

## Application form for English bachelor programmes and English postgraduates for students who did not obtain their secondary education diploma in Flanders or the Netherlands

**Step 1: Create an account by clicking on the link.**

### Before your start

Before you start your application, download the application manual. You will need it to guide you through the application process 😊

[Download the manual](#)

### STEP 1 | Create your account

Click [this link](#) to create your account.

**Step 2: Fill in your personal information and click on 'NEXT'.**

NEXT

## CREATE AN ACCOUNT


**i** Create an account. After you activated your account you will be redirected to **Admissions students**.  
This is a one-time registration, afterwards you can use this account for other applications.

Given name

Surname

Private e-mail address

Private mobile phone (Optional)

I'm not a robot  reCAPTCHA  
Privacy - Terms

[NEXT](#)

If you cannot find your country code, do not worry, you can leave this field blank. In a later stage (step 7 in this manual) you'll be able to add your telephone number.

### Step 3: Confirm your account

Click on 'I want to set my password now' in the grey part of this page and click on 'Continue'.

**CREATE AN ACCOUNT**

Your account (b [redacted]) will be created in a few minutes.  
You will receive an activation link via [redacted]

**WHAT'S THE NEXT STEP?**

You can choose to set your password now or to do this later. We can take you to the application now.

I will set my password later, take me to "Admissions students"

I want to set my password now (you can find your activation code and link in your mailbox: [redacted])

**CONTINUE**

Open the **e-mail** that you received from [account@kuleuven.be](mailto:account@kuleuven.be).  
Read the information and click on the first link to activate your account.

**NOTE:** the **b-number** mentioned in your e-mail is your username.  
You will need this number later to log in on the application form.

An account has been created for you just now. The account (b [redacted]) can be activated now by clicking the link below and following the instructions given there:

<https://account.q.icts.kuleuven.be/activate.html?userid=>

Alternatively, you can use the activation code [redacted] to set a password for your account b [redacted] on <https://account.q.icts.kuleuven.be/activate.html>

We would like to remind you of the fact that we will never, ever ask for your password by e-mail, telephone or any other means. A password is strictly confidential.

If you would have any other questions regarding this information, you can get in touch with the ICTS Service Desk:  
<https://admin.kuleuven.be/icts/english/servicedesk>

Kind regards,


On behalf of all members of KU Leuven Association (LUCA, Odisee, Thomas More, UC Leuven-Limburg, VIVES and KU Leuven)

KU Leuven ICTS  
[servicedesk@kuleuven.be](mailto:servicedesk@kuleuven.be)

#### Step 4: Choose a password

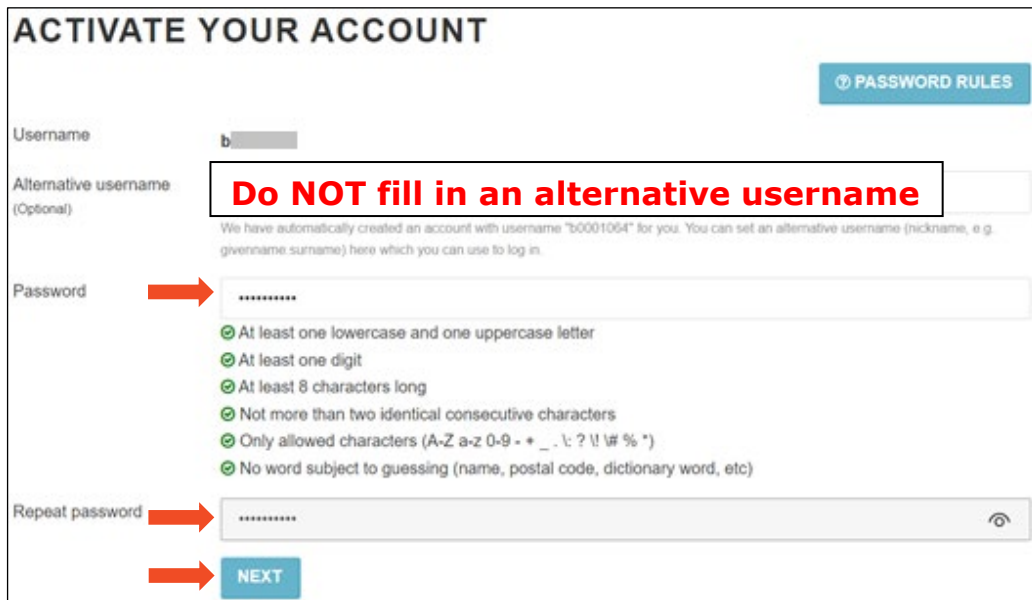
Once you opened the link in your e-mail, you will have to choose a **password**.

