

Dear Partner,

N.B. : If you are not responsible for **outgoing student mobility** please forward this e-mail to the appropriate person.

We are pleased to inform you about our **application procedure** for incoming exchange students in academic year 2015-16.

DEADLINE for nomination/application : **31st of May**

All the students have to be **nominated** by e-mail by their home university.
Please send your nominations for Arts Faculty to my attention **as soon as possible**.

Incoming students will receive the **UCL enrolment form** (see on attachment "Formulaire inscription visiteurs 2015-2016") by e-mail. This enrolment form (duly completed and signed) has to be sent to FIAL incoming students coordinator (MJ Malache) with :

- A copy of the passport (or ID card for EU students)
- The transcript of records of all previous years in higher education
- The completed ECTS Learning Agreement

These documents can be sent by e-mail (PDF) or by regular mail (see below).

Once the application has been processed and approved, the UCL Enrolment Service (Service des Inscriptions) will send a **Letter of Acceptance** (Autorisation d'inscription) to the student by regular mail.

In attachment, you'll also find **the housing booking form**. Rooms are allocated on a first-come first-served basis. Students are advised to complete the form as soon as they receive their Letter of Acceptance.

The housing request form and all relevant documents should be sent to Ms. Laurence Mairesse.

For more information about housing in Louvain-la-Neuve : <http://www.uclouvain.be/18056.html>

For more information for exchange students : <http://www.uclouvain.be/359527.html>

I remain at your disposal if you need further information.

Best regards,

Marie-Julie Malache

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