

Application form English-language (advanced) bachelor programmes


STEP 1: Go to <https://www.vives.be/en/degree/application> (use **internet explorer** as browser) and click on the red button 'application form'.

STEP 2: Create an account. Fill in all boxes and click on NEXT.

CREATE AN ACCOUNT

Create an account. After you activated your account you will be redirected to **Admissions students**.

This is a one-time registration, afterwards you can use this account for other applications.

| | |
|--|--|
| Given name | <input type="text"/> |
| Surname | <input type="text"/> |
| Private email address | <input type="text"/> |
| Private mobile phone (Optional) | <input type="text" value="0470 12 34 56"/> |
| <input type="checkbox"/> I'm not a robot  reCAPTCHA Privacy - Terms | |
| <input type="button" value="NEXT"/> | |

STEP 3: Now you will see the following screen. Tick the box 'I will set my password later, take me to "Admissions students"' and click on CONTINUE.

CREATE AN ACCOUNT

Your account (**b0169661**) will be created in a few minutes.
You will receive an activation link via **ruthboelens@gmail.com**.

WHAT'S THE NEXT STEP?

You can choose to set your password now or to do this later. We can take you to the application now.

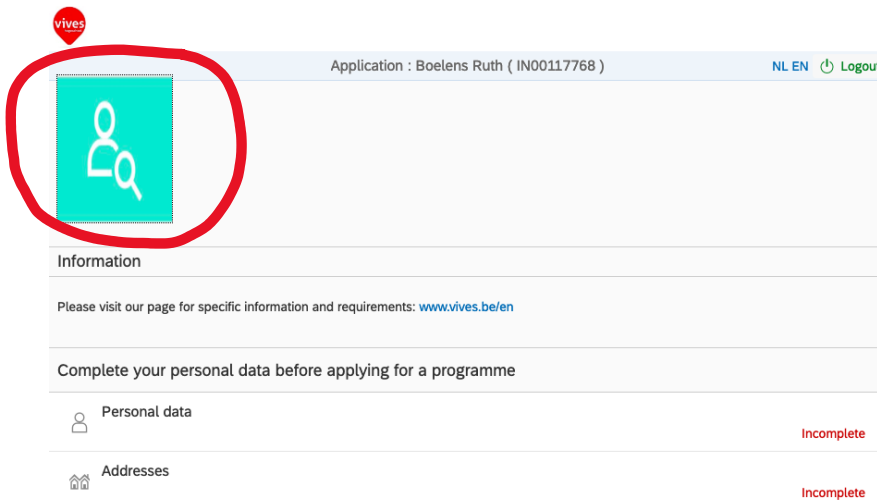
- I will set my password later, take me to "Admissions students"
- I want to set my password now (you can find your activation code and link in your mailbox:
ruthboelens@gmail.com)

If you don't see the 'What's next step?' you need to go to your mailaccount and set up your password. Afterwards you click on the following link which suits your desired bachelor:

For Bachelor of Business Management en Advanced Bachelor International Management:
[http://webwsp.aps.kuleuven.be/sap/bc/ui5 ui5/sap/zc ad appl/index.html?instelling=51182001&sap-language=en&sap-syscmd=nocookie&sap-client=200&saml2idp=https%3a%2f%2fidp.kuleuven.be%2fidpx&language=en](http://webwsp.aps.kuleuven.be/sap/bc/ui5_ui5/sap/zc_ad_appl/index.html?instelling=51182001&sap-language=en&sap-syscmd=nocookie&sap-client=200&saml2idp=https%3a%2f%2fidp.kuleuven.be%2fidpx&language=en)

For Bachelor in Hotel Management:
[http://webwsp.aps.kuleuven.be/sap/bc/ui5 ui5/sap/zc ad appl/index.html?instelling=51182000&sap-language=en&sap-syscmd=nocookie&sap-client=200&saml2idp=https%3a%2f%2fidp.kuleuven.be%2fidpx&language=en](http://webwsp.aps.kuleuven.be/sap/bc/ui5 ui5/sap/zc_ad_appl/index.html?instelling=51182000&sap-language=en&sap-syscmd=nocookie&sap-client=200&saml2idp=https%3a%2f%2fidp.kuleuven.be%2fidpx&language=en)

STEP 4: Upload a passport picture (face only) by clicking on the green box in the upper left corner.



STEP 5: Fill in your personal data by clicking on 'Personal data'.



