experience has taught us, however, that applications submitted **after April 1 have a low chance** of acceptance and you might be put on a waiting list, due to the level of interest.

FIRST COME, FIRST SERVED: SEND IN YOUR APPLICATION AS SOON AS POSSIBLE.

3 ROAD TO ENROLMENT

Feel free to use this checklist throughout your application process, and reach out to us if you are unsure about anything.

Application check list	Ok
1. I want to study abroad	
2. I want to apply for an English-language bachelor degree programme	
3. Is this bachelor's programme a feasible option for me? Consider the following aspects: <ul style="list-style-type: none"> • Full-time study only, work-study combination is not possible • Duration of three years, each academic year starts in September • Tuition Fee(12) €6112.80 non-EEA citizens, €938.80 for EEA citizens • No scholarships or grants for non-EEA student • Cost of living estimated at €1000 per month (room and daily living), course books €300 • Exemptions: previously earned credits in higher education might be transferable. • Three-month internship 	
4. Am I eligible? <ul style="list-style-type: none"> • I have a valid high school certificate or I will receive my certificate this year. <i>This certificate (of a 12th grade) grants me access to higher education in my home country</i> • I can prove my English-language proficiency IELTS: 6.0 or TOEFL ibt: 87 or ITACE: B2 Alternatives: KdG on-campus test: B2 	
5. To apply, I need the following: <ul style="list-style-type: none"> • Application form: secure google form • Scan front and back of ID or passport (& residence card if applicable) to determine your tuition fees • High school certificate • Language proficiency: certificate unless you have English as a first language 	
6. Acceptance within three weeks of submitting your completed application file you will receive a letter stating:	

<p>A that we can accept you as a student, and will enrol you as soon as you have paid your tuition fees.</p> <p>B you are conditionally accepted upon sending us your high school certificate before September 8, 2019.</p> <p>C that we cannot accept you as a student due to lack of eligibility</p>	
<p>7. Official Enrolment</p> <p>First come, first served principle applies!</p> <p>After you have paid your tuition fee,</p> <ul style="list-style-type: none"> • You will receive an invitation to sign your study contract <p>Your place is reserved upon full payment of your tuition fees and the signing of the study contract</p>	
<p>8. VISA preparation (if applicable)</p> <ul style="list-style-type: none"> • Find address of the Belgian consulate in your home country • Read detailed requirements <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Non-EEA: Proof of solvency via KdG procedure (highly recommended!) or sponsor</p> </div> <ul style="list-style-type: none"> • PR China: APS certificate • Apply for visa with your (conditional) acceptance letter 	
<p>9. From conditional to full acceptance:</p> <ul style="list-style-type: none"> • Provide the missing high school certificate (Flemish high school graduates exempted from this step) before September 8, 2019. 	
<p>10. Preparing my stay</p> <ul style="list-style-type: none"> - Health insurance - Book your flights - Housing: from April onwards, you will have a dedicated contact to help you with your housing questions. 	
<p>11. Upon arrival</p> <ul style="list-style-type: none"> • Opening of the academic year mid-September, possibility to get your student card and books • Immigration office registration: legal responsibility • Belgian bank account: open a Belgian bank account 	

4 ENROLMENT PROCEDURE

Your application will be checked for completeness and validity. Your dossier will only be processed if all required documents are included. Please make sure you submit all documents immediately, this will speed up the procedure.

(1) EEA

- European Educational Area: including all 28 EU-member states + Iceland, Liechtenstein and Norway
- Belgian students are EEA students and follow this procedure.

(2) Grant or scholarships

- there are no grants or scholarships;
- students holding a Belgian ID card can apply for "studiebeurs" (www.stuvo.be)

(3) Exemptions

Some students may have already passed courses in other degree programmes. If the content of these courses matches the content of the courses in your study programme, you may be granted exemptions or so called 'previously acquired qualifications'. These are credit certificates for any domestic or foreign study certificates indicating that you successfully passed courses in a higher educational degree programme. Getting an exemption means that you do not have to take the exam of that particular course or part of that course. In some cases this can speed up your study career.

4. High School Certificate

EEA: send a digital copy of your certificate.

Non-EEA:

- send a digital copy of your certificate.

NOTE: in case you already reside in Belgium, ask for this document at the embassy of your home country in Brussels.

Translations and Legalisations of documents

Add a copy of your secondary education degree/certificate to your application. If this document is in a language other than Dutch, French, English or German, please send in a copy translated by a sworn translator into one of these languages.

Please note that all documents need to be translated by a sworn translator into Dutch, French, English or German.

Legalisation may be required for certificates/degrees issued in some non-EEA countries.

For more specific information regarding procedures per country, please refer to the website of the Belgian Foreign Affairs Department.

http://diplomatie.belgium.be/en/services/legalisation_of_documents/

(5) High School certificate to be achieved soon

If you have not yet obtained a high school certificate that grants access to higher education, but expect to do so before September 2019, you can already apply.

