

This is what your students will have to do if they want to become an **EXCHANGE STUDENT** at our university:

1. ACCEPTANCE as Exchange Student:

- **5 necessary forms.** Without these documents, students can not be allowed at Ghent University. Once we have received these forms, they will be sent to the contact person in the faculty and to the UGent professor. If they agree with the proposed forms, they will sign the forms and send them back to my office. I will return the forms by fax to your university. I will also send your '**Letter of Invitation**' to the students' postal address. This procedure usually takes a few weeks.
- Here you can find [Application Procedure](#)
- **Attention:** some faculties have [application deadlines](#)! However, we advice to send the forms 2-3 months BEFORE the arrival date of the student .
- I will send an **information package** to your students by e-mail and by ordinary mail.
- Please contact the [responsible administrator for internationalisation in the faculty \(FCI\)](#) at Ghent University to get more information about courses, examinations, start & end of the courses, internships, professors, results, transcripts, ... or other information regarding **academic matter**.
- More information about the [courses](#) can be found in our **Course Catalogue**. Be aware of the fact that most courses at Ghent University are taught in **Dutch (Nederlands)**. Only a limited number of the courses are in English. You can ask more information at the [FCI-office](#).
- Here you can find our [Academic Calendar](#)

2. ACCOMMODATION

- We advice your students to start looking for accommodation at least 4-5 months before their actual arrival date in Gent. You can find all information on the [website of the UGent Housing Department](#)

3. GENERAL INFORMATION

- Upon arrival in Ghent, every Exchange student can follow a **course of Dutch**. We also organise **EILC-courses**. More information on [language preparation](#) can be found here.
- The **Welcome Days for International Students** will be organized 2 times per year. Students can find more information and an invitation [here](#).

4. MORE INFORMATION?

- The [Welcome Guide for Exchange Students](#) can be downloaded here. It contains all necessary information.
- Information about [VISA procedure](#)
- BSH = service for [disabled students](#).
- More information about the necessary [insurances](#)
- Here, you can find information on [ESN \(= Erasmus Student Network\)](#), the students organization for Exchange students.

5. ANY FURTHER QUESTIONS?

If you or your students have more questions, please do not hesitate to contact our [Exchange Student Adviser](#) Mr. Andre De Cokere:

- postal address: International Relations Office, Sint-Pietersnieuwstraat 25, B-9000 Ghent, Belgium
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- phone: +32/9/264.70.07
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