

Online application incoming students

Faculty of Business and Information Management

A short how-to

To apply for a semester or a full academic year at the University College of Ghent, Faculty of Business and Information management we have produced a new online application module.

You can save the application as you go along. Don't forget to click the button "save progress" from time to time.

In case you want to interrupt your application, you can pick it up when you log in again.

Make sure you have the following documents, digitally:

In PDF:

- Transcript of records (of your previous year(s) of study in your home university)
- Blue Card (insurance) (when you are a European citizen)
- Passport/ID
- Learning agreement (signed by your home university)
- Copy of student card

In JPEG:

- A photo of you (for your student card at our university college)

In case you have questions, or when you encounter problems during this procedure, please contact our incoming student adviser, Maaïke Dhondt (maaïke.dhondt@hogent.be)

See you soon in Ghent!
Maaïke

The application

Go to: <https://forms.moveon4.com/1062/locallogin/52b2f9c20f9d30343d000000/eng>

Make your personal profile (with log-in and password, write it down!)

When you have received the confirmation of your profile through e-mail you can log in.

Click “Start new application”
Read the Information carefully

Click “next”

Page “Personal information”

Please fill all the information requested (marked with red *)

The form contains the following fields:

- Personal Information:** Emergency, Educational Background, Information regarding your stay, Language skills, Further information, Relevant Documents to be Uploaded, Declaration, Submit application.
- Identity:** Family name, First name, Gender, Date of birth, Country of birth, City of birth, Nationality, Nationality 2.
- Contact Data:** Country, C/o, Street, Street 2, Postcode, City, Phone number, Email, and a checkbox for 'Is the address above your home address?'.
- Identity Document:** Type, Number, Issued by, Issue date, Expiration date.

When all information is completed, click in this check box “mark page as complete” and press **SAVE PROGRESS**

Mark page as complete

Save progress Back Next

Page “Emergency contact”

The form contains the following fields:

- Emergency Contact (1):** First name, Family name, Relationship, Email, Phone number.

Buttons: Emergency Contact, Mark page as complete, Save progress, Back, Next.

Again, complete all required information, mark the page as complete and SAVE PROGRESS

Page: “Educational background”

Same procedure

Don't forget to mark the page as complete and save progress

Page “Information regarding your stay”.

Here it’s important to fill in the correct information!

The screenshot shows the 'Information regarding your stay' section of the HoGent application form. The form is titled 'Application for incoming students' and is on page 1 of 8. The left sidebar contains a navigation menu with the following items: Information, Personal information, Emergency, Educational Background, Information regarding your stay (highlighted with a green checkmark), Language skills, Further information, Relevant Documents to be Uploaded, Declaration, and Submit application. The main content area is titled 'Information regarding your stay' and contains a 'Priority' section with the following fields:

* Home country	Finland
* Home institution	HAAGA-HELIA Ammatikorkeakoulu
* Mobility Programme	Erasmus SMS
* Level	Undergraduate / Bachelor
* Exchange opportunity	FBO - Erasmus SMS - HAAGA-HELIA
* Academic year	2014/15
* Start semester	1st semester 2014/15
* Duration in semester	1
* Planned start date of mobility	15 / Sep / 2014
* Planned end date of mobility	30 / Jan / 2014

At the bottom of the form, there is a checkbox for 'Mark page as complete' and buttons for 'Save progress', '< Back', and 'Next >'. The footer of the page reads 'Powered by moveton © QS innovation. All Rights Reserved.'

Mobility programme: when you are from a European partner, you will choose Erasmus SMS (SMS = Student Mobility Scheme). When you are from a non-European partner, you will choose Bilateral SMS.

Level is Undergraduate/bachelor

Exchange opportunity: For our Faculty (Faculty of Business and Information Management) always choose “FBO – Erasmus/Bilateral SMS – name of your home institution”

Again, mark the page as complete and SAVE PROGRESS

Page “Language Skills”

The screenshot shows the 'Language skills' section of the HoGent application form. The form is titled 'Application for incoming students' and is on page 0 of 8. The left sidebar contains a navigation menu with the following items: Information, Personal information, Emergency, Educational Background, Information regarding your stay, Language skills (highlighted with a green checkmark), Further information, Relevant Documents to be Uploaded, Declaration, and Submit application. The main content area is titled 'Language skills' and contains the following fields:

* Mother tongue	
Mother tongue 2	
Language Skills Regarding The Teaching Language At University College Ghent (English in Most Cases) (1)	
* Language	
* Language level	Please select
Name of test	
Test Score	
Subscore – Writing	
Subscore – Speaking	
Subscore – Listening	
Subscore – Reading	
Date of test	Day / Month / Year

At the bottom of the form, there is a checkbox for 'Mark page as complete' and buttons for 'Save progress', '< Back', and 'Next >'. The footer of the page reads 'Powered by moveton © QS innovation. All Rights Reserved.'

Here you can fill in your language knowledge.
You can do this for more than one language.