After graduation, you must present the degree/certificate before September 8 to be fully admitted to the programme (if all other requirements are fulfilled).

(6) Application Form

You start your application by filling out the **application form**. This is a secure online google form that takes about 15 minutes, if you prepare your motivational statement and information about your previous education in advance.

Once you have filled out the form, you will receive a confirmation email. Please do not forget to email your supporting documents (degrees, certificates, language certificate, ID card) to the relevant program.

(7) Copy of Your Identity Card or Passport

You will need to provide a copy of your identity card or international passport and/or proof of registration at the Belgian Foreign Affairs Office. This is needed, among other things, to determine your tuition fees.

(8) Language Requirements

As the entire programme is taught in English, all students must have a level of English language sufficient to participate actively in the course.

CEFR level B2 is required: http://www.coe.int/t/dg4/linguistic/cadre1_en.asp.

Students who comply with the English-language requirements:

- Students who have obtained a secondary degree, with a minimum of four years of schooling in the USA, UK, Australia, New Zealand or the English speaking provinces of Canada, are considered to comply with the English language requirements.
- Students who have completed a full-time study programme at a high school for at least four years or two years at a university with English as the only language of instruction. (These students will be interviewed)
- ENGLISH FOREIGN LANGUAGE CERTIFICATES: IELTS 6.0 or TOEFL-iBT 87 or ITACE B2. Minimum scores for the sub scores apply!

Results of an English proficiency examination are required for all other students.

You will have to add a copy of a certificate to your application form, proving that you have successfully passed one of the tests below.

We expect certification proving a minimum score in one of the following tests:

- **IELTS**
Minimum score overall: 6.0
Minimum sub scores: 5.5
<http://www.ielts.org/>
Test can be taken at e.g. British Council.
<http://www.britishcouncil.org>

 - **TOEFL iBT**
Minimum score overall: 87
Minimum sub scores: 18 except for the speaking score which is a 20 minimum.
<http://www.ets.org/toefl>
Test can be taken at e.g. British Council.
<http://www.britishcouncil.org>
- Use our institution code B712
- **ITACE**
Minimum score overall: B2
Minimum sub scores: B2
<http://www.itace.be/students/>
Test can be taken at e.g. University of Antwerp
-
- **On-site language test at Karel de Grote University College : B2 for both parts**
 - Comprising:
 - 1½ hr test in: reading comprehension
listening comprehension
vocabulary
grammar
 - speaking proficiency test with examiner (if you pass the first stage with level (B2 or higher)
 - Registering for our test is easy and free of charge: you just need to apply and mark your preferred date in the application form.

Do note that this is not proof of registration! You can only participate in the KDG language test after receiving a confirmation email.
 - Do not forget to bring your own laptop, ID card and earphones to the test.

As a result you will receive a certificate stating the actual level of proficiency in English. Level B2 or higher for both the oxford placement test and the interview, is required for admission to the programme.

Should your test results fall short of level B2, you cannot retake the test. Our KdG test is free of charge for you, but not for us. If you do not obtain the B2 level, you will need to provide a TOEFL or IELTS certificate instead.

- **Additional online interview for semi-native speakers : B2**

- speaking proficiency test with examiner via Skype

Asking to be registered for a Skype interview is easy and free of charge: you just need to apply and mark your preferred date in the application form.

Do note that this is not proof of registration! You can only participate in the KdG language test after we have checked your degree, and we have sent you a confirmation email with the dates that are still available.

(9) Visa application

Students coming from the EEA countries (1), Monaco or Switzerland do not need a visa. They may travel to Belgium on the strength of their national passport or identity card.

All other students should apply for a visa before coming to Belgium. Authorisation to stay in Belgium for more than three months will be granted to foreign students wishing to pursue higher education as a regular student.

The application procedure is the same for all students, regardless of nationality. When staying for more than three months, you will have to apply for a long-stay visa, also called a D-visa. There are two procedures, depending on the country where you lodge your application. More information on the procedure and necessary documents can be found on:

https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Higher_education_or_preparatory_year_Visa.aspx.

and

http://diplomatie.belgium.be/en/services/travel_to_belgium/

Application fee: We are a public school, subsidized by the Belgian government. This is important information as it determines the cost of the application fee (for the visa)

Note: You will need a notification from KdG that you are accepted as a regular student in the BM-IBS programme to lodge your visa. Even if you have only been **accepted provisionally**, **you can** already **apply for visa**, provided the conditions for you to be fully accepted are stated in the provisional acceptance notification.

Note: It can take up to five months before your visa is granted. Start the application on time to make sure you arrive in Belgium before our academic year starts.