Application : ruth ruth boelens (IN00117768)

NL EN Logout

Information

Please visit our page for specific information and requirements: www.vives.be/en

Complete your personal data before applying for a programme



Personal data

Incomplete



Addresses

Incomplete



Curriculum

Incomplete



Languages


Incomplete

Applications



No data

You only have to fill in the boxes with a red star. When finished, click on SAVE in the lower right corner and click on the go back button in the upper left corner.

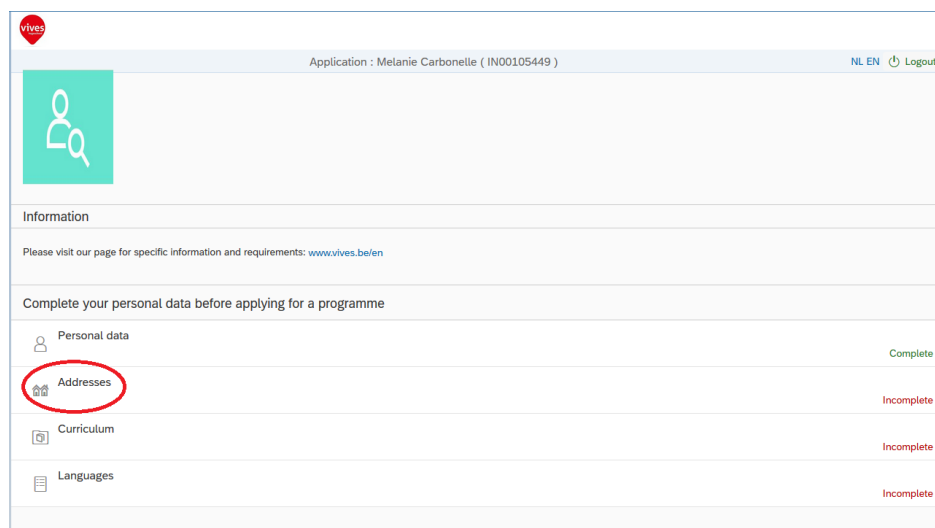
 **Go back button** Personal data Logout

Personal data

| | |
|--|---|
| *Name (as on passport): | Carbonelle |
| *First name (as on passport): | Melanie |
| *Private email: | melanie@vives.be |
| *Date of birth: | 19-08-1994 |
| *Country of birth: | France |
| *Place of birth: | Paris |
| *Gender: | Female |
| *Civil status: | Single |
| Mother tongue: | |
| *Nationality: | French |
| Second nationality (if any): | <i>nationality, list as of 3 character(s)</i> |
| Do you have a Belgian residence permit?: | <input type="radio"/> NO |
| Are you currently residing in Belgium?: | <input type="radio"/> NO |
| Do you have any additional remarks?: | No |

STEP 6: Fill in the address information by clicking on 'Addresses'.

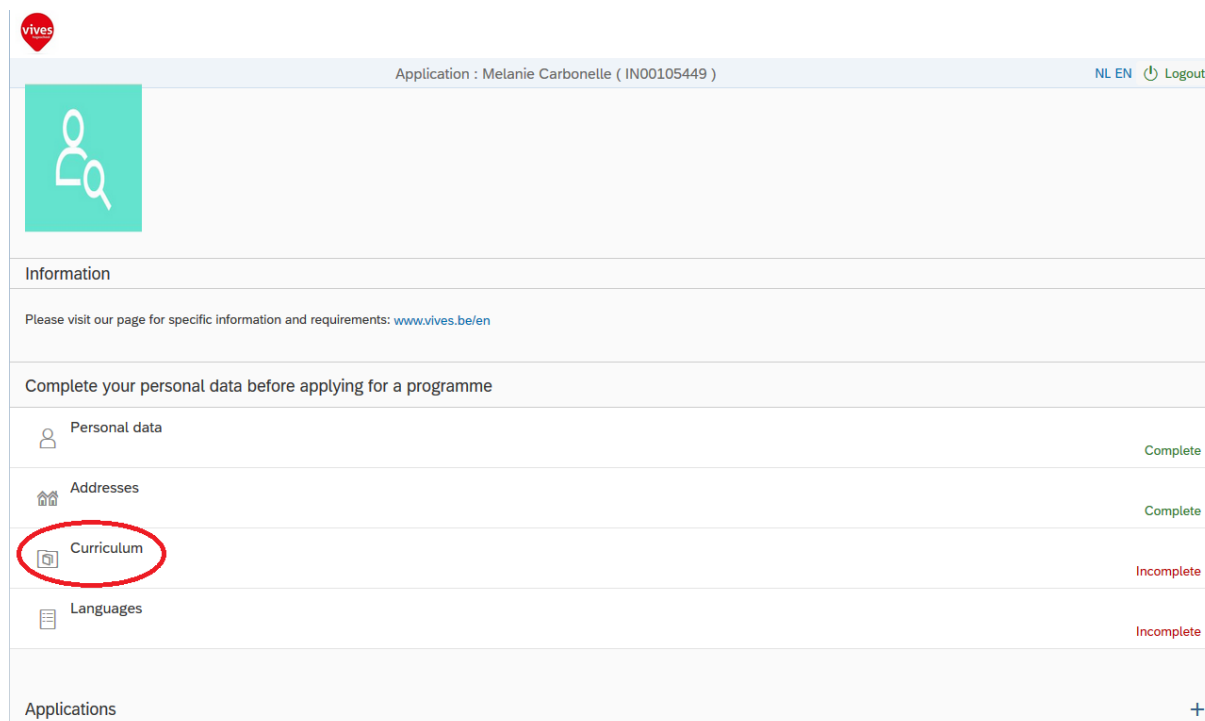
You only have to fill in the boxes with a red star. Don't forget to fill in the details of your contact person in case of emergency. When finished, click on SAVE in the lower right corner and click on the go back button in the upper left corner.