Choose a password that you can easily remember and write it down.

Repeat your password and click on '**NEXT**'. 

Tip: you cannot choose an existing word in English or Dutch.

Existing words will not be accepted by the system.

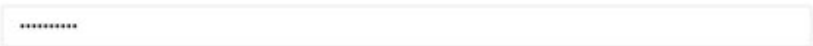


**ACTIVATE YOUR ACCOUNT** PASSWORD RULES

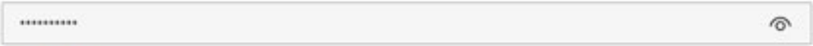
Username **b**


Alternative username (Optional) **Do NOT fill in an alternative username**

We have automatically created an account with username "b0001054" for you. You can set an alternative username (nickname, e.g. givenname surname) here which you can use to log in.

Password 

- At least one lowercase and one uppercase letter
- At least one digit
- At least 8 characters long
- Not more than two identical consecutive characters
- Only allowed characters (A-Z a-z 0-9 - + \_ . ! : ? ! ! # % \* )
- No word subject to guessing (name, postal code, dictionary word, etc)

Repeat password 



You will see this page for about ten seconds.


It will disappear automatically. This is normal.

**Step 5: Go back to our website ([How to apply for an English programme? | Thomas More](#)) and click on the programme you would like to apply for.**

## **STEP 2 | Start your application by selecting the programme you wish to apply for.**

After clicking your programme, log-in with your account details in order to start your application.

### **Bachelors:**

- 
- [Automotive Technology](#)
  - [Applied Computer Science](#)
  - [Electronics-ICT](#)
  - [Information Management and Multimedia](#)
- [International Digital Product Architect](#)  
- [Data Science, Protection & Security](#)
- [International Business Management](#)
  - [International Communication and Media](#)
  - [International Journalism](#)
  - [International Tourism & Leisure](#)
  - [International Media and Entertainment Business](#)
  - [Orthopaedic Technology](#)

### **Short programmes:**

- [Short programme Applied Computer Science](#)
- [Short programme International Business Management](#)
- [Short programme International Communication and Media](#)
- [Short programme International Journalism](#)
- [Short programme International Tourism & Leisure](#)
- [Short programme International Media and Entertainment Business](#)

### **Postgraduates:**

- [Postgraduate African Business Studies](#)
- [Postgraduate Building Information Modelling and Digital Transformation](#)
- [Postgraduate International Teacher](#)
- [Postgraduate Space & Service Design](#)

## Step 6: Log in to your account.

A page similar to the one below opens.

Fill in your **username (b-number)** and **password** and click on 'Log in'.

ASSOCIATIE  
KU LEUVEN  
CENTRAL LOGIN  
FOR KU LEUVEN AND PARTNERS OF THE KU LEUVEN ASSOCIATION

Nederlands | English

Login to Associatie KU Leuven instroomtoepassingen  
Login voor e-sollicitatie, admissions, studenten inschrijving

Username or e-mail address  
Password

Remember username

LOGIN

Need help?

This is the **main page of your application form**.

Your **name and b-number** can be found at the top of the page.