Exceptions are allowed if you hold a passport or a residence permit for a Schengen country. Please contact the embassy or consulate for more information.

(10) non-EEA : Proof of Solvency

In case you need a visa.

The Belgian authorities want to make sure that you can support yourself while studying in Belgium. Therefore, you or your sponsor have to prove that you are financially solvent, i.e. that you have sufficient money at your disposal while staying in Belgium.

The Belgian authorities are very strict when it comes to proof of solvency, and **many visa have been rejected because of this. We therefore strongly recommend you to request the KdG procedure** because of its high chance of acceptance (a lot higher than via a sponsor).

This procedure works as follows:

- student transfers 13 x 700 (legal minimum)¹ Euros to the KdG bank account;
- student arrives in Belgium and opens a local bank account;
- Each month, KdG transfers 1/12th of the total amount to student's bank account; in fact, this is your own money or your sponsor's;
- In your first month, you will receive a double transfer (2x 700 Euros), to accommodate the initial expenses of books and rent deposit.
- if your visa is rejected and you cannot come to Belgium, KdG reimburses this amount;
- everything will be stated in a contract signed by both parties.

Requests to start the KdG proof of solvency procedure should be made **before May 10, 2019**.

Any request made after this date, is likely to be processed in mid-August. This means that you will miss a few classes and your visa may be refused.

Realistic funds:

In reality you will need more than 700 Euros per month to cover your basic costs: we recommend 1,000 Euros per month.

(11) PR China: APS-certificate

All students with a Chinese degree who want to study at a Belgian higher education institution are obliged to obtain an APS-certificate of academic screening. Moreover, an APS-certificate is a condition for obtaining a student visa at the Belgian Embassy or Consulates General in the PR China.

This certificate is issued by The Academic Evaluation Centre (APS) of the German Embassy in Beijing. The APS screening is not an academic selection procedure, but is meant to avoid document fraud and to guarantee a sufficient mastery of the English language. Please note that an APS-certificate is required but it is not a binding document, nor is it sufficient to grant access to any higher education institute in Belgium.

¹ This amount could be subject to change in June, if the Belgian government alters the amount.

Chinese applicants should add the APS-certificate to their application. Students should start the procedure by themselves before applying at KdG by contacting info@aps.org.cn.

More information on APS:

<http://www.ond.vlaanderen.be/hogeronderwijs/studeren/foreignstudents/procedure-PRChina.htm> (Department of Education of the Flemish Community)

<http://www.diplomatie.be/beijing> (Belgian embassy in China)

http://aps.org.cn/chin/verfahren/belgien_chin.html (APS information in Chinese)

(12) Tuition Fee

The annual tuition fee is:

- EEA² citizens
€ 938.80
- Foreign citizens non-EEA and foreign citizens residing in Belgium with a study or work permit
€ 6112.80
- Foreign citizens non-EEA residing in Belgium with another permit
€ 938.80

Once the full tuition fee is paid, your place on the programme is reserved.

Your tuition fee and proof of solvency funds will be fully reimbursed if your visa is denied. If you choose to withdraw your application, we will deduct an administrative fee of **€250** before reimbursing the outstanding amount.

In case your visa is rejected, this administrative fee is not deducted.

Supplementary educational materials such as coursebooks are not included.

(13) Health Insurance

It is compulsory that all foreign students have arranged their health insurance and third-party liability insurance by themselves before arrival. The validity of the insurances must cover the whole period of your stay.

Health insurance means adequate coverage for medical costs in case of illness or injury.

Third-party liability insurance covers you in case you are sued for compensation by a third party, where they feel that they have suffered a loss as a result of your negligence or carelessness.

In case you are successfully sued by a third party, your third party insurance will cover the costs of damages awarded against you and of any legal costs that you have incurred as a result of disputing the case.

(14) Registration in City Administration

If you plan to live in Antwerp during your stay, for more than a year, you must register with the immigration office. **(if you need to prolong your visa after one year, this will be refused unless you have registered yourself at the migration office)**

In most cases you will need to register as an Antwerp Citizen at the Migration Office.

You will need to do this after your arrival in Antwerp.

We will remind you of this procedure in early October, but you are free to do it yourself via this weblink:

<https://eforms.antwerpen.be/formulier/scnieuwkomer.aspx>

More information can be found on:

<http://www.antwerpen.be/eCache/ABE/15/312.html#EU-procedure> (English version at the bottom of the webpage).

Registration at the Migration Office is necessary for:

- Students of non-EU member states
- Students who want to work in Belgium (both EU and non EU-members)
- Students who want to open a bank account in Belgium (both EU and non EU-members)

STILL NOT SURE ABOUT SOMETHING?

Any questions or doubts, please do not hesitate to contact your admissions team via admission@kdg.be, they will answer your email as soon as possible (usually takes up to one week).

We hope to see your application soon!

- *the admissions team*