The screenshot shows the VIVES application portal interface. At the top, there is a header with the VIVES logo, the application name "Application : Melanie Carbonelle (IN00105449)", and language options "NL EN" with a "Logout" button. Below the header is a large teal square with a white person icon and a magnifying glass. The main content area is titled "Information" and contains a link to "www.vives.be/en". A section titled "Complete your personal data before applying for a programme" lists four items: "Personal data" (Complete), "Addresses" (Incomplete, circled in red), "Curriculum" (Incomplete), and "Languages" (Incomplete).

STEP 7: Fill in the information about your curriculum by clicking on 'Curriculum'.

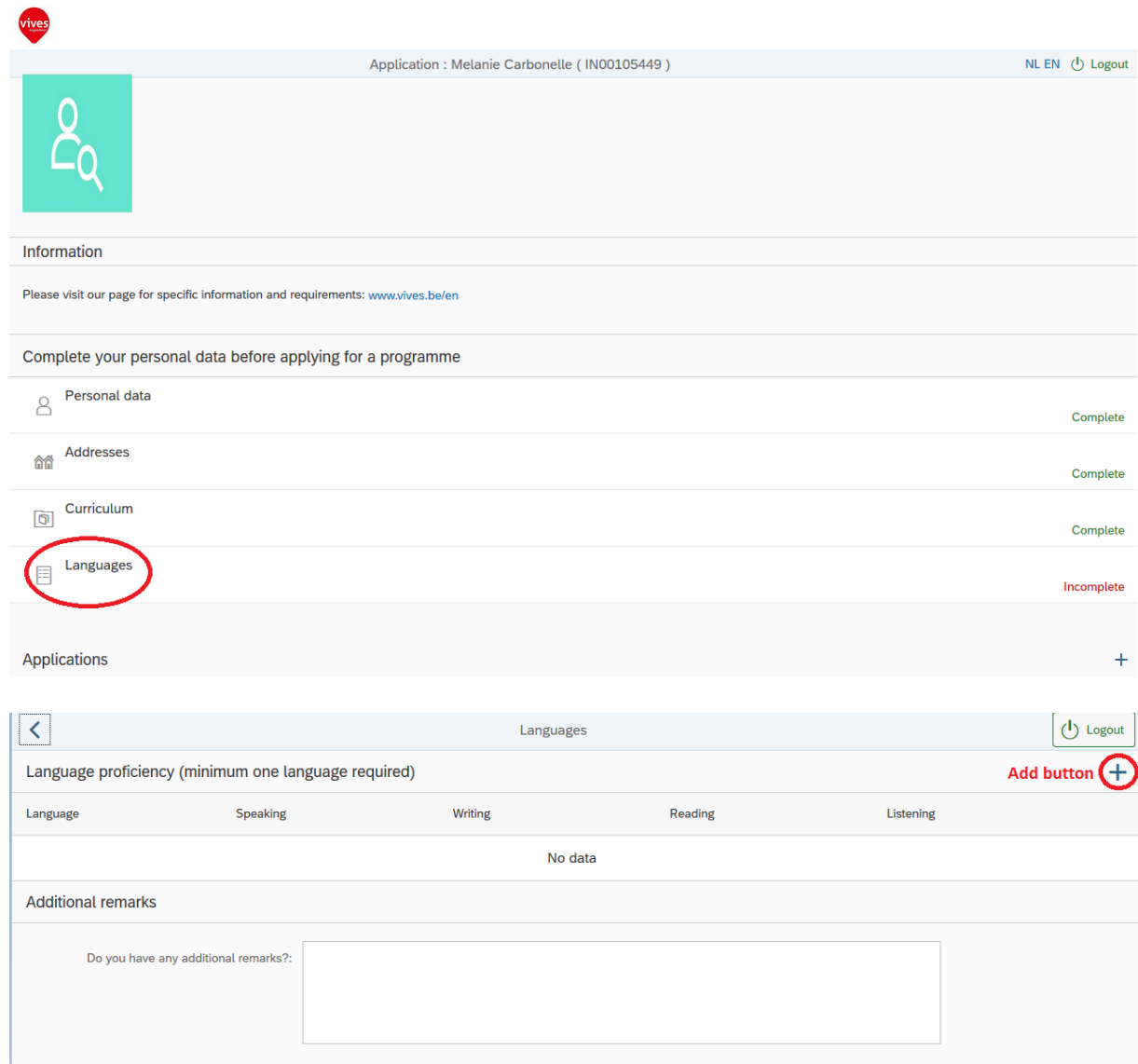
You only have to fill in the boxes with a red star. Secondary education = high school.



