MANUAL:

APPLICATION
FOR THE POSTGRADUATE IN
MEDIA ECONOMICS
via the VUB

Status: June 2018
**Step 1: Create an Account**

Click on 'Create new account'.

You should now see the screen below.

To create an account, you also need to fill in the sections on the next screen.

* Required field

Your email address will also serve as your temporary username, which you will use during the entire application procedure. After filling out your email address and
password, tick the 'I'm not a robot' box. A Captcha screen, such as the one below, will pop up and ask you to perform a certain task.

After having performed and verified the Captcha-task, click on 'Next step'. As a result, the following screen should appear.

Belgian citizens or students with a residence permit can use their electronic identity card and a card reader to fill out parts of the application form. If this does not work, start afresh and fill out everything manually.
Please note that the name you provide will appear on your letter of acceptance and diploma, so you should make sure it is official and filled out correctly.

**Note:** 'Name' refers to your family name/surname and 'first name' refers to your given name.

**RESIDENCE STATUS**

Belgian and European citizens have only one option to choose from in this field (Nationals of the European Economic Area). Non-European citizens will be able to choose from several options.

Students who are applying to stay in Belgium on a **student visa should choose 'Other'**. Students staying in Belgium on a different type of visa can choose the nature of their stay.

**BELGIAN REGISTRATION NUMBER**

This field is strictly for Belgian students or students with a residence permit for Belgium. **International students can leave the field blank.**

**BANK ACCOUNT NUMBER**

Please leave the field for the bank account number **blank.**

**OFFICIAL RESIDENCE ADDRESS**

Only students with a Belgian national ID number (or Belgian national registration number) can provide a Belgian address here. All other students should fill out an address from their home country.

After filling out your personal details and official residence address, **click on ‘Create account’.**
**STEP 2: PRIVACY PREFERENCES**

This page allows you to adjust your privacy preferences. The university will only disclose your personal information to third parties if you give your permission and if it is deemed beneficial for you.

1. **Privacy preferences**
2. **Secondary education**
3. **Higher education**
4. **Social services**
5. **Program selection**
6. **Document checklist**
7. **Confirm Programme**
**STEP 3: PRIOR EDUCATION**

The third step is the **most important step** of the application procedure. This is where you need to fill out the details of your prior education, which influence your course options.

**SECONDARY EDUCATION**

Students who created an account with their electronic ID will notice that the information has been filled out already. **If it has not been filled out, please do so manually.**

Students who did not obtain their diploma in Belgium should choose 'Foreign country' as location, after which you can specify in which country you obtained your degree.

If you are a **Belgian student** and obtained your degree through the Examination Board, fill out the secondary education form by selecting 'Foreign country' as location and afterwards selecting 'Belgium (BEL)' as country (see screenshot below). You'll then be able to proceed and fill out 'Examination Board' as your school.
**SECONDARY EDUCATION**

*Hold a diploma of secondary education* | Completed
---|---
*Location* | Foreign country
*Country* | BEL Belgium

If you are an **international student** and you obtained your degree through the Examination Board, proceed as usual. Select 'foreign country' as location and your country of origin. Fill out 'Examination Board' as your school.

To select your diploma, click on the search button and select '99, Andere/Other' as diploma, then proceed to specify your diploma name.

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**STREAM**

*Graduation year* | 2011
*Diploma* | 99 Andere / Other
*Diploma name* | Secondary school

**Higher Education Flag:** [ ]

* Required field

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**Note:** The information on your ID is determined by the Databank voor Hoger Onderwijs. This means that your graduation year is the first year of the academic year in which you obtained your degree.

For example: A degree obtained in 2015-2016, was obtained in 2015.

Please do not forget to tick the ‘Higher Education Flag’-box, if you have completed or will soon be completing higher education.
Higher Education

Fill out the 'My Higher Education' form if you’ve ever applied to college or university.

Please make sure to indicate whether you have successfully completed your programme or not. This is important to determine whether you can be granted direct admission.

