

ADMISSIONS

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 of a national identity card
- Results of an English proficiency examination may be required. See the "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 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 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.

Applicants living in Europe can obtain further information by contacting Prometric, Attn: PTC Registration, P.O. Box 2024, 8203 AA – Lelystad, The Netherlands; email: euregs@prometric.com, website:

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.

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 to register online and for more information. The SAT representative in Europe is ETS Europe/SAT Services, 43 Rue Taitbaut, 75009 Paris, France; email 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 may register with the testing agency at 500 ACT Drive, P.O. Box 168, Iowa City, IA 52243-0168, USA. For more information, please visit the website 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
- 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, including course syllabi and/or details of textbooks used, will help speed consideration of transfer credits
- A non-refundable transfer credit fee to be deducted from tuition upon registration.

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.

Orientation

An orientation programme for new degree-seeking students and study abroad students alike is organised each semester from the Wednesday through the Saturday of the week before classes begin. This programme is **mandatory** for all new students. During this week, staff and current students introduce newcomers to the workings of the College, both academic and social, and to life in Brussels. There are also several social events at which new students can learn to know each other and can meet current students as well as faculty and staff.

The first day of orientation is designed to familiarize new students with the organization and the philosophy of the College, as well as to give them practical information on academic policies, course registration and internship and study abroad opportunities and to introduce students to the Vesalius Student Government.

During orientation, students will receive campus tours and will activate their student computer accounts. Study abroad students and continuing Vesalius College students who have applied for internship positions will interview for these positions on the Thursday of orientation.

The Friday of orientation is reserved for course registration. On this day, faculty advisers are scheduled to meet with each student in order to provide advice on course selection. Students will then register officially for the courses they will take during the semester.

A tour of Brussels is organised for new students on the Saturday of orientation. This tour serves to familiarize new students with their new surroundings, as well as to give practical, cultural and historical information on the beautiful city of Brussels.

For the summer term, an abbreviated orientation session is offered to students. This session consists of a brief introduction to the College, a tour of campus and activation of each student's computer account.