The screenshot shows the VIVES application portal interface. At the top, there is a header with the VIVES logo, the application name "Application : Melanie Carbonelle (IN00105449)", and language options "NL EN" with a "Logout" button. Below the header is a large teal square with a white person icon and a magnifying glass. The main content area is titled "Information" and contains a link to "www.vives.be/en". A section titled "Complete your personal data before applying for a programme" lists four items: "Personal data" (Complete), "Addresses" (Complete), "Curriculum" (Incomplete, circled in red), and "Languages" (Incomplete). At the bottom, there is an "Applications" section with a plus sign.

STEP 8: Fill in the information about your language knowledge by clicking on 'Languages'.

You have to fill in at least one language. Add a language by clicking on the add sign in the right corner. When finished, click on SAVE in the lower right corner and click on the go back button in the upper left corner.



The screenshot shows the Vives application interface. At the top, there is a header with the Vives logo, the application name "Application : Melanie Carbonelle (IN00105449)", and language options "NL EN" with a "Logout" button. Below the header is a teal square with a white icon of two people and a magnifying glass. The main content area is divided into sections: "Information" with a link to "www.vives.be/en", a prompt to "Complete your personal data before applying for a programme", and a list of sections: "Personal data" (Complete), "Addresses" (Complete), "Curriculum" (Complete), "Languages" (Incomplete, circled in red), and "Applications" (+). Below this is a detailed view of the "Languages" section. It has a back arrow on the left and a "Logout" button on the right. The title is "Language proficiency (minimum one language required)" with an "Add button +" circled in red. Below the title is a table with columns for "Language", "Speaking", "Writing", "Reading", and "Listening". The table currently shows "No data". At the bottom, there is a section for "Additional remarks" with a text input field and the prompt "Do you have any additional remarks?:".

STEP 9: Start with filling in the application by clicking on the plus sign in the lower right corner.

Vives

Application : Melanie Carbonelle (IN00105449) NL EN Logout

Information

Please visit our page for specific information and requirements: www.vives.be/en

Complete your personal data before applying for a programme

| | |
|---------------|----------|
| Personal data | Complete |
| Addresses | Complete |
| Curriculum | Complete |
| Languages | Complete |
| Applications | |

- **Type of programme:** Select Professional bachelor (English) or Post-initial bachelor (English)
- **Academic year:** 2020-2021
- **Programme:** Select “Bachelor business management” or “Bachelor hotel management” or “Bachelor after Bachelor international management” (= official name of the Advanced Bachelor international management)

Fill in the boxes with a red star. When finished, click on SAVE in the lower right corner and click on the go back button in the upper left corner.

STEP 10: Go back to the application form by clicking on the pencil in the lower right corner.



