

Step 1:

Submit an **online application** via the link on the Odisee webpage.

You will be able to submit an application for academic year 2023-2024 from the 1<sup>st</sup> of February 2023 onwards.

As part of your online application you will need to **upload** the documents listed below:

1. A scan of the **identity page of your passport** or a scan of your current **Belgian residence permit** (front and back). For EEA citizens: a scan of your national ID card (front and back) is also sufficient.
2. A scan of your **original secondary school diploma**.

If your diploma is not issued in English, Dutch, French or German please arrange for it to be translated to one of these languages by a registered translator. The copy of the translation must be certified<sup>i</sup> by the educational institution that issued your diploma or by a national authority. Please also upload a scan of this certified translation.

If you still need to complete your secondary school studies at the time of application, please upload your intermediate transcripts as well as a document issued by your school that states that you are expected to graduate before the start of the 2023-2024 academic year. (If you are admitted you will still need to present your final transcripts and a certificate of graduation upon enrolment.)

3. A scan of **any diploma and/or transcripts** you already obtained from an institution of **higher education**.

If your documents are not issued in English, Dutch, French or German please arrange for them to be translated to one of these languages by a registered translator. The copy of the translations must be certified<sup>i</sup> by the educational institution that issued your diploma or by a national authority. Please also upload a scan of the translations.

4. A scan of your **English Proficiency Certificate** (If applicable – see [Admission requirements](#))

If you are taking an IELTS or TOEFL test, please also request that the testing centre sends your score card directly to the Odisee Student Administrative Services Centre, Warmoesberg 26, 1000 Brussels, Belgium. (Our TOEFL institutional code is 7039.)

5. A **motivation letter**. (one A4 page)
6. A **letter of reference**.

All applicants have to provide a letter of reference, either written and signed by a

representative of an education authority (i.e. professor at high school, college, university) or by an employer.

7. 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. Please be aware that this fee is non-refundable.

Bank details: BELFIUS, Pachecolaan 44, B – 1000 Brussel

Beneficiary: Odisee - dienst Studentenadministratie

Address beneficiary: Warmoesberg 26, B-1000 Brussel

IBAN number: BE20 7785 9999 3656

SWIFT code: GKCCBEBB

Reference: application fee 23-24 – your last name – your first name

8. An **APS certificate**. (Only for mainland China citizens who are in the possession of a Chinese degree.)

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<sup>i</sup> A certified copy is a copy that has been legalized by the awarding institution (secondary school, (university) college, university), a Belgian embassy or Belgian municipality, or a copy with an Apostil of the Hague. Photocopies (in colour) are not sufficient. You must provide the actual certified copies.