

## SUMMER PROGRAMME 2020 APPLICATION FORM FOR EXTERNAL STUDENTS

Please submit the completed application/pre-registration form and fee to the Admissions Office before the deadline.

Admission to the summer programme does **NOT** constitute admission to the Brussels School of Governance as a regular student for either the fall or spring semesters.

### 1. APPLICATION STATUS

- I am an **external student** (i.e. a student who has been accepted to the fall or spring semester, or a student who wishes to take summer courses as a non-degree-seeking student)

*Note: If you are a current university student at another university, you must apply [through our application portal](#) and contact the Study Abroad Office [Vesalius.visiting@vub.be](mailto:Vesalius.visiting@vub.be);*

### 2. PERSONAL DETAILS

Please enclose a photocopy of one official form of identification.

- Passport (Number) \_\_\_\_\_  
 Identity Card (Number) \_\_\_\_\_

Please enter your name as it appears on the item you select.

Family Name \_\_\_\_\_ First Name(s) \_\_\_\_\_

Date of Birth day \_\_\_\_ month \_\_\_\_ year \_\_\_\_\_ Place of Birth (city, country) \_\_\_\_\_

Citizenship \_\_\_\_\_ Second Citizenship \_\_\_\_\_

Sex:

- Male  
 Female

### 3. CONTACT DETAILS

PERMANENT ADDRESS (in home country including city and postal code)

\_\_\_\_\_

Telephone (include country/city code) \_\_\_\_\_

Mobile \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Above Information Valid Until \_\_\_\_\_

**CURRENT MAILING ADDRESS (if different from above)**

\_\_\_\_\_

Telephone (include country/city code) \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

Above Information Valid Until \_\_\_\_\_

#### 4. LANGUAGES

What language(s) do you speak at home? \_\_\_\_\_

Is English your native\* tongue? (\*)

- Yes  
 No

If you answered “no,” identify your native tongue(s) \_\_\_\_\_

Is English the language of instruction at the most recent secondary school or university/college you attended?

- Yes  
 No

If you answered no, identify the language(s) of instruction of your most recent secondary school or university/college

\_\_\_\_\_

(\*) Definition of native tongue: A language learned over several years in a natural environment (mostly home) by simply practicing natural communication with native speakers resulting in the ability to communicate fluently in that language, at least verbally, without having studied it.

#### 5. STANDARDIZED TESTS

Results of an English proficiency examination are required for students who have studied for less than three years in a secondary school or two years in a university with English as the language of instruction. BSoG accepts the TOEFL ([www.toefl.org](http://www.toefl.org)), the Academic Module of the IELTS organized by the British Council ([www.britishcouncil.org](http://www.britishcouncil.org)), Duolingo English Test, ITACE, the Cambridge English examinations, levels Advanced (C1 Advanced) and Proficiency (C2 Proficiency). Please contact the testing agency to reserve a place for the test. When you register for the TOEFL, please indicate that you would like your scores to be sent to the Brussels School of Governance and mention “undergraduate school” as well as BSoG / Vesalius College code: 3574.

If you have already taken the test, please indicate your highest score:

TOEFL \_\_\_\_\_ Plan to take on \_\_\_\_\_

IELTS (Academic Module) \_\_\_\_\_ Plan to take on \_\_\_\_\_

Duolingo \_\_\_\_\_ Plan to take on \_\_\_\_\_

C2 Proficiency \_\_\_\_\_ C1 Advanced \_\_\_\_\_

ITACE \_\_\_\_\_

## 6. ACADEMIC QUALIFICATIONS

List your most recent school/college/university that you have attended. OFFICIAL credentials must be submitted from your most recent secondary school or university/college.

Transcripts must be certified by the registrar or headmaster of the educational institution issuing the documents and must be sent in an official envelope of the institution, sealed and signed across the back flap.

If the credentials are not in English, Dutch, French or German, official translations by a sworn translator (whose signature is authenticated) are required and accepted only when accompanied by the document in the original language.

| Name of Last Secondary School Attended          | Location (city, country) | Language of Instruction | <u>Dates of Attendance</u><br>From                      To |  | Certificates, Degrees or Diplomas |
|---|--------------------------|-------------------------|--|--|-----------------------------------|
|   |                          |                         |  |  |                                   |
|   |                          |                         |  |  |                                   |
| Name of Most Recent University/College Attended | Location (city, country) | Language of Instruction | <u>Dates of Attendance</u><br>From                      To |  | Certificates, Degrees or Diplomas |
|   |                          |                         |  |  |                                   |
|   |                          |                         |  |  |                                   |

## 7. HOW DID YOU HEAR ABOUT THE BRUSSELS SCHOOL OF GOVERNANCE?

- Advertisement (which one?)   
  From a BSoG Student (name?)   
  From a Past BSoG Student (name?)   
  Website  
 Word of Mouth (please explain)   
  School Fairs (which one?)   
  School Counselor (name?)   
  Other (please explain)

(Please give details) \_\_\_\_\_

## 8. APPLICATION FEE AND TUITION FEE

The **non-refundable application fee** is 50 euros, to be deducted from the tuition upon registration. The **tuition fee per course** is € 1.300 for non-BSoG students.