THOMAS MORE

Application **Name and b-number** EN Logout

Information

For more information, click [here](#)

Complete your personal data before applying for a programme

Personal data	Incomplete
Addresses	Incomplete
Curriculum	Incomplete
Languages	Incomplete


## Step 7: Click on 'Personal data' on the main page.

Complete your personal data before applying for a programme	
 Personal data 	Incomplete
 Addresses	Incomplete
 Curriculum	Incomplete
 Languages	Incomplete

Fill in your personal information.

Fields with an \* are mandatory.


Personal data



\*Name (as on passport):

\*First name (as on passport):

\*Private email:

\*Date of birth:  

\*Country of birth:

\*Place of birth:

\*Gender:  \*Civil status:

Mother tongue:

\*Nationality:

Second nationality (if any):

Do you have a Belgian residence permit?:  NO

Are you currently residing in Belgium?:  NO

Do you have any additional remarks?:

Once you completed this page, click on 'Save' at the bottom of the page.


At the bottom of the page, you will see 'Data is saved correctly'.

Data is saved correctly

Go back to the main page by clicking on the < at the top of the page.



On the right side of 'Personal data' you will now see 'Complete'.

 Personal data	 Complete
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## Step 8: Click on 'Addresses' on the main page.

Complete your personal data before applying for a programme	
Personal data 	Complete
Addresses  	Incomplete
Curriculum 	Incomplete
Languages 	Incomplete

Fill in your personal information.

Fields with an \* are mandatory.

If you fill in your **phone number**, please do not forget to start with the **country code**.

For example: 0032 for Belgium / 0049 for Germany ...

Permanent address	
*Country:	<input type="text" value="country name, list as of 2 character(s)"/>
*Postal code:	<input type="text" value="postal code/municipality, list as of 2 character(s)"/>
*City:	<input type="text" value="postal code/municipality, list as of 2 character(s)"/>
*Street:	<input type="text" value="street name, list as of 3 character(s)"/>
Street second line:	<input type="text"/>
Street third line:	<input type="text"/>
*Number:	<input type="text"/>
Box:	<input type="text"/>
Telephone:	<input type="text"/>
Is your current address the same as your permanent address?:	<input checked="" type="radio"/> YES
Contact person in case of emergency (family, close friend, ...)	
*Name:	<input type="text"/>
*First name:	<input type="text"/>
*Telephone:	<input type="text"/>
*Private email:	<input type="text"/>
*Relationship:	<input type="text"/>

Once you completed this page, click on 'Save' at the bottom of the page.

Save

At the bottom of the page, you will see 'Data is saved correctly'.

Data is saved correctly




Go back to the main page by clicking on the < at the top of the page.



On the right side of 'Addresses' you will now see 'Complete'.

Addresses 	 Complete
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### Step 9: Click on 'Curriculum' on the main page.

Complete your personal data before applying for a programme	
Personal data 	Complete
Addresses 	Complete
Curriculum  	Incomplete
Languages 	Incomplete

Fill in the information about your secondary education diploma.

Fields with an \* are mandatory.

If you apply for a postgraduate programme or a short programme, also fill in the 'Higher education' field by clicking on the +.

Current or most recent secondary/high school 							
*Country where you obtained the degree:	<input type="text" value="country name, list as of 2 character(s)"/>						
*Year of graduation:	<input type="text"/>						
*Name of school:	<input type="text"/>						
*Name of the degree:	<input type="text"/>						
*Language of education:	<input type="text"/>						
Final grade:	<input type="text"/>						
<b>Higher education</b>							
Please list all your higher education degrees (obtained or to be obtained), highest degree first. 							
Country	Starting year	Year of graduation	Name of school	Name of the degree	Language of education	Degree title	Final grade
No data							
<b>Interruption</b>		Have you interrupted your studies? <input type="radio"/> NO					

Once you completed this page, click on 'Save' at the bottom of the page.

Save

At the bottom of the page, you will see 'Data is saved correctly'.

Data is saved correctly

Go back to the main page by clicking on the < at the top of the page.



On the right side of 'Curriculum' you will now see 'Complete'.

