Dear student,

Welcome to the Master of Science in Photonics Engineering at VUB.

In this brochure you will find some more info that will help you with preparing your stay at VUB & introduce you to the Department of Applied Physics & Photonics.

On the next few pages you can find more info on the following topics:

1. Enrolment procedure @ VUB
2. Deadlines @ VUB
3. Application fee @ VUB
4. Scholarships @ VUB
5. Contact details @ VUB
1. Enrolment procedure @ VUB

At VUB you need to complete your online pre-enrolment application in order to receive your official ‘Letter of Acceptance’ from the Student Administration & Registration Center officially signed by the Vice-Rector of Education.

You will not only need this letter to enroll in the Master of Science in Photonics and register for the courses but for some of you it is also one of the required documents in the visa application process.

So to start with you need to create a VUB account, you can do that by clicking here >
https://aanmelden.vub.be/psc/CALIPROD/EMPLOYEE/PSFT_CS/c/V_SCC_NUR.V_AAWS_SELECT.GBL?&
CREATE AN ACCOUNT

*Email Address
*Password
*Confirm Password

I'm not a robot

To create an account, you also need to fill in the sections on the next screen.

* Required field

PERSONAL DETAILS

If you have a Belgian ID card, please use the button to upload your personal details from your card.

If you do not have an eID, please make sure the personal data is used on all official documents and for the creation of your account.

*Last Name
*First Name
*Date of Birth
*Birth Country
*Birth Location
*Gender
*Marital Status

Jammaers
Majorie
01/14/1999
ARM, Armenia
Yerevan
Female
Single
write down your login details you will need them for the rest of your studies at VUB
Now you have created your account!

Next you should close all pages and go to your email where you should have received a confirmation. In the email you will find your login & password and the link to continue your application:

If you now see the page as pictured below you can open the Admissions & (Re-)enrollment platform to complete your application:
When you see this menu you can start the actual application:

**Step 1:** Display my Personal Details > click to double-check all your personal contact details, remember this info will be used for all official communication & documents afterwards so make sure it is correct!
Step 2: Secondary education > please complete with the correct info, you can find a generic example below, if you follow this correctly you can move to the next part

Haven’t been awarded your diploma yet? Please choose the correct option below so you can be granted conditional admission.

If you have obtained your diploma after 2004 at a Flemish institution, we can consult it on the Databank Hoger Onderwijs if you have logged in using your eID.

### SECONDARY EDUCATION

<table>
<thead>
<tr>
<th>*I hold a diploma of secondary education</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Location</td>
<td>Foreign country</td>
</tr>
<tr>
<td>*Country</td>
<td>ARM Armenia</td>
</tr>
</tbody>
</table>

### SCHOOL OF SECONDARY EDUCATION

<table>
<thead>
<tr>
<th>*City</th>
<th>Yerevan</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Language Code</td>
<td>Russian</td>
</tr>
<tr>
<td>*School</td>
<td>Write the correct school name</td>
</tr>
</tbody>
</table>

### STREAM

<table>
<thead>
<tr>
<th>*Academic Year</th>
<th>1994 or before</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Diploma</td>
<td>Andere / Other</td>
</tr>
<tr>
<td>*Diploma name</td>
<td>Write the correct diploma name</td>
</tr>
</tbody>
</table>

* Required field
Step 3: Higher Education > please complete with the correct info, you can find a generic example below, if you follow this correctly you can move to the next part

Please make sure to indicate whether you have successfully completed your programme or not. This is important to determine whether you can be granted direct admission.

**MY HIGHER EDUCATION**

<table>
<thead>
<tr>
<th>*Location</th>
<th>Foreign country</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Academic Year</td>
<td>2019</td>
</tr>
<tr>
<td>*City</td>
<td>Yerovan</td>
</tr>
<tr>
<td>*Country</td>
<td>ARM Armenia</td>
</tr>
<tr>
<td>*Language Code</td>
<td>Russian</td>
</tr>
<tr>
<td>*Institution</td>
<td>Yerevan Bachelor Institute</td>
</tr>
<tr>
<td>*Level of education</td>
<td>Bachelor</td>
</tr>
<tr>
<td>*Name of Programme</td>
<td>write the official name of the bachelor progr/degree</td>
</tr>
<tr>
<td>*Program Status</td>
<td>Completed</td>
</tr>
</tbody>
</table>

* Required field
Step 4: Social Services > very important: leave all boxes unticked except Application VUB room if you want to apply for on-campus accommodation!

