



Summer Programme Application Form

Please submit the completed application/pre-registration form and fee to the Admissions Office or Study Abroad Office before the deadline. For more information on the tuition, fees and the calendar, please check our [website](#).

Admission to the summer programme does **NOT** constitute admission to Vesalius College as a regular student for either the fall or spring semesters.

1. Application Status

- I am a study abroad student (i.e. a student who wants to study at Vesalius College only during the summer programme and will return to their home university afterwards).
- I am an external student (i.e. a student who has been accepted to the fall or spring semester, or a student who is not registered at university but wants to take a course during the summer and will not return to their home university afterwards to continue their studies)

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. Vesalius College accepts the TOEFL (www.toefl.org), the Academic Module of the IELTS organized by the British Council (www.britishcouncil.org) or the Cambridge English examinations, levels Advanced (CAE) and Proficiency (CPE). 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 Vesalius College and mention "undergraduate school" as well as 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 _____

CPE _____

CAE _____

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	Dates of Attendance		Certificates, Degrees or Diplomas
			From	To	
Name of Most Recent University/College Attended	Location (city, country)	Language of Instruction	Dates of Attendance		Certificates, Degrees or Diplomas
			From	To	

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- Will these course credits taken at Vesalius College be used towards your degree at your home institution? Yes No
- If so :
 - Have these courses been pre-approved by your home institution? Yes No
 - What is your major? _____

7. How did you hear about Vesalius College?

- Advertisement (which one?)
 From a Past Vesalius Student (name?)
 From a Present Vesalius 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 Euro (€) 70.
The tuition fee per course is € 1.180.

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 (for bank details, you may also refer to the "summer programme fees" section on our website).
Bank: Belfius
Address: Pachecolaan 44 – 1000 Brussels, Belgium
Account n°: 068-2410268-39
IBAN: BE13 0682 4102 6839
BIC: GKCCBEBB
- 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.

*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. Additional Information (For Study Abroad Students Only)

- University/College Transcript (official) must be submitted to the Study Abroad Office at Vesalius College.
- Interested in applying for an internship?
Once the Internship catalogue is published, in order to officially apply for the Internship course, students **must complete the Internship Application Form**. For more details please check the [Internship page](#) on the Vesalius College Website.

10. Housing

If you need assistance in arranging for housing, please visit the [housing page of our website](#) (you will find more information on housing options and procedures and housing application deadlines).

11. 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 Vesalius College. 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 college 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 Vesalius College's general conditions as mentioned in the college's official catalogue which is available on our website.

In case of non-payment Vesalius College 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 Vesalius College 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. Student Information

Academic Year:

Home University or Sponsoring Institution:

Major at home University:

Dept. at Veco: CMM BUS IA International & European Law Other

2. Belgium Coordinates (to be filled in upon your arrival in Belgium)

Vesalius Student n° (For office use only):

Street and n°:

City: Postal code:

Tel/Mobile phone: Email:

3. 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 up to 2 courses. However, it is recommended to select a maximum of 4 courses in case the course of your first choice is full or cancelled.
- If a course is full, you will be registered for the next course down the list. If the 'full' course you selected was one of your first 3 choices, you will also be put on the waiting list for that course. In the case of a scheduling conflict between two courses, you will be registered for the first of the 2 conflicting courses on your list.

b) Internship

If you are interested in an internship, please tick the box.

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 Vesalius Internship Programme MUST complete the Internship Application form and send it to internships@vesalius.edu.**

For further information regarding the Internship programme, please check the [website](#).

4. Pre-Registration for Courses – FOR ALL • Vesalius College 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 two courses, however, you may indicate up to four courses in case the course of your first choice is full or cancelled.

Course Selection

	Course Code	Course Title
1		
2		

Alternative Courses

3		
4		

<|> Please note that this is a pre-registration form. It is important that students register at Vesalius College 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.

5. Check List

For Study Abroad Students Only

By signing this document the home university advisor certifies that all of the above information on the student's course selection has been verified and is correct.

Home University Advisor's Name and Signature: Date (dd/mm/yy):

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 appropriate)
- Consulted the Housing page of our website should you need assistance in your search for suitable accommodation
- Completed the pre-registration for courses section
- Completed the Internship Application should you wish to do an internship during the summer

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

For official use only

Course Registration Input: _____ Date: _____

Academic Approval: _____ Date: _____

** Vesalius College is registered with the Flemish government of Belgium as an Institute of Higher Education.*

** No information will be released to third parties without the written consent of the applicant*

** Vesalius College vzw/asbl may use this information to keep you updated on events, newsletters and other relevant information about the College.*

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

- **Study Abroad Students:**
Please return the form to Ms. Clara Cotroneo (Study Abroad Coordinator) at clara.cotroneo@vub.be.
- **External Students:**
Please return the form to Ms. Vanessa Goffard (Admissions Office) at vanessa.goffard@vub.be or to Ms. Heidi Vicente (Admissions Office) at Heidi.vicente@vub.be.