Curriculum 	Complete
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### Step 10: Click on 'Languages' on the main page.

Click on the + on the right side of this page to open the language box.

Choose a language and select your estimated level in speaking, writing, reading and listening.

If you speak another language, click on the + again and repeat the process.

Complete your personal data before applying for a programme	
Personal data	Complete
Addresses	Complete
Curriculum	Complete
Languages	Incomplete

Language proficiency (minimum one language required)				
Language	Speaking	Writing	Reading	Listening
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional remarks				
Do you have any additional remarks?: <input type="text"/>				

Once you completed this page, click on 'Save' at the bottom of the page.

Save

At the bottom of the page, you will see 'Data is saved correctly'.

Data is saved correctly

Go back to the main page by clicking on the < at the top of the page.



On the right side of 'Languages' you will now see 'Complete'.

Languages	Complete
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If you can see the word 'Complete' next to **Personal data**, **Addresses**, **Curriculum** and **Languages** (see **image below**), you have completed your personal information and you can move on to the next step. If this is not the case, you can go back to the parts where you see 'Incomplete' and complete those pages.

Complete your personal data before applying for a programme	
Personal data	Complete
Addresses	Complete
Curriculum	Complete
Languages	Complete

## Step 11: Start your application

Click on the + next to Application.

Information	
For more information, click <a href="#">here</a>	
Complete your personal data before applying for a programme	
Personal data	Complete
Addresses	Complete
Curriculum	Complete
Languages	Complete
Applications	
No data	

Select a **type of programme**: Professional bachelor (English) or Postgraduate certificate (English)  
Choose the **academic year** for which you would like to apply.

**NOTE:** If you apply for a programme starting in **February**, choose the **current academic year**.

For example:

- If you want to start in the Spring semester of February 2024, choose the academic year 2023-2024
- If you want to start in the Spring semester of February 2025, choose the academic year 2024-2025


Study programme	
*Type of programme:	<input type="text"/>
*Academic year:	<input type="text"/>
*Programme:	<ul style="list-style-type: none"><li>Associate Degree (Dutch)</li><li>Postgraduate Certificate (Dutch)</li><li>Postgraduate Certificate (English)</li><li>Professional Bachelor (Dutch)</li><li>Professional Bachelor (English)</li></ul>
Additional remarks	
*Where did you hear about the programme?:	<input type="text"/>
Do you have any additional remarks?:	<input type="text"/>

Select a **programme** by clicking on the two little squares on the right side.

*Programme:	<input type="text"/>		
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Select the programme you would like to apply for.

Search programmes

Field of study Faculty Location 

Search results

Programme	More info
Bachelor of Automotive Technology - English Programme (Sint-Katelijne-Waver)	<a href="#">More info</a>
Bachelor of International Business Management - English Programme (Mechelen)	<a href="#">More info</a>
Bachelor of Information Management and Multimedia - Data Science, Protection & Security - English Programme (Mechelen)	<a href="#">More info</a>
Bachelor of International Tourism and Leisure - English Programme (Mechelen)	<a href="#">More info</a>
Bachelor of International Tourism and Leisure - English Short Programme (Mechelen)	<a href="#">More info</a>

If you would like to apply for one of the following programmes, you won't find the short programme option in this list. Instead, you can the **full programme** and later on **add your higher education diploma** in the documents (step 13).

- **International Business Management** – Short programme
- **Information Management and Multimedia - Data Science, Protection & Security** - Short programme
- **Applied Computer Science** – Short programme

Once you completed this page, click on 'Save' at the bottom of the page.

At the bottom of the page, you will see 'Data is saved correctly'.

Data is saved correctly

Go back to the main page by clicking on the < at the top of the page.



On the main page, you can now find the programme you want to apply for.

If the name of the programme is correct, click on the **pencil** next to your application.

If this is not the case, click on the pencil and adjust your choice of study.