**SCHOLARSHIP**

- I received a scholarship last year
- I will apply this year for a scholarship with the Flemish Community

**HOUSING**

The Vrije Universiteit Brussel helps you to live and study in Brussels in comfortable conditions. For further information contact the Housing Department:

https://my.vub.ac.be/en/housing

- Application VUB room

**DISABILITIES**

The Vrije Universiteit provides targeted services for students with disabilities. For further information contact the Disability and Study Department.


**ATHLETE**

- I wish to apply for the status of athlete

For more information visit top-class-sports:

https://www.vub.ac.be/en/facilities/top-class-sports
Step 4 BIS: VUB room request

VUB Room Request

Room Choice

- **Career**: Master
- **Admit Term**: Academic year 2021-22
- **Do you intend to register fulltime?**: Full-Time
- **Student Home**: Campus Etterbeek
- **Student Home (2nd Option)**: Nieuwelaan
- **Room Type**: Kamer
- **Room Type (2nd Option)**: Kamer

Extra Information for the student

Rent allowance

If you have difficulties paying your monthly rent, you can apply for a rent allowance. In general, this is only for Belgian students. However, EEA-students can be entitled if they have been living in Belgium for at least five years or if they (or their parents) have been working in Belgium for at least one year. Non-EEA-students can be entitled if they have a permanent residence in Belgium. More information can be found on [https://student.vub.be/en/social-services](https://student.vub.be/en/social-services)

Special Procedure

Is a VUB room essential for being able to successfully begin or complete your studies? Can you prove that not having a VUB room will make your studies impossible and that you cannot rent a student room off campus? If so, you can apply for a special housing procedure. With this procedure, you will receive priority for a VUB room. More information can be found on [https://student.vub.be/en/special-housing-procedure](https://student.vub.be/en/special-housing-procedure)
Step 5: Programme Selection > follow the template below, don’t tick the scholarship even if you have one, this is for Belgian students only

**SCHOLARSHIP PROGRAMME**

- ☐ I am submitting my request under a scholarship programme

  Scholarships
  Specify the scholarship type

**WORKING AND STUDYING**

*Select day or evening classes*

BEV / OVV
Proof of employment / recipient of social security benefit, I solemnly swear:

**VISITING OR EXCHANGE STUDENT**

Not Applicable

**CHOICE OF PROGRAMME**

- ☑ This is my first enrolment within Flemish Higher Education

- ☐ This is a registration for which I wish to combine enrolments in diploma contracts

- ☐ Course filter:
  - Show the complete list of VUB courses. I am registering based on my file.
  - Show those programmes which are available on the basis of my previous education

Create A New Application

- *Course Load
- *Admit Term
- *Career
- *Programme
- *Academic Plan
- *Required field
Step 6: Document checklist > very important part, make sure you have all required documents ready before you start your application!

With each application a copy of the identity card and passport photo must be uploaded if they have not been uploaded via the Belgian eID. Other uploads differ per registration (e.g. diplomas, proof of European health insurance, etc.).

If you wish to upload multiple documents for one item, please assemble them in a single file first.
If you are not able to upload digital documents, please confirm your application without uploading documents. Kindly send us the documents you couldn’t upload by email.

Documents should be uploaded as PDF or JPEG files with a maximum file size of 4 MB.

**REQUIRED DOCUMENTS**

<table>
<thead>
<tr>
<th>Request Description</th>
<th>Upload</th>
<th>Attached File</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Photograph</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
<tr>
<td>2 Proof of identity</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
<tr>
<td>3 Diploma secondary education</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
<tr>
<td>4 Diploma higher education</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
<tr>
<td>5 Proof language proficiency</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
<tr>
<td>6 Non EEA students</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
</tbody>
</table>

**ADDITIONAL DOCUMENTS**

<table>
<thead>
<tr>
<th>Request Description</th>
<th>Upload</th>
<th>Attached File</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ADDITIONAL DOCUMENTS</td>
<td>Upload</td>
<td>No file selected</td>
<td>Attachment</td>
</tr>
</tbody>
</table>

