



Required documents – Bachelor of Business Management 2017-2018

If your secondary school diploma was not awarded by a school in the Flemish Community of Belgium, you cannot enroll without first applying for admission.

Instructions on how to apply can be found on our website: <http://www.odisee.be/en/register-full-degree-programme>. First you will need to fill out an online application form. Once you have completed the form, please print it out, sign it and send it by post – together with the required documents listed below – to:

Odisee – Student Administrative Services Centre
Warmoesberg 26
1000 Brussels
Belgium

- A copy of your national identity card/ Belgian residence permit / international passport
- A certified copy¹ of your secondary school diploma.

Please also send us a certified copy of the translation - done by a sworn translator - into English, Dutch, French or German, if your original diploma was issued in another language.

If you still need to complete your secondary school studies at the time of application, please also send us your intermediate transcripts, as well as a document proving that you are expected to graduate before the start of the 2017-2018 academic year. Please note that your final transcripts and a certificate of graduation will have to be submitted upon enrolment.

- Students with a diploma of secondary education obtained in a country which ratified the Lisbon Recognition Convention² are admitted if the obtained diploma also provides access to higher education in the country concerned.

¹ A certified copy is a copy that has been legalized by the awarding institution (secondary school, (university) college, university), a Belgian municipality, or a copy with an Apostil of the Hague.

² Countries that have ratified the Lisbon Recognition Convention: Albania, Andorra, Armenia, Australia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, the Holy See, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kyrgyz Republic, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Montenegro, the Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, the former Yugoslav Republic of Macedonia, Turkey, Ukraine, United Kingdom.



- Students with a diploma of secondary education obtained in a country that did not ratify the Lisbon Recognition Convention² can be admitted if the obtained diploma provides access to equivalent higher education in the country concerned. In this case, the admission to the degree programme may depend on an additional assessment test, to determine if you have the competences required for the programme.

- Remark: If after the assessment of your application file, it is still unclear if your diploma of secondary education grants access to (equivalent) higher education in the country concerned we will request an additional attestation which confirms this. (i.e. an admission letter of a recognised institution of higher education, transcripts of academic records of a study at a recognised institution of higher education, results of national entrance examinations, a declaration of national or regional education authorities or a declaration of the institution at which you obtained your diploma of secondary education)

If you obtained your secondary school diploma in the Netherlands, please note that to be admitted to the bachelor programme you need to have obtained:

- a VWO- diploma
- or a HAVO diploma + a certificate of a successfully completed "propedeuse year"
- or an MBO-4 diploma (if you meet the educational background requirements which also apply in the Netherlands)

- A certified copy ¹ of any diploma and/or transcript of academic records (listing courses, credits, marks) if you were already previously enrolled at an institution of higher education.

Please also send us a certified copy of the translation - done by a sworn translator - into English, Dutch, French or German, if your original documents were issued in another language.

- Proof of your proficiency in English

All applicants have to submit a satisfactory score on one of the following internationally recognized tests of English language proficiency:

- TOEFL minimum score iBT 79, CBT 213 or PBT 550
Our TOEFL institutional code: 7039
- IELTS minimum score 6.5
- ESOL Cambridge: we accept the Certificate of Advanced English (CAE) and the Certificate of Proficiency in English (CPE). The First Certificate of English (FCE) is not accepted.

Please request that the testing center sends the score-card directly to the Odisee Student Administrative Services Centre, Warmoesberg 26, 1000 Brussels, BELGIUM



An exemption from this requirement is possible for applicants with a university (college) degree or secondary school degree earned in Australia, English speaking Canada, the Caribbean Islands, Ireland, New Zealand, South Africa, the United Kingdom or the USA: the certified degree and transcripts suffice, provided they confirm that the entire study was completed in English.

Applicants with a university (college) degree or high school degree obtained in Flanders or the Netherlands are also exempted.

Please note: All students who have submitted their TOEFL/IELTS/CAE/CPE scores will participate in an extra English proficiency test which will be organized by Odisee University College at the beginning of the academic year. Students who do not achieve a 70% score on this test will be very strongly advised to participate in an external English communication module in which we will deal with deficiencies in written and oral communication.

□ A motivation letter

All applicants have to provide a motivation letter, written and signed by the applicant, explaining their choice for the Bachelor of Business Management degree programme at Odisee (Campus Brussels).

□ 1 recent passport-size photograph

□ A letter of reference

All applicants have to provide a letter of reference, either written and signed by an education authority (high school, college, university) in their country of origin or drafted by his/her latest employer.

□ Proof of payment of the 75 EUR application fee (if applicable)

All non-EEA nationals without permanent residency in Belgium have to pay a 75 EUR application fee (excluding any additional banking fees). The application fee can only be paid via bank transfer. EEA-nationals do not have to pay the application fee.

BELFIUS, Pachecolaan 44, B – 1000 Brussel

Beneficiary: dienst Studentenadministratie

Address: Warmoesberg 26, B-1000 Brussel

IBAN number: BE20 7785 9999 3656

BIC/SWIFT code: GKCCBEBB

Reference: application fee 17-18 – your last name – your first name

Please be aware that the application fee is non-refundable.



- APS certificate (only for mainland Chinese citizens who are not in the possession of a non-Chinese degree)

All prospective students who apply for admission with success will have to submit their original diploma's - degrees upon registration.

Please do not forget to submit your application file before the deadline which applies to your personal situation. For the academic year 2017-2018, the following **deadlines** apply:

- 1st May 2017: for applications of non-EEA nationals who require a visa to study in Belgium;
- 15th August 2017: for EEA nationals and non-EEA nationals currently residing in Belgium with a valid residence permit (valid until 31st October 2017 or longer).