

UCLouvain-LSM ENROLMENT CHECK LIST

This check list is targeted at international students wishing to enrol at UCLouvain-LSM in one of Master's programmes.

Enrolment process

- Choose your LSM programme and check the admission requirements
- Create an account on the online platform and complete the enrolment request form
 - Motivation letter
 - GMAT certificate
 - Proof of English proficiency
 - All previous transcript of records
 - All previous degree(s) if any
 - Job attestation / leave of absence / ... (if applicable)
- Send your signed file by email to the UCLouvain Administration
- Sign and send back your acceptance letter "autorisation d'inscription" (and missing documents if any) when you receive it from the UCLouvain administration

Start of the year

- Activate your *MyUCL* account
- Register to your courses on Moodle
- Register to your courses on Teams
- Register to your courses on *MyUCL*

Deadline reminders

- Online enrolment request: April 30 for non-EU students / August 31 for EU and Belgian students
- Enrolment finalisation ("autorisation d'inscription" signed and sent back): September 30 (ASAP)
- Course registration (*MyUCL*): last Friday of September