Below you can find some additional information about the required documents. Make sure you have a complete file before submitting to avoid any delay in the approval of your file.
<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>WHAT IS IT?</th>
<th>DO I NEED IT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma higher education</td>
<td>We require your bachelor and/or master degree + transcripts if you applied for a master. If you have not obtained your diploma yet please provide us with a graduation certificate or an enrollment certificate that mention the exact date of graduation. For all documents that are not in English/French/Dutch an official translated copy must be submitted together with the original.</td>
<td>Yes</td>
</tr>
<tr>
<td>Diploma secondary education</td>
<td>We require your high school diploma if you applied for a bachelor. If you apply for a master; PhD or master after master you may add this to strengthen your application but this is not compulsory.</td>
<td>No</td>
</tr>
<tr>
<td>Photograph</td>
<td>We need your picture to verify you are who you say you are. Furthermore we will need it to create the student card once you enrol.</td>
<td>Yes</td>
</tr>
<tr>
<td>Health insurance</td>
<td>If you already have a European Health Insurance card please add this document to your file. If not no worries. Your file will be processed without it. Please note that you will be asked to produce this document upon time of enrolment.</td>
<td>During application: No During enrolment: Yes</td>
</tr>
<tr>
<td>Proof of identity</td>
<td>We require a passport or identity card to verify your identity. We cannot process your application without it. You can only submit proof of identity that is valid to date.</td>
<td>Yes</td>
</tr>
<tr>
<td>Proof of statute</td>
<td>Upload your visa or residence permit for Belgium should you already have one if not skip this document.</td>
<td>During application: No During enrolment: Yes</td>
</tr>
<tr>
<td>Non EEA students</td>
<td>If you already have a valid residence permit for Belgium please add it to your file. If not you may ignore this item. Please note that you will be asked to produce a valid visa or residence permit upon time of enrolment.</td>
<td>During application: No During enrolment: Yes</td>
</tr>
<tr>
<td>Proof language proficiency</td>
<td>All students are required to provide a proof of language proficiency except for students who have a degree in secondary or higher education in English. Without an official language proof your file will not be processed. If you do not have an official certificate please contact <a href="mailto:majorie.jammaers@vub.be">majorie.jammaers@vub.be</a> before completing your application.</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional documents</td>
<td>These can be recommendation letters, motivation letters, personal statements, etc. These are not required documents.</td>
<td>No</td>
</tr>
</tbody>
</table>

**Step 7: confirm programme selection**

Apply for the programme's that you wish to register for.

**CONFIRM PROGRAMME**

<table>
<thead>
<tr>
<th>Current Applications</th>
<th>View All</th>
<th>21</th>
<th>First</th>
<th>4</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admit Term</td>
<td>Description</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Acy2021-22</td>
<td>MA Photonics Engineering</td>
<td>Standaard traject</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Previous Stat
2. **Deadlines @ VUB**

There are two separate deadlines to submit a complete application if you are applying with a foreign degree, depending on whether or not you require a visa to enter Belgium:

- **Before 1 April**: for non-EEA citizens.
- **Before 1 September**: for EEA citizens / non-EEA citizens living in Belgium with a valid residence permit.

Please note that your application should contain most of the required documents by the relevant deadlines above. The only documents you may submit at a later date are your diploma (if you are a last-year student), your proof of English proficiency and your APS certificate (if applicable).

3. **Application fee @ VUB**

Students with a non-Flemish diploma should pay an application fee of 50 EURO. We will process your application as soon as the fee has been deposited into our account.

You will receive an email with payment instructions. Please read them carefully and use the correct payment reference!

This application fee will be deducted from your tuition fees after enrolment.

4. **Scholarships @ VUB**

**VUB Scholarships for Master of Science in Photonics Engineering */**

Each year the Vrije Universiteit Brussels grants several full scholarships of 10.000,- EUR/academic year for the Master of Science in Photonics Engineering programme based on excellence. Every student applying at VUB is eligible for these scholarships, no separate procedure must be followed.

All scholarship candidates will be ranked after the technical interview. The top candidates will be invited for a scholarship interview by the VUB Photonics Programme Board, the final decision will be communicated on an individual basis to each applicant.
VUB B-PHOT Excellence Scholarships*/**

B-PHOT, the Brussels Photonics Research group at VUB, also offers scholarships to excellent students on a competitive basis. All students who register for the MSc. in Photonics Engineering at VUB are eligible to be awarded a B-PHOT Excellence Scholarship of 5,000,- EUR/academic year by the research group without a separate application procedure.

All scholarship candidates will be ranked after the technical interview. The top candidates will be invited for a scholarship interview by the VUB Photonics Programme Board, the final decision will be communicated on an individual basis to each applicant.

All scholarships will be awarded by the VUB programme board.

* All candidates who receive the VUB Scholarship or the B-PHOT Excellence Scholarship must commit themselves to do a master thesis at VUB
** None of these scholarships can be granted in combination with any other scholarship (with the exception of the Erasmus+ mobility grants)
5. Contact details @ VUB

**Majorie Jammaers**
Programme Officer MSPE
Email: majorie.jammaers@vub.be
MS Teams: MAJORIE.JAMMAERS
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**Professor Heidi Ottevaere**
Head of Department
Programme Chair
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