

## Registration micro-credential Food Regulation

For this micro-credential, you register and make an enrolment application via OASIS (the student administration system of Ghent University).

To complete this, you go through the following steps:

1. Use the direct link:

<https://oasis.ugent.be/oasis-web/registratie?0&target=inschrijven&aj=2024&arCode=ICFREG>

2. If you have a Belgian e-ID, choose 'Register with Authentication Flanders' (e-ID, Itsme). This way we immediately have all your details and we can complete your registration quickly.

If you don't have a Belgian identity card, choose 'Register by creating an account'.

**Welcome at Ghent University**

Existing user

New at Ghent University?

Log in with Authenticatie Vlaanderen (e-ID, Itsme®)

OR

Log in with username and password

Register with Authenticatie Vlaanderen (e-ID, Itsme®)

OR

Register by creating an account

When you log in with Authenticatie Vlaanderen, we will obtain your Belgian National Register number, first name and surname. From Databank Hoger Onderwijs (DHO) we will also obtain your place and date of birth, gender, nationality and address. This data is processed in accordance with our privacy policy (<https://www.ugent.be/en/administration/privacy>). We advise you to log in with Authenticatie Vlaanderen. Be sure to do so if you registered this way or if you want to enrol online.

3. Apply for enrolment.

Enrolments and enrolment applications

Apply for enrolment

You do not have an enrolment or enrolment application.

?

4. Select the left block "Apply as a degree student".

Enrolments > Select programme type

**Apply as a degree student**

I want to apply for either a bachelor programme, a master programme, a preparatory programme, permanent training, postgraduate or a **microcredential** as a degree student. A degree student enrolls with the intention of obtaining a diploma.

**Enrolment application**

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**Enrolling for course units**

I want to enrol in a credit contract for separate course units.

Enrolment application

?

- Now your educational background will be retrieved: load a scan of your highest or most relevant certificate

**Overview educational background**

List your complete educational background (secondary education, higher education, ...) by clicking on 'add educational background'. In addition, add each programme that you have not (yet) completed.

Add educational background

Type	Academic year	Country of institution	Name of institution	Programme	Attachment
Secondary School (High School)	1992	Belgium			<input type="checkbox"/>

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- On the next page, enter step by step the information of the course you want to register for (see screenshot). If you use the direct link (see at the beginning of the manual), this information is already completed for you. Click on 'save and continue'.

Enrolments > Choose a programme

In which academic year do you want to enrol?

Academic year \*   **2023-2024** ↓

Choose the programme you want to enrol for. The list below is based on your educational background.

Programme type \*   **Micro-Credentials** ↓

Language \*   **English** ↓

Location   **Ghent** ↓

Faculty   **Faculty of Bioscience Engineering** ↓

Programme \*   **Micro-credential Food Regulation** ↓

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7. You get the possibility to add your language skills. For this micro-credential, you can leave out this step and immediately click 'save and continue'. This is because there are no language requirements to be checked for this micro-credential.

Enrolments > Enrolment application > Language skills

Language skills

- + Dutch
- + English
- + Other languages

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8. Next, check your personal data and add a photo for your student card (Tip: [How to take a proper passport photo?](#)). Then select 'Save and continue'.

Enrolments > Enrolment application > Personal details

This is the personal information in your file at Ghent University. If this information is not correct, please contact the central student administration: [www.UGent.be/csa](http://www.UGent.be/csa)

Surname: TestMicrocredentials

First name: Hanneke Preferred first name

Initials:

Name on degree: Hanneke TestMicrocredentials

Date of Birth: 01/02/2003

Place of Birth: buenos aires

Country of Birth: Argentina

Gender identity: Save Cancel

Picture: add picture remove picture

back to overview previous **save and continue** ?

9. Next, add your bank details and then click 'next'.

Enrolments > Enrolment application > Bank account

### Bank account

We will use your bank account number for:  
→ reimbursements (type: Reimbursements)

You can change your account number by adding a new one using the button 'New bank account'.  
A bank account number of type 'Reimbursements' is mandatory if you wish to apply for housing at Ghent University.

[New bank account](#)

owner	start date	end date	account number	bank code	type	actions
[REDACTED]	-∞	∞	[REDACTED]		Reimbursements	<a href="#">View</a>

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10. A. You registered with Authenticatie Vlaanderen (see Step 2)

As a last step click on 'Submit your enrolment application', and you will immediately be able to enrol. After enrolment you will receive a welcome email.

B. You registered by creating an account (see Step 2)

Click on 'Submit your enrolment application'. You will be asked to send a scan of your id or passport to [enrol@ugent.be](mailto:enrol@ugent.be). When administration checked the details of your application you will receive an email that you can complete your enrolment. **Do not forget to do this and click on "enrol"**. After enrolment you will receive a welcome email.

Enrolments > Enrolment application > Submit your enrolment application

### Submit your enrolment application

Enrolment application for 2022-2023: Micro-credential Blue Science and Technology Summer Training

If you would like more information about the processing of your personal data by UGent, please click [here](#). You can change your privacy preferences in the OASIS web application for students after enrolment.

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