


## HOW TO APPLY FOR OUR ENGLISH-LANGUAGE (ADVANCED) BACHELOR'S PROGRAMMES?

1. Go to <https://www.vives.be/en/study/degree-students/procedure-application-english-language-programmes> and select your programme of interest.

Hotel Management (Culinary Arts)	<a href="#">Link</a>
Hotel Management (Hospitality Management)	<a href="#">Link</a>
Business Management	<a href="#">Link</a>
International Management	<a href="#">Link</a>

2. You have to 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

Surname

Private e-mail address

Private mobile phone (Optional)

I'm not a robot  reCAPTCHA  
Privacy - Terms

**NEXT**

3. You will receive an email from [account@kuleuven.be](mailto:account@kuleuven.be). Make sure to check your spam folder!

4. Click on the activation link in the email.

Dear John Doe,

An account has been created for you just now. The account (b0349986) can be activated now by clicking the link below and following the instructions given there:  
<https://account.kuleuven.be/activate.html?userid=b0349986&activationcode=BFWVusmj>

Alternatively, you can use the activation code  
BFWVusmj  
to set a password for your account b0349986 on <https://activation.kuleuven.be>

We would like to remind you of the fact that we will never, ever ask for your password by e-mail, telephone or any other means. A password is strictly confidential.

If you would have any other questions regarding this information, you can get in touch with the ICTS Service Desk: <https://admin.kuleuven.be/icts/english/servicedesk>

Kind regards,

On behalf of all members of KU Leuven Association (LUCA, Odisee, Thomas More, UC Leuven-Limburg, VIVES and KU Leuven)

KU Leuven ICTS  
servicedesk@kuleuven.be

5. Choose a password.

# ACTIVATE YOUR ACCOUNT

[? PASSWORD RULES](#)

Username **b0349986**

Alternative username  
(Optional)

We have automatically created an account with username "b0349986" for you. You can set an alternative username (nickname, e.g. givenname.surname) here which you can use to log in.

Password

- At least one lowercase and one uppercase letter
- At least one digit
- At least 8 characters long
- Not more than two identical consecutive characters
- Only allowed characters (A-Z a-z 0-9 - + \_ . \ : ? ! # % \*)
- No word subject to guessing (name, postal code, dictionary word, etc)

Repeat password

**NEXT**

You will receive an email stating that your password has been set.


6. A new screen opens, click on *GO TO "ADMISSIONS STUDENTS"* to open the applicant form, or wait until you are automatically redirected.

**GO TO "ADMISSIONS STUDENTS"**

If you have created an account, you can open the applicant form via these links:

Hotel Management (Culinary Arts)	<a href="#">Link</a>
Hotel Management (Hospitality Management)	<a href="#">Link</a>
Business Management	<a href="#">Link</a>
International Management	<a href="#">Link</a>

7. Fill in all of the necessary information as detailed as possible.





 Application : John Doe ( IN00420938 ) NL EN [Logout](#)

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**Information**

Please visit our page for specific information and requirements:  
<https://www.vives.be/en/study/degree-students/procedure-application-english-language-programmes> (degree students)  
<https://www.vives.be/en/exchange-students/application-procedure-exchange-students> (exchange students)


Complete the four sections below before applying for a programme

 Personal data	Incomplete
 Addresses	Incomplete
 Curriculum	Incomplete
 Languages	Incomplete

**Applications** +

No data







 Application : John Doe ( IN00420938 ) NL EN [Logout](#)

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**Information**

Please visit our page for specific information and requirements:  
<https://www.vives.be/en/study/degree-students/procedure-application-english-language-programmes> (degree students)  
<https://www.vives.be/en/exchange-students/application-procedure-exchange-students> (exchange students)

Complete the four sections below before applying for a programme

 Personal data	Complete
 Addresses	Complete
 Curriculum	Complete
 Languages	Complete

**Applications** +

No data

8. Add an application by clicking on the plus sign.

Make sure to select the correct type of programme and the correct academic year.

*Type of programme:	Professional bachelor (English)	▼
*Academic year:	2022-2023	▼
*Programme:	Bachelor Business Management - English programme (Kortrijk)	📄

When you have done so, your application is created (but not submitted!).

Applications	+
Application 000000256408: Bachelor Business Management - English programme (Kortrijk)	✎ ✕
Status Created (click "submit" after completing)	

9. Click on the pencil and select *Documents*.

📄	Documents
	Documents to provide

You will have to upload the following documents:

- Photo
- Diploma(s) and transcript(s)
- Proof of English proficiency
- Identity card
- Proof of means of subsistence (optional, only for non-EEA-students)
- Other (optional)



VIVES University of Applied Sciences accepts the following certificates as proof of English proficiency:

- IELTS (min. 6.0)
- IELTS Indicator (min 6.0)
- TOEFL iBT (institution code: C314) (min. 79)
- TOEFL iBT Home Edition (min. 79)
- TOEFL CBT (institution code: C314) (min 213)
- TOEFL PBT (institution code: C314) (min. 550)
- TOIC Listening 490 + Reading 455 + Speaking 200 + Writing 200
- Duolingo English Test (min. 105)
- ACT English 20 + Reading 20
- SAT Reasoning Test Critical Reading 500 + Writing 500
- C1 Advanced (Certificate in Advanced English, CAE) Grade A, B or C
- C2 Proficiency (Certificate of Proficiency in English, CPE) Grade A, B or C

Candidate-students with a university, college or high school degree earned in the United Kingdom, the United States of America, New Zealand, Australia, Canada (except Quebec), Ireland, the Caribbean Islands and South Africa can upload that degree as proof of English proficiency, as can candidate-

student who have obtained an International Baccalaureate diploma, or a European Baccalaureate diploma (at least half of the classes must have been taught in English).

If you have uploaded all of the necessary documents, the areas will appear as complete.

 Choice of study Choose your programme	Complete >
 Documents Documents to provide	Complete >

## 10. Submit your application.

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 University of Applied Sciences 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 of applied sciences and the students. I can invoke my rights regarding personal data in accordance with the law.

If you have done so correctly, a confirmation will pop up.

Submit

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File submitted correctly

You will receive an email stating that you have submitted the application.



11. At this point, the Admissions Office of VIVES University of Applied Sciences will conduct an investigation and verify all of the necessary information and documents.

If everything checks out, the Admissions Office of VIVES University of Applied Sciences will upload your official declaration of academic admission, which will then be available for download in the applicant form.



## 12. Click on the pencil.

Applications	+
Application 000000256408: Bachelor Business Management - English programme (Kortrijk)	 
Status Register now	

Fill in the necessary information.


 Privacy Privacy information	>
 Extras and benefits Sports card, culture card, bus card	>



 Privacy information	Complete >
 Extras and benefits Sports card, culture card, bus card	Complete >

You can download your declaration of academic admission.

Fill in the questionnaire about your social background.

Questionnaire	
 Social background Social data	

If you have done so, you can choose whether you finalize the application process online or on location.



Keep in mind that, if you confirm the registration at this point, you are officially allowing our student administration office to enroll you at VIVES University of Applied Sciences, meaning that, as of the 25th of June 2022, your confirmed online registration for academic year 2022-2023 will be converted in a definitive state of enrolment.

Confirmation	
Register completely online <input type="button" value="Confirm online registration"/>	I will register on location <small>I will register on location</small> <input type="button" value="Confirm registration on location"/>