



Procedure for registration of VUB-students as visiting student at Ghent University

! The registration as visiting student ('gaststudent') is only valid for 1 academic year. It needs to be renewed at the start of each academic year.

- 1) VUB students who want to follow one or more courses at Ghent University need to print, fill out and sign the document '*registration visiting student*'.
→ <https://www.ugent.be/prospect/en/administration/enrolment-or-registration/visitingstudent/visitingstudent.pdf>

In the section '*reason for registration as a visiting student*', select '*Type 4 - Specific partnership agreement*'.

For '*duration of your registration as a visiting student*', fill out the start and end date of the academic year.

- 2) Email the complete and signed form to the secretariat of the Faculty of Sciences and Bioengineering Sciences, VUB (facwe@vub.be).

Don't forget: Next to this registration as visiting student at Ghent University, you also need to register at VUB via the normal procedure.

Procedure for registration of Ghent University students as visiting students at VUB

Ghent University students who want to register as visiting student at VUB need to follow the procedure at Ghent University via the Directory of Educational Policy (contact Mrs.Linde Eeckhout).

- 1) The Directory of Educational Policy of Ghent University composes a list of all students that registered for courses organized by VUB. This list is sent to the Education and Student Administration of VUB at the beginning of the academic year.
- 2) Once VUB has processed this list and finalized the registration, the names of the Ghent University students will appear in courses in the online learning platform (Canvas). This, however, does not mean that students have access to Canvas yet.

VUB will send a student card by postal mail to all registered Ghent University students. On this card a pin code is mentioned which is needed to get access to the online services of VUB.

- 3) Ghent University students need to activate their VUB NetId. All information on how to do this is available on <https://student.vub.be/en/ict#netid-and-email>
- 4) Once a NetID is activated, students have access to VUB online tools (like Canvas).