Applications 

Application 000000245578: Bachelor of International Tourism and Leisure - Englishprogramme (Mechelen) 

Status Created (click "submit" after completing)  

## Step 12: Click on 'Documents'.

Information

You have started your application but it has not been submitted yet

Application status: Created (click "submit" after completing)






Sections

- Choice of study  
Choose your programme Complete >
- Documents**  
Documents to provide  >

**!** Click on the  and upload the following documents **in PDF or JPG**:

Documents required

Before submitting your application you will need to upload the documents listed below:

- Passport** (Required - PDF/JPG - max. 5 MB)    
Please upload a copy of the biopage of your passport or a copy of your European ID card.
- Secondary education diploma** (Required - PDF/JPG - max. 5 MB)   
Please upload your secondary education diploma. Should this diploma not be written in the Latin alphabet, then you will also need to upload a translation.
- English proficiency certificate** (Required - PDF/JPG - max. 5 MB)   
Please upload your English certificate.  
If you received your diploma in one of the countries listed [here](#), then you can upload a blank document.
- Photo** (Required - JPG - max. 5 MB)   
Load a photo here that we will use on your student card. The photo must be in colour and of recent date. Most of the photo should be filled with your head and only 1 person should be visible on the photo.

1. A copy of the **biopage of your passport** or a copy of your **European ID card** (in **PDF or JPG**)
2. Your **secondary education diploma**/high school diploma (in **PDF or JPG**)
  - If you haven't obtained your official secondary education diploma yet, please upload the transcripts of the last two years.
3. Your **English proficiency certificate** that meets our **Admission Requirements** (in **PDF or JPG**)
  - If you obtained a secondary education diploma or a higher education diploma in one of these countries (United Kingdom, United States of America, New Zealand, Australia, Canada (except Quebec), Ireland, Caribbean islands or South Africa), you do not need to upload an English proficiency certificate. Instead, you will have to upload a blank page in PDF.
  - If you haven't obtained your English proficiency certificate yet, please upload a document in which you state when and which English proficiency test you will take.
4. A **profile photo** (in **JPG**)
  - Make sure you can only see the front of your face on the photo.
  - Choose a photo in colour and of recent date.
  - Choose a photo without a distracting background.

Once you completed this page, click on 'Save' at the bottom of the page.

Save

### Step 13: Submit your file

If you have uploaded all your documents, you will see 'Complete' on the right side of 'Documents'. Check if you uploaded the right documents.

Information

You have started your application but it has not been submitted yet

Application status: Created (click "submit" after completing)

Sections

Choice of study Choose your programme	Complete >
Documents Documents to provide	 Complete >

You can now submit your application by first ticking the box and then clicking the **submit** button.

Submit application

I guarantee that I have completed the Application Form fully and truthfully, in my own name and using my personal contact details. Any infraction may lead to the annulment of the application.

I have read and agree with the admissions conditions & application process listed on our website.

Your picture, personal data and study results will be recorded in the student administration of Thomas More. They can only be used for internal publications, student counselling and administration.

More information about the use of personal data can be found in our privacy declaration.

[More info](#)

## File submitted

By clicking on **OK** you will be redirected to the main page.

<input checked="" type="checkbox"/> Submit
File submitted correctly
<input type="button" value="OK"/>

On the main page you will see **'Status Submitted'**.

Applications <span style="float: right;">+</span>
Application 000000245578: Bachelor of International Tourism and Leisure - Englishprogramme (Mechelen) <span style="float: right;">✎ ✕</span>
Status Submitted (application will be checked for completeness)

You will receive a **confirmation e-mail** once you have submitted your application.

Your application will now be checked for completeness by our Admissions team.

Our team will contact you and guide you further through the procedure.

You will be notified about status changes of your application by e-mail.

If you have any further questions in the meantime, or if you are experiencing problems, please use the chat (**contact**) at the top of the main page.



If you change your mind about which programme you would like to apply for after having already submitted your application, please contact us via de chat and let us know your new choice of programme.

	Application <b>Name and b-number</b>	<input type="button" value="Contact"/> <input type="button" value="Logout"/>
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