

**Annelies Holvoet**

Afdeling Internationalisering – International Relations Office

T +32 9 264 70 06

[Your way to the office.](#)

**Directie Onderwijsaanlegenheden - Department of Educational Policy**

Het Pand - Onderbergen 1 - 9000 Gent – Belgium

Follow us on [Instagram](#) or [Facebook](#)!

## **ACCEPTANCE PROCEDURE**

Every exchange student who wishes to study at Ghent University has to follow our **exchange application procedure** as described

here: <http://www.ugent.be/en/education/exchange/application>.

Our application **deadlines** are set to **15 May (for 1<sup>st</sup>/winter semester)** and **15 November (for 2<sup>nd</sup>/spring semester)**. So please submit your complete application as soon as possible.

For PhD studies and research stays the deadline is set to 2 months before your arrival in Ghent. Students who need a visa to travel to Belgium are advised to submit the application at least 3 months in advance.

Please note that a **bilateral agreement** between Ghent University and your home university is mandatory if you wish to follow **courses** at Ghent University, so please check this with the international office at your home university home first. For research visits and internships this is not a requirement, but you still need to submit an exchange application with a learning agreement.

The application procedure consist of two steps:

### **1. Registration**

Create an account. An email will notify you when you can proceed to the exchange application.

### **2. Exchange application**

You have to login to prospect-Oasis with the account you created in the first step. Now you can complete the exchange application and upload all necessary documents. Do not forget to submit before the deadline! Once your exchange application has been reviewed and approved, you will receive an invitation letter by email. In busy periods this can take several weeks.

Your **invitation letter** is your official acceptance letter. You will also need it for registration at Ghent University upon arrival (necessary for your student card, account and insurance).

Non-EU nationals will also need the invitation letter for their visa application (student visa type D). Visa applications can take several weeks or months so it's very important that you start all applications in time!

Students from **China** will need to go through the APS-screening to be able to obtain their visa. These costs can be reimbursed upon arrival in Ghent.

## **COURSES & ACADEMIC CALENDAR**

ü Please consult our [academic calendar](#) to plan your stay. The semester dates for academic year 2019-2020 are as follows:

§ First/winter semester: 23/09/2019 – 01/02/2020

§ Second/spring semester: 10/02/2020 – 04/07/2020

§ Full academic year: 23/09/2019 – 04/07/2020

ü The **exchange programmes and courses** which we offer can be found [here](#).

ü To get more information about academic matters (i.e. courses, exams, grades, learning agreement, internship, etc.) please contact the [faculty international officer \('FCI-administrator'\)](#).

ü Information about our **language courses** can be found [here](#).

## **WELCOME DAYS**

Before the start of the academic year/semester we organize Welcome Days for International Students. The programme is free of charge, participation is strongly recommended. Please keep this in mind when you start booking your flights. For 2019-2020 the Welcome Days will take place on Thursday and Friday 19 & 20 September 2019 and on Thursday and Friday 6 & 7 February 2020. We advise you to plan your arrival in Ghent at least 1 day before the start of the Welcome Days.

## **ACCOMMODATION**

If you are looking for accommodation in Ghent please visit the page of our [Housing Office](#).

After completing the exchange application you will be able to submit a request to [reserve a room in our university residences](#).

## **INSURANCES**

It's very important that you have the necessary [insurances](#) when coming to Belgium.

Once registered at our university you will be **insured by us for physical accidents during the academic activities**, but **insurance for your private activities is your own responsibility**.

Please note that **health insurance is mandatory** in Belgium. You can choose to get an insurance at home which covers medical expenses during your stay here, or to get a Belgian health insurance upon arrival.

We also strongly recommend you to get a private civil liability insurance and a travel and repatriation insurance.

Do you still have questions? More information for exchange students can be found on <http://www.ugent.be/en/exchange>