**MY HIGHER EDUCATION**

<table>
<thead>
<tr>
<th>Location</th>
<th>Foreign country</th>
<th>✔</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation year</td>
<td>2017</td>
<td>✔</td>
</tr>
<tr>
<td>City</td>
<td>Perth</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>AUS Australia</td>
<td></td>
</tr>
<tr>
<td>Language of instruction</td>
<td>English</td>
<td>✔</td>
</tr>
<tr>
<td>Institution</td>
<td>University of Western Australia</td>
<td></td>
</tr>
<tr>
<td>Level of education</td>
<td>Bachelor</td>
<td>✔</td>
</tr>
<tr>
<td>Name of Programme</td>
<td>Linguistics</td>
<td></td>
</tr>
<tr>
<td>Programme status</td>
<td>Running</td>
<td>✔</td>
</tr>
</tbody>
</table>

* Required field

If you obtained more than one degree in higher education, click on the '+' icon and fill out the details.

Your application will be reviewed based mostly on this information. It is thus important to fill out the form as accurately as possible.

Please only mention degrees you have obtained. Obtained credits do not qualify. However, after enrolling, you can enquire into possible subject exemptions at your faculty.

If you have listed (all) your higher education diploma(s) under 'My Higher Education', click 'Next step'.
**STEP 4: SOCIAL SERVICES**

Please note that this page is not applicable to foreign students, as it is designed specifically for Belgian students. **Students applying on a student visa are not eligible for a scholarship from the Flemish Community.**

If you wish to rent a VUB room, you should consult the following link in order to apply: https://my.vub.ac.be/en/housing

If you are applying to study at the VUB on a student visa, you can simply proceed to the next step.

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**SCHOLARSHIP**

- [ ] I received a scholarship last year
- [ ] I will apply this year for a scholarship with the Flemish Community

**HOUSING**

The Vrije Universiteit Brussels helps make it comfortable for you to live and study in Brussels. For further information contact the Housing Department:

https://my.vub.ac.be/en/housing

- [ ] Renting a VUB room

**DISABILITIES**

The Vrije Universiteit provides targeted services for students with disabilities. For further information contact the Disability and Study Department:


**ATHLETE**

- [ ] I wish to apply for the status of athlete

For more information visit: class-sports:

https://www.vub.ac.be/en/facilities/top-class-sports
STEP 5: PROGRAMME SELECTION

Select the on this page.

SCHOLARSHIP PROGRAMME

☐ I am submitting my request under a scholarship programme

Specify the scholarship type

WORKING AND STUDYING

More info: Students and Students

Select day or evening classes

Day

Proof of employment / resident of social security benefit, scholarship awardee

Not applicable

Work situation

Not applicable

VISITING OR EXCHANGE STUDENT

Not applicable

CHOICE OF PROGRAMME

☐ This is my first enrolment within Flemish Higher Education

☐ This is a registration for which I wish to combine work with part-time education

Course filter:

☐ Show the complete list of VUB courses I am registering based on my filter

☐ Show those programmes which are available on the basis of my previous education

Create a new application

Course Load

Registration period

Training course

Programme

Course plan

Next step

Previous step

SCHOLARSHIP PROGRAMME

You cannot apply for a scholarship on this page. Please leave this section blank as filling it out might create technical errors.

Students who have been granted a scholarship can submit proof of this by uploading the document later at step 6, 'Document checklist’. It can be uploaded as extra document. If there is no room left, it can also be sent to studentadministration@vub.be.

WORKING AND STUDYING

Opt for day classes.
BEV/OVV (Paid educational or training leave)

BEV / OVV are meant for working students who will apply for paid educational leave with their Belgian employer.

If you are applying for paid educational leave, fill in the form as follows:

![Form for applying for paid educational leave](image)

If you are not currently working for a Belgian employer, choose ‘Day classes’ and ‘Not applicable’.

Please note that international students who are applying to study in Belgium on a student visa have to take up a full-time course load and thus apply for day classes.

If you are an international student applying to study at the VUB on a student visa, make sure you select ‘Day classes’ and ‘Full time’ course load:

![Form for applying at the VUB](image)
VFSTING OR EXCHANGE STUDENT
Choose 'Not applicable'.

CHOICE OF PROGRAMME
Finally, you need to indicate the programme of your choice.

Please tick the box 'this is my first enrolment within Flemish Higher Education' if you are applying for your first master's programme in Flanders. Exchange programmes do not count.

Please note that international students who require a student visa need to take up a full-time course load!

So please do not tick the box 'This is a registration for which I wish to combine enrolments in diploma contracts', as you will have to take up a full-time course load and cannot combine two courses.

If neither is applicable, tick neither of the boxes.

