



# Vesalius College Brussels

## Application for Undergraduate Admission

Vesalius College vzw / asbl  
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# Application Instructions

Vesalius College seeks students who are able to meet the challenges of our academic programme and are willing to participate fully in the intellectual and social life of the College in a spirit of openness and tolerance. Admission to the College is selective. We endeavour to accept only students whose records indicate that they possess the qualities needed to achieve academic success in the degree programme of their choice.

Applicants for admission must have graduated from a secondary school prior to beginning their studies at Vesalius College. Admission decisions take into account the candidate's secondary school performance, examination results and English language competence, as well as demonstrated personal qualities and character.

To apply, candidates must submit:

A completed application form

Official academic credentials and transcripts (showing courses and grades) from all secondary schools and universities attended, including public examination results and official results of any national or regional examination (usually taken in the candidate's country of residence). If the credentials and transcripts are not in English, official certified translations are required and will be accepted only if accompanied by the document in its original language.

- Two letters of recommendation (from persons familiar with the candidate's academic work, for example, teachers, professors, guidance counsellors, or school directors).
- A non-refundable application fee
- Proof of identity in the form of a photocopy of either a passport or a national identity card
- Results of an English proficiency examination may be required (see "Standardized Tests" section for details).
- Official scores of the SAT test or the ACT test may be required. Candidates should contact the
- Admissions Office to determine whether they must take one of these examinations or not.

Applicants are asked to submit all available academic records at the time they submit their application for admission. Applicants must ensure that their names are recorded clearly on all documents. The family name or surname given on the application form must then be used in all correspondence with the College and on all documents relating to the College.

Note: None of the application materials submitted to Vesalius College will be returned to the applicant. Candidates are advised to make copies for their own records prior to submission.

## The Application Review Process

Vesalius College processes applications on a rolling basis. Admissions decisions are usually made within three weeks after receipt of the complete application. Students in secondary school are encouraged to apply during their final year. Transfer students should apply well in advance (three months minimum) of the semester of choice and should submit all the documents and fees required to process their application. International students should also apply well in advance (three to six months) as obtaining a student visa can take up to six months in some countries. Once accepted to Vesalius College, international applicants should contact the Belgian embassy or consulate in their country immediately.

## Official Credentials

Credentials should be sent directly from the authorising organization or institution. Transcripts must be certified by the Registrar or Head Teacher of the educational institution issuing the documents. Transcripts must be sent in an official envelope of the institution that is sealed and then signed across the back flap by the sending official. Photocopies of original documents are not accepted as official transcripts.

## Translation of Credentials

Vesalius College accepts credentials in English, Dutch, French, and German. For all other languages, official translations by a certified translator (whose signature is authenticated) are required and are accepted only when accompanied by the document in its original language.

## Standardized Tests

**English proficiency:** Results of an English proficiency examination are required for students who: a) are not native speakers of English, b) are bilingual, or c) have studied for less than three years in a secondary school or two years in a university with English as the language of instruction. The College accepts official scores from the following tests: the TOEFL (Test of English as Foreign Language) and the Academic Module of the IELTS (International English Language Testing System).

### TOEFL

Applicants should register with the TOEFL testing agency. Visit the website [www.ets.org/toefl](http://www.ets.org/toefl) for more information. The main office address is TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA; email: [toefl@ets.org](mailto:toefl@ets.org). Applicants living in Europe can obtain further information by contacting Prometric, Attn: PTC Registration, P.O. Box 2024, 8203 AA – Lelystad, The Netherlands; email: [www.prometric.com/TestTakers/ContactUs/email.htm](http://www.prometric.com/TestTakers/ContactUs/email.htm). Applicants must ask the testing agency to send score reports directly to Vesalius, using the College code 3574.

### IELTS (Academic module)

Applicants should register with the British Council. Information can be found at [www.britishcouncil.org](http://www.britishcouncil.org).

For applicants who must take either the SAT or ACT exam here are the addresses and instructions for sending scores:

### SAT

Applicants should register with the testing agency. Visit the College Board SAT Programme website [www.collegeboard.org](http://www.collegeboard.org) to register online and for more information. The SAT representative in Europe is ETS Europe/SAT Services, 20 Avenue du Maine, 75015 Paris, France; email: [contact-nl@etseurope.org](mailto:contact-nl@etseurope.org). All others must contact the local agency or the College Board, SAT Programme, P.O. Box 6200, Princeton, NJ 08541-6200, USA. Applicants must ask the testing agency to send score reports directly to Vesalius, using the college code: 3574.

### ACT

Applicants should register with the testing agency at P.O. Box 414, Iowa City, IA 52243-414, USA. For more information, please visit the website [www.act.org](http://www.act.org). Applicants must ask the testing agency to send score reports directly to Vesalius, using the college code: 5243.

## Transfer Admission

Students may be considered for transfer to Vesalius College if they have completed at least one semester and are in good academic standing at an accredited college or university and have not been dismissed from that institution. Transfer applicants must submit the same documents as those applying for general admission. Transfer applicants with at least one full-time semester of college credit and a minimum grade point average of 2.0 will be exempted from submitting SAT or ACT scores.

Vesalius College may award transfer credits on a limited basis for courses taken at the university level in other accredited institutions. The minimum requirements for grades depend upon the school where the credit was earned and the student's intended major within Vesalius College. All transfer credits will be awarded at the discretion of the Admissions Committee. Once the transfer credits have been

assessed, the file cannot be re-opened. In order to evaluate transfer credits, transfer students must submit the following in addition to the regular application:

- Official transcript(s) sent directly from the institution(s) where the courses were taken
- A non-refundable transfer credit fee to be applied towards tuition upon registration
- Detailed descriptions of the courses taken, including the number of hours per course and copies of course descriptions from the college's catalogue. Other evidence of work performed and/or textbooks used may also be requested by Vesalius College.

## Visiting/Study Abroad Student Admission

Students who wish to spend one or two semesters at Vesalius College before returning to their home universities are welcome to enrol as study abroad students. The standard admissions procedures apply. Students applying from universities and colleges with which Vesalius College has formal agreements should contact the Vesalius College Study Abroad Director as requirements vary across programmes.

## Visa Information

Students who are not EU citizens must obtain a student visa in order to live in the country and attend the College. The time it takes to obtain a student visa may vary from one to several months depending on a variety of factors including the student's age and country of origin. Vesalius recommends students apply for their student visas as soon as they are accepted into the programme. Vesalius will confirm students' enrolment via the issuance of an official acceptance letter, which is a necessary document for all student visa applications. It should be noted that student visas for studies in Belgium are only issued to applicants demonstrating proof that they are enrolled as full-time students at the Belgian institution, which at Vesalius College consists of a minimum of four courses (i.e. 24 ECTS credits).

It is strongly recommended that students contact the Belgian consulate or embassy in their home country to get a complete list of requirements specific for that country.



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