Information

Please visit our page for specific information and requirements: www.vives.be/en

Complete your personal data before applying for a programme

| | |
|---------------|----------|
| Personal data | Complete |
| Addresses | Complete |
| Curriculum | Complete |
| Languages | Complete |

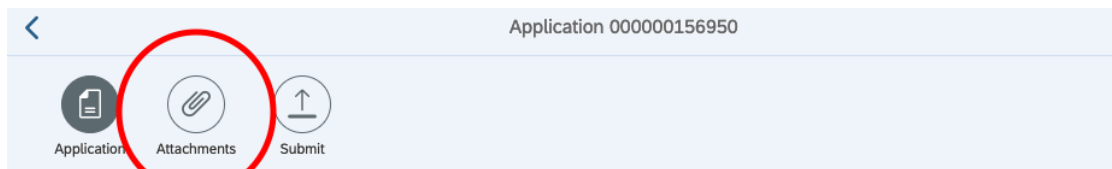
Applications

Application 000000147544: VIVES Business Academy (Spring)
Status Incomplete



Check again the application information and click on 'save' in the lower right corner.

Go to **attachments** by clicking on 'attachments', 2nd button in the upper left corner.



Study programme

| | |
|--------------------|---|
| Academic year: | 2019 - 2020 |
| Type of programme: | Professional Bachelor (English) |
| Faculty: | Commercial Sciences, Business Management and Informatics |
| Programme: | Bachelor Business Management - English programme (Kortrijk) |
| Teaching location: | Kortrijk |

Additional remarks

| | |
|---|-------------|
| *Where did you hear about the programme?: | Our website |
| Do you have any additional remarks?: | No |

Upload the required documents:

- **ID card** or passport
- **Motivation letter:**
 - For the bachelor after bachelor international management: Please indicate the reasons as to why you have chosen to study this course at VIVES University of Applied Sciences. You should also indicate as to how you would benefit from this course and what is your career objective on completion of the course.
 - No motivation letter is required for the Bachelor of Business Management; please upload a blank document
- **Diploma(s) and transcripts**
- **Proof of payment of your application fee:** please upload a blank document (this is not for academic year 2019-2020)
- **English proficiency certificate** (students with a university degree or high school degree earned in the Inner Circle (e.g., USA) can upload a blank document)

Fluency in English level B2 both written and spoken is required. We require one of the following certificates as proof:

IELTS (overall band score van minimum 6.5);

TOEFL iBT 79 or CBT 213 or PBT 550;

TOEIC Listening 490 + Reading 455 + Speaking 200 + Writing 200;

SAT Critical Reading & Writing 560;

ACT English 20 + Reading 20;

Certificate in Advanced English (CAE) grade A, B or C;

Certificate of Proficiency in English (CPE) grade A, B or C.

Select the attachment type (e.g. ID card) and click on the add button to upload the document.

Application 000000147544 Logout

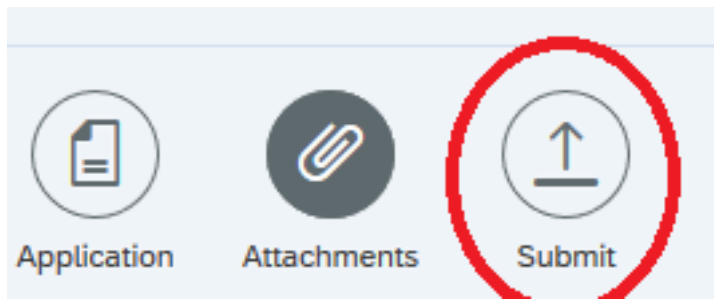
Application Attachments Submit

Select the attachment type ID card (non EEA citizens can also upload their passport instead) (required) ▼ Add button +

No data

Drop files to upload, or use the "+" button.

STEP 11: Go to submit



Tick the box and click on submit

Application 000000147544 Logout

Application Attachments **Submit**

Submit application

I hereby declare in all conscience that this information is correct and complete (e.g. that all necessary documents have been uploaded), and that I will inform VIVES immediately if anything changes in my situation. I hereby acknowledge that any incorrect statement in my application file will lead to an immediate rejection of my application.

The data in this application file can be used, both to improve the didactic and social relations between the university and the students. You can invoke your rights regarding personal data in accordance with the law.

When you see the following screen, press OK.

Application 000000147544 Logout

Application Attachments **Submit**

Submit application

I hereby declare in all conscience that this information is correct and complete (e.g. that all necessary documents have been uploaded), and that I will inform VIVES immediately if anything changes in my situation. I hereby acknowledge that any incorrect statement in my application file will lead to an immediate rejection of my application.

The data in this application file can be used, both to improve the didactic and social relations between the university and the students. You can invoke your rights regarding personal data in accordance with the law.

Submit

File submitted correctly

You are finished!