

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. Create a login either via:

- **Official government app** (itsme) or eID. This is *only for Belgian students or foreign students with a [BIS number](#)*.

OR

Log in via:



Government authentication (itsme[®], eID PIN code, eIDAS,...)

Only if you have a Belgian national registration number or BIS number.



- If you can't login via itsme -app or another official way, than please login via your **email address** and create a **password**.

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

4. Read and agree to the privacy statement.

E-mail address:

Log in via:

Government authentication (itsme®, eID PIN code, eIDAS,...)
Only if you have a Belgian national registration number or BIS number.



Password

You choose a password yourself to log in again later.



Choose password:

Repeat password:

Continue →

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.

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

3. **Standard model programme:** Only choose 'Yes' if you can't follow the standard required 60 ETCS due to **special circumstances**. You are obliged to make an appointment with your trajectory counselor to discuss your request.

4. **Exemptions:** Only choose 'yes' if you want to apply for exemptions for some courses based on prior acquired credits. If you follow a **shortened programme**, you **don't have to apply for exemptions** yourself.

Programme

Step 1 of 8

* Academic year:

* Type of programme:

* Programme:

* Specialisation:

* Contract type:

* Path:

Next →

A deviation from following a standard model program (first year of 60 credits) is only possible under **specific conditions** (special statute, individual file or if you already obtained a bachelor's or master's degree previously).

* I **explicitly request a deviation** and want to follow a tailor-made pathway. I make an appointment with my [trajectory counselor](#) to obtain possible permission.

Yes No

Only select 'yes' if you want to apply for exemptions based on **prior credits** (obtained during another educational programme/inscription).

* Do you wish to apply for exemptions?

Yes No

! If you request a deviation from the standard required 60 ECTS credits, you'll need to assemble your study programme yourself. Unsure? Please contact your student administration office and ask for guidance.

STEP 2: ID card and personal details

You have the choice to:

1. Read in your Belgian identity card with an **e-ID card reader** or via your **itsme-app** (for Belgians or non-Belgians with a BIS-number);
OR
2. **Enter your own data** via 'I cannot authenticate' and then 'I cannot read my card...'

Retrieve data via government authentication (itsme[®], eID PIN code, eIDAS,...)

Only if you have a Belgian national registration number or BIS number.



[I cannot authenticate...](#)

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

Personal info

Step 3 of 8

Form of address:

Preferred name: Ridder ([modify](#))

* 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 for the same programme as you are registering for now? 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

* Have you taken the intended course before in Flanders?

No Yes

* 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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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*

* The bill must be sent to:

- Myself (student, parent, guardian, other family, ...)
- Another third party (employer, sole proprietorship or partnership, VDAB, ...)

<p>STEP 7: Fill in additional details and upload (if necessary) the required documents</p>	<ol style="list-style-type: none"> 1. Employment? 2. Privacy
<p>STEP 8: Confirm your registration request</p> <p>We will convert your application for enrolment into a definite enrolment once you have also composed your study programme.</p> <p>! If you chose (in step 1) to request a deviation from the standard 60 ECTS credits, please refer to step 9 in this manual</p>	<div style="text-align: right;">Not started</div> <p> Study programme</p> <p>You have to compose your study programme in order to complete your enrolment.</p> <p>Attention! By clicking on the button 'contact the university college' 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.</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>NOT FOR EXCHANGE STUDENTS!</p> <p>Compose study programme →</p>
<p>In the next screen, click on the button 'continue constructing your study programme'.</p>	<p> Continue constructing your study programme</p>

If you are asked to choose courses from a choice package, please choose the acquired ECTS-credits and continue

Keuzepakket Optie- of nevenvakken (6)

The partial trajectory contains choice package **Keuzepakket Optie- of nevenvakken (6)**.
Within this choice package, you have to follow **at least 6 credits** of course units.

Cr	Course unit	Soort	VT
<input type="checkbox"/>	9 Viola minor	Single	
<input type="checkbox"/>	9 Alto Trombone minor	Single	
<input type="checkbox"/>	9 Baroque viola minor	Single	
<input type="checkbox"/>	9 Baroque cello minor	Single	
<input type="checkbox"/>	9 Baroque bassoon minor	Single	
<input type="checkbox"/>	9 Baroque oboe minor	Single	
<input type="checkbox"/>	9 Baroque violin minor	Single	
<input type="checkbox"/>	9 Bass guitar minor	Single	
<input type="checkbox"/>	9 Bass clarinet minor	Single	
<input type="checkbox"/>	6 Basso Continuo optional	Single	
<input type="checkbox"/>	3 Posture and Movement optional	Single	
<input type="checkbox"/>	9 Recorder minor	Single	

Select one or more course units above - Continue afterwards...

[Continue](#)

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

 [Contact the university college](#)

Welcome at Erasmushogeschool Brussel!

STEP 9: Confirm your request to enroll (deviation from standard programme)

If you chose to deviate from a standard programme in step 1 (cf image on the right), you'll need to complete the following steps:

* I **explicitly request a deviation** and want to follow a tailor-made pathway. I make an appointment with my [trajectory counselor](#) to obtain possible permission.

Yes No

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

Study programme

Not started

You have to compose your study programme in order to complete your enrolment.

Attention! By clicking on the button 'contact the university college' 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.

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'.

NOT FOR EXCHANGE STUDENTS!

Compose study programme →

In the next screen, under column 'S', tick all the courses you'd like to follow.

There is a possibility that you'll also have to choose additional courses (based on your personal preference). If so, choose courses corresponding to the required ECTS-credits.

! If you are a first year student, only choose courses from the first or second year (1 Ba of.../2 Ba of...)

Limit the offer to course units for which can (or should) be enrolled...

1 Ba of Arts in de muziek - Compositie					
S	G	TVD	Cr	TS	Course unit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	1	Harmony III
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	1	Composition I
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	1	Eartraining & Theory 2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	1	Rhythm and Intonation 2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	1	History of Music 1 Classical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	1	Encyclopedia and research
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	1	Musical Instruments 1



To obtain your degree you must finally have acquired **at least 3 credits** of course units within the following offer for **Keuzepakket Optie- of nevenvakken (3)**.

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.

 [Contact the university college](#)

Welcome at Erasmushogeschool Brussel!