Identification

Surname
First name(s)

Date of birth     Day      Month      Year
Place of birth
Country of birth
Nationality
Belgian National Register No
Or identity card No
Or Passport No

Gender *   female    male
Marital status*   single    married    widowed    divorced    separated    in a civil partnership
Spouse’s name
Number of children

If you have previously been enrolled at UCL, please indicate your matriculation number (NOMA)

Contact details

CONTACT

Please provide your mobile number and private e-mail address (IN CAPITAL LETTERS).
We will use your private e-mail address until your UCL e-mail address has been set up.

Mobile
Private e-mail

HOME ADDRESS

House name (where applicable)
Street (or as appropriate)
Number     Box     Postcode
Town
Country
Landline no.

TERM-TIME ADDRESS (STUDENT ACCOMMODATION)

House name (where applicable)
Street (or as appropriate)
Number     Box     Postcode
Town
Country
Landline no.

Which address would you like your post to be sent to? *   Home address    Term-time address

An asterisk * indicates you should check one box
Please enclose the following with your application:
– this document, dated and signed AND, depending on the type of enrolment required (please mark your choice below), the additional document(s) requested
– the enclosed “University Regulations and Data Protection” document, dated and signed
– a colour photo with a white background (of the correct size) glued to the attached “Ordering a UCL access card” document
– a photocopy of your identity card or passport

☐ INDIVIDUAL COURSE(S) OR LANGUAGE COURSE AT THE LANGUAGE INSTITUTE OF UCL (ILV)
– official offer of a place (“autorisation d’inscription”) in a individual course(s) or language course
Please return your duly completed and signed application to the UCL University’s Enrolment Office

☐ ENROLMENT ON A « CERTIFICAT DE RECHERCHE »
– official offer of a place (“autorisation d’inscription”) issued by the UCL University’s Enrolment Office
Please bring your duly completed and signed application to the UCL University’s Enrolment Office

☐ ENROLMENT AS AN “INTERN”
– a photocopy of the internship agreement signed by all three parties
Please bring your duly completed and signed application to the UCL University’s Enrolment Office

☐ ENROLMENT IN A “INTER-UNIVERSITY PROGRAMME»
– confirmation of enrolment at your home university
Please return your duly completed and signed application for processing to the UCL faculty in which you will be studying

☐ ENROLMENT ON A LIFE LONG LEARNING PROGRAMME
Please complete the questionnaire below
(information provided on a voluntary basis and used for statistical purposes only):
> If you have obtained a secondary education diploma, please specify the year in which it was earned:
> If you have obtained one or more higher education diplomas either within or outside the French-speaking Community of Belgium, please specify the year in which you earned the most recent diploma:
> What is your professional status? Employed Self-Employed Unemployed Other (you may select more than one)
> Are you currently seeking employment? Yes No

Return application to:

Irrespective of the type of enrolment you have selected, please date and sign this document

Date ___________________________ Signature ___________________________

RESERVED FOR THE UCL FACULTY
(for enrolment on either an « inter-university programme» or a lifelong learning programme)
The faculty where the student will study is required to:
– specify the course title:
– specify the UCL course code to be used:

Date ___________________________ Signature and stamp of the UCL faculty ___________________________

Name and telephone extension ___________________________

RESERVED FOR CONTINUING EDUCATION
☐ This program is concerned with the « 66U »
Je soussigné(e) (I, the undersigned)

Nom (Surname) ___________________________ Prénom (First name) ___________________________

RÈGLEMENT DE L’UNIVERSITÉ - REGLEMENTATIONS


In accordance with the information at https://uclouvain.be/en/study/inscriptions/reglementations.html, I declare that I have read and accept the terms of the university regulations.

POLITIQUE DE PROTECTION DES DONNÉES – DATA PROTECTION POLICY


In accordance with the information at https://uclouvain.be/en/study/inscriptions/vie-privee.html, I declare that I have read and accept the terms of the data protection policy of the University of Louvain.

ACCÈS AUX PROFESSIONS RÉGLEMENTÉES – ACCESS TO REGULATES PROFESSIONS

Conformément aux informations reprises sur le lien https://uclouvain.be/fr/etudier/inscriptions/acces-aux-professions-reglementees.html, je déclare avoir reçu, si ces études me concernent, les informations relatives aux conditions d’accès à ces études ou d’accès à la suite de ces études et aux règles ou restrictions d’agrément ou d’établissement professionnel particulières auxquelles le titre professionnel ou d’agrégé est soumis et j’en accepte les termes.

In accordance with the information at https://uclouvain.be/en/study/inscriptions/acces-aux-professions-reglementees.html, should it apply to me, I declare that I have received the information relating to the admission and graduation requirements and to the particular rules and restrictions of accreditation and professional establishment to which the professional or teacher training title is subject and I accept the terms.

Fait à (Signed in) __________________________ Le (On) __________________________ Signature __________________________
Dear Student,

The Université catholique de Louvain (UCL) provides its students with a smartcard to access a growing number of functions (to access buildings, car parks, computer rooms, … For more information: https://uclouvain.be/fr/decouvrir/smartcard.html).

Do you already have a smartcard?

☐ NO, I don’t have a UCL access card yet; in this case I have enclosed a photograph in accordance with the instructions below.

☐ YES, I already have a UCL access card (issued only by the Office of the Registrar or the UCL Human Resources Department); in this case, I have checked the box and enclosed this form with my enrolment application WITHOUT a photograph.

In order to make these smartcards, we need to obtain a colour photograph from each student in accordance with very precise requirements; these requirements are identical to those for renewing an identity card or passport, i.e.:
– Colour photograph taken by a professional photographer (photocopies, computer printouts, etc. are not acceptable)
– Passport size photograph measuring 35 x 45 mm
– Photograph with a white background (photographs with a coloured background are not acceptable)
– Recent photograph of excellent quality
– The photograph must be carefully glued in position (photographs attached using Sellotape, staples, etc. are not acceptable)

Any photograph supplied that does not meet these specific criteria will not be accepted (see example on https://uclouvain.be/fr/decouvrir/smartcard.html).

In this case, it will not be possible to order an access card, which may make it difficult for you to complete various procedures within the University. To avoid any inconvenience, please make sure that you:
– affix an appropriate photograph in the box provided below for this purpose (a photograph of the right size should cover the grey rectangle)
– attach this document, duly completed, to your enrolment application.

No reminders will be issued.

The access card will be sent to one of the addresses provided to Office of the Registrar when you enrol. If an address in Belgium has not been provided during enrolment, the card must be collected from the Office of the Registrar (at the start of the new academic year) within ten days of receipt of the enrolment notice.

Thank you in advance.

Anne Van Laethem
Director, Office of the Registrar

Please state you
Surname
First name

Glue your photograph (35 x 45 mm)
The photograph must cover the grey rectangle.

Reserved for UCL use. Do not write here.