Page “Further information”

The screenshot shows the 'Further information' section of the application form. It includes a sidebar with navigation links: Personal Information, Emergency, Educational Background, Information regarding your stay, Language skills, Further Information, Relevant Documents to be uploaded, Declaration, and Submit application. The main content area contains the following text and questions:

Further information

Prior to the start of each semester, the International Office organizes the Welcome Days for exchange students which provides a valuable opportunity to become acquainted with the University College Ghent and the city of Ghent.

Do you wish to participate in the Welcome Days? Yes No

Our institution offers 50 rooms to exchange students coming from our partner institutions. Please indicate if you are interested in a student room at the student residence. Please note that this registration does not automatically guarantee a room! After the registration you will be contacted for the definitive booking of the room. For more information about accommodation please visit our [website](#).

Do you want to apply for a room in a student residence? Yes No

Do you have a disability, impairment or long-term medical condition which may affect your studies? Yes No

Mark page as complete

Buttons: Save progress, Back, Next

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Welcome days: we urge all students to be present during the welcome days. They are organized during the week before the official start of the classes.

Rooms: please tick the **YES** for rooms: this will enable us to give you a room in our student residence or to provide help when you look for a room on the private market. We only have a limited number of rooms in the residence and they are appointed on a first come, first served basis.

Page “Relevant documents to be uploaded”

Here you have to upload the required documents.

Please upload in PDF only!

- Transcript of records (of your previous year(s) of study in your home university)
- Blue Card (insurance): when you are a European citizen
- Passport/ID
- Learning agreement (signed by your home university)
- Copy of student card

And in JPEG:

- A photo of you (for your student card at our university college)

Please upload 1 document at the time. When you upload more than 1 at the same time, you will get stuck ☹

The screenshot shows the 'Relevant Documents to be Uploaded' section of the application form. It includes a sidebar with navigation links: Information, Personal Information, Emergency, Educational Background, Information regarding your stay, Language skills, Further Information, Relevant Documents to be uploaded, Declaration, and Submit application. The main content area contains the following text and upload fields:

Relevant Documents to be Uploaded

Please upload PDF files only (except for the picture!!!! If you use a different format, your registration could get stuck.

Motivation letter in English (1 page)

Please note that for students applying for the **School of Arts** the motivation letter is compulsory!

* Academic Transcript of Records of your previous year of study.

Copy of the Blue European Health Insurance card (if you are an EU citizen) or another card if you are a non EU citizen.

Proof of language proficiency (depending on your course selection)

* Photocopy of Passport/Identity Card

* The Learning agreement containing your planned course units at University College Ghent

* Copy of Student Card

Please add a picture in color taken in front of a plain white or off-white background. The picture needs to have one of the following sizes: 140x200, 280x400 or 420x600. The picture needs to be very similar to a passport photograph (having the entire face on it and a part of the shoulders).

Photo

Note for students applying for the **School of Arts**:
Please send your application form together with your portfolio / CD-DVD recording to KASK & Conservatory, School of Arts - HoGent: att. Jan De Jonckheere; address: J. Kluyckensstraat 2, B-9000 Ghent.
Digital version is also valid (jan.dejonckheere@hogent.be)

Mark page as complete

Buttons: Save progress, Back, Next

Again, mark the page as complete and SAVE PROGRESS

Page “Declaration”

The screenshot shows the 'Declaration' page of the 'Application for incoming students' portal. The page has a blue header with the HoGent logo and a user welcome message. A progress bar at the top right shows '0/8'. On the left, a sidebar lists various sections: Information, Personal Information, Emergency, Educational Background, Information regarding your stay, Language skills, Further information, Relevant Documents to be uploaded, Declaration, and Submit application. The 'Declaration' section is active and contains three paragraphs of text, each with a 'Yes' checkbox. The first paragraph is about the accuracy of the information, the second is about data protection, and the third is about the use of the user's name and email address. At the bottom of the declaration section, there is a 'Mark page as complete' checkbox. Below the declaration section, there are three buttons: 'Save progress', '< Back', and 'Next >'. The footer of the page reads 'Powered by moveon © QS international. All Rights Reserved.'

Please complete, save progress!

Page “Submit application”

When all pages have been completed (marked by the green ✓) you can submit your application.

The screenshot shows the 'Submit application' page of the 'Application for incoming students' portal. The page has a blue header with the HoGent logo and a user welcome message. A progress bar at the top right shows '8/8'. On the left, a sidebar lists various sections: Information, Personal Information, Emergency, Educational Background, Information regarding your stay, Language skills, Further information, Relevant Documents to be uploaded, Declaration, and Submit application. All sections in the sidebar are marked with a green checkmark. The 'Submit application' section is active and contains a green notification box with a checkmark and the text: 'Your application has been submitted successfully. You can use the link below to view your application file. Your application file is being generated. This can take a few minutes. Please wait a moment!'. Below the notification box, there is a 'Submit application' button. At the bottom of the page, there are three buttons: 'Save progress', '< Back', and 'Next >'. The footer of the page reads 'Powered by moveon © QS international. All Rights Reserved.'

As soon as this has been done, we will be able to import your application.
We will then contact you to finalise your application.