

# Manual online registration



## Create account

1. Choose the course you want to follow.
2. For a number of programmes, you also have to choose a specialisation.

## New registration

Academic year:

Type of programme: Academic bachelor programme ▼

Programme: Bachelor of Music ▼

Specialisation: -- Select -- ▼

E-mail address: -- Select --

Choose password: Composition

Repeat password: Conducting

Instrumental/Vocal Studies

Jazz

Music Theory/ Writing

3. Enter your e-mail address and password.

**!** If you have already created an account, you can continue by clicking on 'Change registration'.

4. Read and agree to the privacy statement.

## New registration

Academic year:

Type of programme: Academic bachelor programme ▼

Programme: Bachelor of Music ▼

Specialisation: Composition ▼

E-mail address:

Choose password:

Repeat password:

**Continue →**

## Change registration

E-mail address:

Password:

[Forgot your password?](#)

**Sign in →**

## STEP 1: Choose your programme and path

### 1. Path:

- If you have a secondary education diploma and you want to take a **full first year**, choose the first option 'Bachelor (ba) in...!.
- If you have already completed a bachelor's or master's programme, you may opt for a **shortened programme** based on your higher education diploma.
- For a number of programmes, you also need to choose an **elective or specialisation**. These are clearly indicated when you choose your programme.

- Section:** you should only have one choice, if more, choose first option

## Programme

Step 1 of 8

\* Academic year:

\* Type of programme:

\* Programme:

\* Specialisation:

\* Contract type:

\* Path:

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## STEP 2: ID card

You have the choice to:

- Read in your Belgian identity card with an e-ID card reader; OR
- Enter your own data (via 'I cannot read my card...') and upload a scan/photo of your ID.

## ID card

Step 2 of 8

If you do not have an electronic card reader, it is very important that you fill in your personal information correctly. Always use your official details (do not use nicknames, for example) and do not forget to upload your passport photo. We need this to create a student card for you.



 [Read your Belgian identity card](#)

[I cannot read my card...](#)

### STEP 3: Fill in your additional personal info

**! Emergency number:** please fill out the number of the person who needs to be contacted in case of an emergency

**! Financial follow-up email:** if you want someone else besides you to receive information about your tuition fee/payments, please fill out their email here

## Personal info

Step 3 of 8

\* Cell phone number:

+32 (Belgium) ▼

\* Emergency number:

+32 (Belgium) ▼

\* E-mail address:

tester@informat.registratie.be

Marital status:

-- Select -- ▼

\* Country of birth  
grandmother (mother  
of your mother):

-- Select -- ▼

Financial follow-up  
email:

## STEP 4: Enter your diploma details

*( This information is already filled in if your information is available in the Higher Education Database)*

First choose the origin of your secondary school diploma.

And afterwards, fill in the date and type of education. Do you still need to receive your diploma of secondary education? Then tick 'I will receive my secondary education diploma by the end of June 20xx'.

Are you a student who obtained a **diploma abroad**? Then upload your diploma.

## In advance

Step 4 of 8

I have obtained my secondary education diploma in ...  
(If you do not have a secondary education diploma, please contact the learning path counsellor)

\* Origin diploma secondary education:

- Belgium
  - Flanders
  - Examinations Flemish Community
  - Wallonia
- Abroad
- Unknown
- No certificate of secondary education

\* Origin diploma secondary education:

- Belgium
  - Flanders
  - Examinations Flemish Community
  - Wallonia
- Abroad
- Unknown
- No certificate of secondary education

I will earn my secondary education diploma at the end of June

\* Date diploma:  Format dd/mm/yyyy

\* Country:

Info secondary:

Were you previously registered at a Flemish college or university? Then be sure to mention this too.

Fill in the date and type of your higher education diploma if you have one.

Are you a student who obtained a **diploma abroad**? Then upload your diploma.

\* Have you ever been registered at a Flemish university college or university to obtain a bachelor's or graduate's degree (diploma contract)?

No, never

Yes, for the first time in the academic year

\* Basic diploma higher education:

Belgium

Flanders

Wallonia

Abroad

Other

No basic higher education diploma

Date diploma:

*Format dd/mm/yyyy*

\* Diploma:

\* Country:

Info basic diploma  
higher education:

**Upload your diploma higher education**

 **Upload higher education diploma**

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**Next →**

STEP 5: Please indicate whether you are professionally active

## Work

Step 5 of 8

\* How are you professionally active?

- As an employee
- As a functionary
- I am self-employed
- I am looking for work
- I am not (yet) active on the labour market
- I am already retired

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STEP 6: Please indicate whether you, your parents or your employer will pay the enrolment fee

**Myself:** you or your parents/guardian will pay the tuition fee

**Another third party:** someone else (eg an employer) will pay your tuition fee. Fill out the contact details of this third party

*\*Programme checks: only for Flemish students*

## Invoicing

Step 6 of 8

\* The bill must be sent to:

- Myself
- Another third party
- I wish to pay using programme checks

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<p>STEP 7: Fill in additional details and upload (if necessary) the required documents</p>	<ol style="list-style-type: none"> <li>1. Employment?</li> <li>2. Privacy</li> </ol>
<p>STEP 8: Confirm your registration request</p> <p>We will convert your application for enrolment into a definite enrolment once you have also recorded your study programme.</p>	<div style="text-align: right;"><b>Not started</b></div> <p><b>✘ Study programme</b></p> <p>You have to record (and save definitively) your study programme in order to complete your enrolment.</p> <p><b>By clicking on the button 'save definitively' of your study programme in the final screen you agree with your enrolment at Erasmushogeschool Brussel. After your file has been processed, you will receive a payment request for your enrolment.</b></p> <p>You can also complete this step at a later time. You do this by surfing to the registration page and logging in again with your email address and password via 'change registration'.</p> <p>.</p> <div style="text-align: center;"> <p><b>Record programme of study →</b></p> </div>
<p>In the next screen, click on the button 'continue defining your study programme'.</p>	<div style="text-align: center;"> <p><b>→ Continue defining your study programme</b></p> </div>

Then - if asked - you make your personal choice within your study programme. Please pay attention to the amount of ECTS-credits you have to choose. Have you made all your personal choices? Well done!

Keuzepakket Optie- of nevenvakken (18)

The partial trajectory contains choice package **Keuzepakket Optie- of nevenvakken (18)**.  
Within this choice package, you have to follow **at least 18 credits** of course units.

	Cr	Course unit	Soort	VT
<input type="checkbox"/>	3	Student Participation	Single	
<input type="checkbox"/>	6	Conducting Techniques 1 optional	Single	
<input type="checkbox"/>	6	Conducting Techniques 2 optional	Single	
<input type="checkbox"/>	6	Conducting Techniques 3 optional	Single	
<input type="checkbox"/>	6	Conducting Techniques 4 optional	Single	

You can now view your programme. If you want us to process your registration request and finalize your enrolment, click on the button 'Save definitively' at the bottom and return to your web registration afterwards. You may now close it.

**Save definitively (afterwards NOT editable anymore)**

Welcome at Erasmushogeschool Brussel!