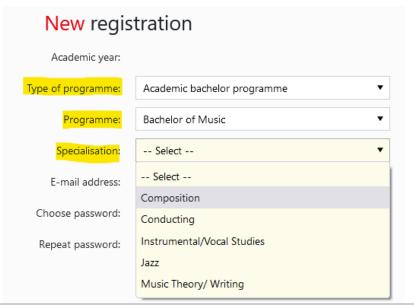
# Manual online registration

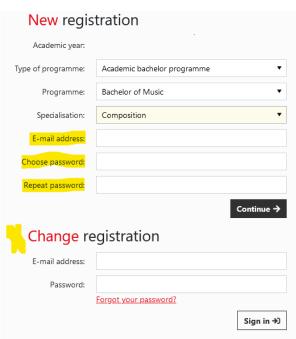


#### Create account

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



- 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.



# STEP 1: Choose your programme and path

#### 1. **Path**:

- a. If you have a secondary education diploma and you want to take a **full first** year, choose the first option 'Bachelor (ba) in...'.
- b. If you have already completed a bachelor's or master's programme, you may opt for a **shortenend programme** based on your higher education diploma.
- c. For a number of programmes, you also need to choose an **elective or specialisation**. These are clearly indicated when you choose your programme.
- 2. **Section**: you should only have one choice, if more, choose first option

#### 

#### STEP 2: ID card

You have the choice to:

- 1. Read in your Belgian identity card with an e-ID card reader; OR
- 2. 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

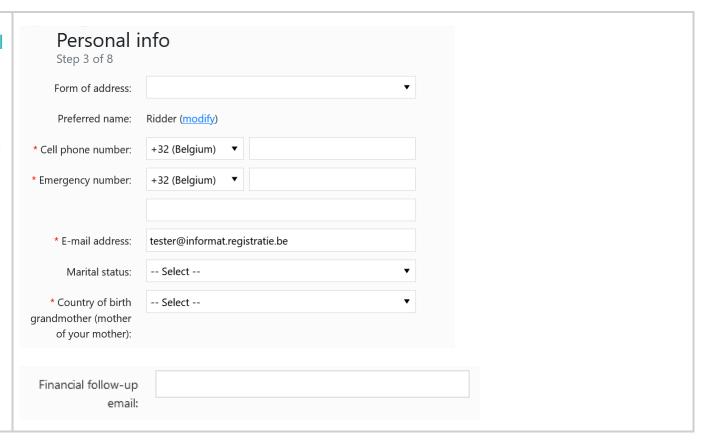
I cannot read my card...

## STEP 3: Fill in your additional personal info

**Preferred name**: Change only if you want your preferred name to be used on name lists, and for your e-mail address. On official documents such as your diploma, point lists and correspondence, your name will remain as it is on your ID card.

**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



#### STEP 4: Enter your diploma details

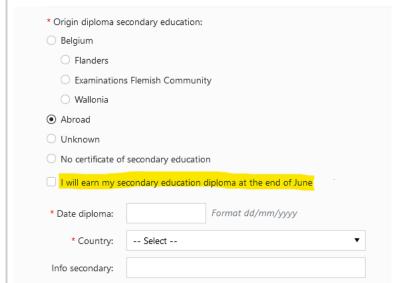
(This information is already filled in if your information is available in the Higher Education Database)

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

Were you previously registered at a Flemish \* Have you ever been registered at a Flemish university college or university to obtain a bachelor's college or university? Then be sure to mention or graduate's degree (diploma contract)? this too. O No. never Yes, for the first time in the academic year -- Select --Fill in the date and type of your higher \* Basic diploma higher education: education diploma if you have one. Belgium Are you a student who obtained a **diploma**  Flanders abroad? Then upload your diploma. Wallonia Abroad Other No basic higher education diploma Format dd/mm/yyyy Date diploma: -- Select --\* Diploma: \* Country: -- Select --Info basic diploma higher education: Upload your diploma higher education 1 Upload higher education diploma ← Previous 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 ← Previous Next →

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



# STEP 7: Fill in additional details and upload (if necessary) the required documents

- 1. Employment?
- 2. Privacy

# STEP 8: Confirm your registration request

We will convert your application for enrolment into a definite enrolment once you have also recorded your study programme.

#### Study programme

You have to record (and save definitively) your study programme in order to complete your enrolment.

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.

Not started

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'.

•

Record programme of study →

In the next screen, click on the button 'continue defining your study programme'.

