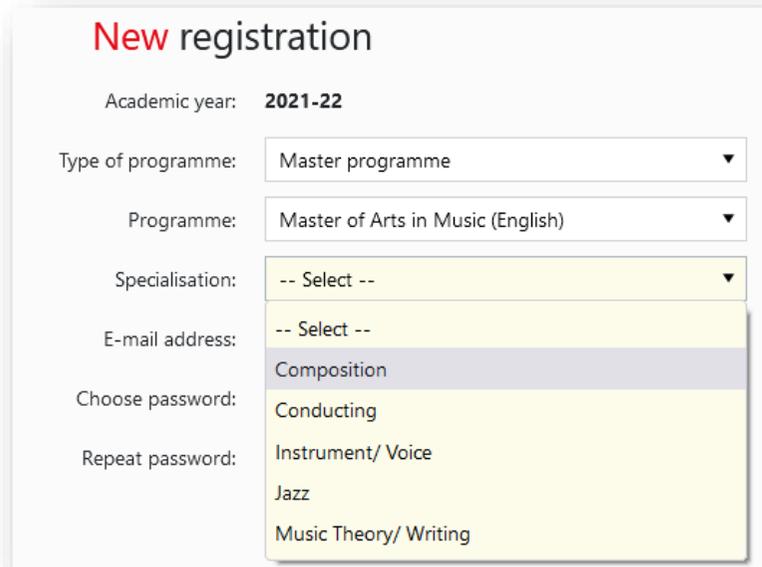


# **Manual Online Registration 2021-2022**



## Create an account

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



**New registration**

Academic year: **2021-22**

Type of programme: Master programme ▼

Programme: Master of Arts in Music (English) ▼

Specialisation: -- Select -- ▼

E-mail address: -- Select --

Choose password: Composition

Repeat password: Conducting

Instrument/ Voice

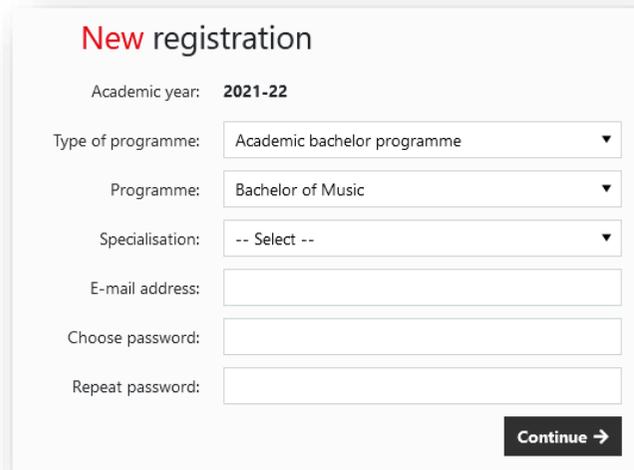
Jazz

Music Theory/ Writing

3. Enter your email 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: **2021-22**

Type of programme: Academic bachelor programme ▼

Programme: Bachelor of Music ▼

Specialisation: -- Select -- ▼

E-mail address:

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.

- Tailor-made trajectory:** only choose 'Yes' if you do not want to follow a standard annual programme.

### Programme

Step 1 of 8

\* Academic year: **2021-22**

\* Type of programme:

\* Programme:

\* Specialisation:

\* Path:

Section:

\* Do you wish to follow a tailor-made trajectory?  
 Yes  No

Exemption application: not applicable for shortened/extended routes. Please select "no" below

\* Do you wish to apply for exemptions?  
 Yes  No

## STEP 2: ID card

You have the choice to:

- Read in your Belgian identity card with an e-ID card reader.
- 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.



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

### STEP 3: Fill in additional personal info

**Personal info**  
Step 3 of 8

\* Cell phone number:

Second number:

\* E-mail address:

Marital status:

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

### STEP 4: Enter your diploma details

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

First choose the origin of your secondary school 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

And afterwards, fill in the date and type of education. Do you still have to receive your diploma of secondary education? Then tick the box 'I will receive my secondary education diploma by the end of June 2021'.

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

Abroad  
 Unknown  
 No certificate of secondary education  
 I will earn my secondary education diploma at the end of June 2021

\* Date diploma:  *Format dd/mm/yyyy*

\* Country:

Info secondary:

**Upload your secondary education diploma here.**

 **Upload a diploma of secondary education**

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

\* 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

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

Are you a student who obtained a **higher diploma abroad**? Then upload this diploma as well.

\* 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**

[← 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**

**Invoicing**

Step 6 of 8

\* The bill must be sent to:

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

← Previous

Next →

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

1. Additional facilities
2. Employment?
3. [Flemish training leave?](#)
4. Information on tuition fees

## 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.

To do this, click on the button 'record programme of study'.

*Did you choose a tailor-made trajectory in step 1? Then look further in this document on p. 9.*

### Study programme Not started

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.**

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'.

**→ Continue defining your study programme**

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!

	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!

### Did you choose a tailor-made trajectory in step 1?

Follow the next step to complete your registration.

\* Do you wish to follow a tailor-made trajectory?

Yes  No

Click on the button 'Compose study programme'

## Finalize your registration

✓ Basic information

Complete

 [Modify](#)  [Click here to print](#)

 [Documents](#) ▾

✗ 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'.

**Compose study programme →**

In the next screen, click on the button 'Continue with the construction of your study programme' at the bottom.

 **Continue constructing your study programme**

In the next screen, under column 'S', tick the subjects you want to follow

Ma 1 Music - Composition					
S	G	TVD	Cr	TS	Course unit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	1	Introduction to philosophy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	1	Composition IV
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	1	Orchestration II
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	1	Contemporary composition techniques 1

If you want us to process your application for registration, click on the button 'Contact the university college' at the bottom. Then return to your web registration. You may now close it.



***For your information:*** the programme you have chosen will always have to be discussed with your course counsellor.

**Welcome at Erasmushogeschool Brussel!**