Payment of the application fee and tuition fee must be presented in Euros (all bank costs to be borne by the student) by:

- Bank transfer:  
 ING Bank, Pleinlaan 2, B-1050 Brussels, Belgium  
 Account number: BE 64 3631 0290 8552  
 Swift code: BBRU BE BB  
 Account holder: Vesalius College vzw  
 (Please make sure that in the comments section of your payment you mention 'BA IA application fee' + your name)  
 For international transfers, the main office of the bank is: ING Bank, Pleinlaan 2, B-1050 Brussels, Belgium. Please allow two to three weeks for payments from abroad to arrive. It is important to retain proof of payment. Students are liable for all bank charges, including exchange costs.
- Credit card (we accept Mastercard and Visa). Payment by credit card can be made online. Please visit the following link for payment details: [www.vesalius.edu/payment/order.php](http://www.vesalius.edu/payment/order.php).

\*You do not have to pay the application fee if you have already paid it when applying for the fall or spring semester.

\*Deadline: The application fee shall be submitted together with the application form. Tuition shall be paid in full within 10 working days upon acceptance to the programme. For more details, please see the "Declaration & Information Release" section.

## 9. HOUSING

Please visit the FAQ section of any of the Bachelor pages of our website for more information on housing options.

## 10. DECLARATION & INFORMATION RELEASE

I, the undersigned, certify that all the statements I have made on this application are correct and complete. I understand that withholding or providing false information or plagiarized material in support of this application may disqualify me from admission or later be grounds for my dismissal from BSoG. I accept that I am responsible for the payment of the tuition and fees, based on the courses selected.

I accept that I am responsible for payment of tuition and possible additional fees and that should I fail to meet the payment deadlines, or should my account show an outstanding balance, the school reserves the right to prevent me from sitting in classes, taking exams, graduating, receiving grades, transcripts, attestations or any other administrative documents and/or pre-registering for the next semester.

Should I cancel my summer programme, I understand I must inform the Head of Academic Administration, Dr. Xianping SU (xianpisu@vub.be) in writing. In such case I acknowledge that the following amount will be refunded:

- Up to six weeks before the starting date of the programme: 50% of the tuition will be refunded.
- Between six and two weeks before the starting date of the programme: 25% of the programme fee will be refunded.
- Less than two weeks before the starting date of the programme: No refund will be made.

I declare to have read and to accept the BSoG's general conditions as mentioned in the school's official catalogue which is available upon request.

In case of non-payment the BSoG reserves the right to proceed by all legal actions available to it to recover all due amounts according to Belgian legislation. Belgian law is applicable, and any legal suit will be brought before the courts of Brussels.

I give permission to the designated personnel of the BSoG to release financial and/or academic information, including, but not limited to, academic status, grades or student conduct cases to my parents or other designated relatives or guardians.

Name of designated relative

Name of designated relative

Date \_\_\_\_\_

Signature (student)

*Please continue to the pre-registration form on the next page.*

## SUMMER PROGRAMME PRE-REGISTRATION FORM

### 1. Important points for your course selection and pre-registration

#### a) Course Selection

- Please verify that there are no conflicts in your schedule.
- You may select a **maximum of 2 courses**.
- If a course is full, the BSoG will take the initiative to contact you.

#### b) Internship

- If you are interested in an internship, please tick this box. **Internship application deadline: 13 April 2020.**

Internships are not guaranteed and are subject to candidate selection by the sponsors via CV, cover letter review and personal interview (during orientation week). Students interested in applying for the Internship Programme MUST complete the Online Internship Application form. Please check the 'Internship opportunities (BA)' page on the BSoG website for further details.

More information: [internships@vesalius.edu](mailto:internships@vesalius.edu)

### 2. Pre-Registration for Courses – Summer Programme students

Please complete this section and refer to the information provided in the [Summer Programme section on our website](#). You can register for a maximum of 2 courses.

#### Course Selection

|   | Course Code | Course Title |
|---|-------------|--------------|
| 1 |             |              |
| 2 |             |              |

<!-- Please note that this is a pre-registration form. It is important that students register at the BSoG on the first day of classes.

<!-- Internship is a course and needs to be listed on the course selection list above if you apply for the internship.

### 3. Checklist

Make sure you have done all of the following:

- Answered ALL questions
- Enclosed a photocopy of your passport, identity card or other official document showing your personal details
- Requested transcripts to be sent directly from your most recent school/college/university with English translations (if appropriate)
- Arranged to take the necessary standardized test and/or arranged for the scores to be sent directly to us
- Paid your application fee
- Applied for a tourist visa (if relevant)
- Completed the pre-registration for courses section
- Completed the Internship Application should you wish to do an internship during the summer

*The Brussels School of Governance is the alliance between the Institute for European Studies and Vesalius College. This Summer Programme is organized by Vesalius College, which is registered with the Flemish government of Belgium as an Institute of Higher Education.*

*The school gives all students, regardless of sex, race, color, creed, or national origin equal opportunity for admission and quality education.*

*No information will be released to third parties without the written consent of the applicant. The Brussels School of Governance may use this information to keep you updated on events, newsletters and other relevant information about the School.*

**Return the Application/Pre-Registration Form and Supporting Documents to:**

External students: please return this to the Admissions Office: [vesalius.college.admissions@vub.be](mailto:vesalius.college.admissions@vub.be)

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**For official use only**

Course Registration Input: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Approval: \_\_\_\_\_

Date: \_\_\_\_\_