

Université  
de Liège



**Study Admission Request Form**

**Advanced Master – Faculty of Law**

European Union Students

**Academic Year 2008-2009**

*Recent  
photo*

Please send this form, by **31 August 2008** at the latest, dated and signed (page 3), together with the required documents (see the list on page 4) and 5 EUR in cash, to the following address:

**Université de Liège  
M. F. Schyns  
Faculté de Droit  
Boulevard du Rectorat, 7  
B-4000 Liège  
Belgium**

Tel: +32 4 366 96 66 – Fax: +32 4 366 56 97 – [admission.ue@ulg.ac.be](mailto:admission.ue@ulg.ac.be) - [www.ulg.ac.be/condadm](http://www.ulg.ac.be/condadm)

**NB: Incomplete dossiers will not be followed up.**

*To be completed in single spaced letters*

**A**

Which Complementary Master do you wish to undertake?

.....

See: <http://progcoours.ulg.ac.be/cocoon/statique/indexfr>

**If you have already enrolled at the University of Liège please indicate your registration number: .....**

**B**

SURNAME: .....

FIRST NAME: .....

NATIONALITY: ..... GENDER: .....

PLACE OF BIRTH: ..... DATE: .....

ADDRESS: .....

.....

E-Mail: .....

Tél: .....

Fax: .....

C

**SECONDARY EDUCATION**

In which language were your studies taken? : .....

Title of your secondary education diploma: .....

Sector: .....

Year achievement: ..... Country: .....

Percentage mark or grade obtained: .....

D

**HIGHER EDUCATION**

***If you have completed higher education (university or other) please give details of each diploma obtained:***

Title of the diploma: .....

Year achievement: ..... Duration of studies: .....

Institution: .....

Country: ..... Grade or percentage mark: .....

If your studies have not been completed, when should you be graduated? ...../...../2008

Have you done a dissertation?  Yes  No

If YES, what is the title? .....

Title of the diploma: .....

Year achievement: ..... Duration of studies: .....

Institution: .....

Country: ..... Grade or percentage mark: .....

If your studies have not been completed, when should you be graduated? ...../...../2008

Have you done a dissertation?  Yes  No

If YES, what is the title? .....

Have you ever enrolled in a Belgian university?

If YES, in which year? ..... In which university? .....

***If you have received official credits (ECTS) without having gained a diploma, please indicate them below:***

Title of the target diploma: .....

Institution .....

Country: .....

Number of credits received: ..... Year received: .....

*Please attach an official transcript of records.*

**E****FRENCH LANGUAGE KNOWLEDGE** Good     Average     Weak

If French is neither your 1st language (mother tongue) nor the language of your studies, have you obtained a certificate or diploma declaring your knowledge of the French language?

If YES, which one? .....

**F****ACADEMIC HISTORY****Higher Education or Professional experience**

<b>Academic year</b>	<b>Registered enrolment or type of work performed</b>	<b>Name of institution or employer</b>	<b>Results obtained (even in the case of a failure)</b>
	Eg.: BA, employed as...	Eg.: University of...	Eg.: 76%, 13/20, Good.
-			
-			
-			
-			
2003-2004			
2004-2005			
2005-2006			
2006-2007			
2007-2008			

I swear that the declarations above as well as the documentary evidence attached are complete and correct.

Date: ..... Signature: .....

**Any false declaration will result in exclusion from university studies in Belgium through the application of Article 47§3 line 2 of the decree of 31 mars 2004.**

**- Do not forget to provide the documents requested on page 4 -**

## DOCUMENTS TO BE PROVIDED

**These documents (except for original diploma certificates) remain the property of the University, even if the application is refused. No copy will be returned by the University.**

### **Section B**

- Photocopy of both sides of your identity card.

### **Section C**

- Photocopy of your high school diploma and a transcript of record with a translation (by a sworn translator) into French unless the copies are in Dutch, German or English.

*NB: Students who hand in a dossier requesting admission to 1<sup>st</sup> cycle must absolutely attach a copy of the decree of equivalence **or** a declaration that they have requested this decree of equivalence **or** a declaration of enrolment for a university entrance exam.*

### **Section D**

- Copies, certified or authenticated by the institution attended, of your higher education studies diploma and a transcript of record with a translation (by a sworn translator) into French unless the copies are in Dutch, German or English.

*NB: When you register you must present the original(s) of this/these diploma(s).*

- Copies authenticated by the institution attended of a detailed transcript of record for each year of studies with a translation (by a sworn translator) into French unless the copies are in Dutch, German or English.

*NB: A numerical interpretation of grades obtained must appear on the transcript of grades or on an official document (e.g.: Good = 14 or 15/20).*

- Official course programme for each year studied.
- A copy of your final dissertation or a summary of this work in French or English, as well as a copy of the contents page.

### **Section F**

**You must provide, year by year, official documents for the past five years (from 2003/2004 till 2007/2008). If they are not covered by your last diploma:**

- Copies, certified or authenticated by the institution attended of a detailed transcript of grades recorded for each year of studies, even in the case of failure;
- Official declaration of enrolment for higher education or university studies;
- Original employment certificate – specifying occupation start and end dates;
- Declaration of payment of social insurance contributions for self-employed workers;
- An official unemployment declaration;
- Declaration of military service; ...