You can choose the course filter, however, if you choose 'Show those programmes which are available on the basis of my previous education' and your programme of choice is not available, choose the first option: 'Show the complete list of VUB courses. I am registering based on my file'.

FOR THE POSTGRADUATE IN MEDIA ECONOMICS:
Registration period:
choose applicable period
(e.g. 1819 for the academic year 2018-2019)
Training level:
Postgraduate
Programme:
00632 Postgraduate in Media Economics
Course plan:
As provided by the system

Note: If you cannot find your desired training level, check whether you have saved your previous higher education, if the scholarship field is filled out (if so, leave it blank) and whether you have selected day classes. All these parameters influence the number of choices in your programme request.

Note: If you cannot find your programme whilst you selected a scholarship (on top of this page), leave the scholarship section blank. This information can be added to your file at a later stage. Our office receives lists of all selected scholarship candidates.

Fill out the rest of the form and select 'Next step' to continue.
To apply for the full Postgraduate in Media Economics programme, you need to provide here the following documents:

REQUIRED DOCUMENTS:
(These documents are needed for the VUB administration)

- Photograph (for your student card)
- Proof of identity (a scan of your passport or residence card for admission)

NOTE: In the system, more documents are listed under "required documents", but these do not need to be provided! Only the here listed documents need to be uploaded!

ADDITIONAL DOCUMENTS:
(These documents are required for the application process and will be screened by the admission committee)

- Your CV (max. 2 pages) mentioning your studies, work experience, and English proficiency level.
- A motivation letter (max. 1 page) explaining why you want to do the Postgraduate in Media Economics programme.
- A copy of your highest degree.
- The registration form for the courses (download the form by clicking here).
**STEP 7: INTAKE SURVEY**

Please note that this survey is specifically designed for Belgian students. You can ignore this part and click 'Next step'.

**STEP 8: COMPLETING YOUR APPLICATION**

You can now complete your application!

1. Click on the checklist icon in order to submit your application.

2. Confirm that you want to submit your application

   **Note:** Only click on the submit button once per programme request. If you accidentally applied for the same programme twice, try not to finish it at the end. You will receive every communication twice, which may cause confusion.

3. Once you have confirmed that you want to submit your application, you will receive the following notification:
Application submitted (21000,190)

Your application has been submitted. You will receive further status updates by email.
FAQs

I CANNOT COMPLETE MY APPLICATION, WHAT SHOULD I DO NOW?
If you get an error message or the system does not respond when applying, send an email to studentadministration@vub.be in which you mention your temporary user account.

WHEN WILL MY APPLICATION FILE BE REVIEWED?
As soon as we have received your application, your file will be placed on a list with applications to review. Depending on the number of application files, it can take up to 4 weeks for your file to be reviewed.

WHERE CAN I CHECK FOR POSSIBLE DEVELOPMENTS IN MY APPLICATION REVIEW?
You can check the status of your file by logging in to the Student SelfService with your temporary user account. If you click on ‘Admissions and registration’ you will be able to see which phase of review your application is currently in.

HOW CAN I ADD DOCUMENTS TO MY APPLICATION FILE?
You can log in to your Student SelfService with your temporary user account. Navigate to Main Menu > SelfService > Student Admission > SelfService enrolment, select the programme you applied for and click 'continue'. You can upload documents by clicking the paperclip icon.

I RECEIVE AN ERROR MESSAGE WHEN I TRY TO UPLOAD EXTRA DOCUMENTS. HOW CAN I COMPLETE MY APPLICATION FILE?
You can send your extra documents to studentadministration@vub.be. We will add them to your application file and notify you when we have done so.

HOW LONG WILL THE APPLICATION PROCESS TAKE?
Your file will be reviewed by 3 different parties or more if your file needs extra documents. Therefore, it can take up to 2 months to get your application result. By email we will notify you of every development in your application case.

I APPLIED FOR THE WRONG PROGRAMME, CAN I SWITCH PROGRAMMES?
If you notice you applied for the incorrect programme, please fill out the online application again, using your temporary user account. If you then send an email to studentadministration@vub.be, we will cancel the incorrect application.

MY QUESTION IS NOT LISTED?
Send an email to studentadministration@vub.be.

Student SelfService Link: https://student.cumulus.vub.ac.be/psp/CALIPROD/?cmd=login