

## UMONS: 2025-2026 ADMISSIONS GUIDE

*For reasons of reading ergonomics, this document is not written in inclusive language. It is nonetheless addressed to both men and women, as well as non-binary individuals.*

*In the event of a divergence between the different linguistic versions of these regulations, the French version shall prevail.*

This guide is intended for applicants applying for admission to UMONS and is intended to draw attention to the important elements that they should pay attention to before submitting the online application for admission and, if applicable, the application for registration.

**The application must be completed and submitted by the applicant [...]. The candidate is solely responsible for the content of their application file (Article 3 of the Admissions Regulations).**

**The applicants also ensure that they can access their email address if their application is accepted. This address is required to submit the online application via the account created when applying for admission.**

**In the case of a renewal application<sup>1</sup>**, the applicant must create a new account and complete a new application for admission. In step 3, the applicant must specify the reference of the initial file.

If your application is a renewal of an application for which you were admitted the previous academic year, please indicate the initial reference :2024/ADM/



The new application must include at least all the same documents as those constituting the initial application (since obtaining the title attesting to the successful completion of secondary studies to date) as well as supporting documents for the year 2024-2025 and documents **removing any reservations issued by the Jury for its acceptance in 2024-2025.**

The candidate must refer to the letter of acceptance of his initial application. He must also attach this letter to step 11 of the application in "other document to be sent not present in the list above".

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<sup>1</sup> Renewal = application for admission for year n following acceptance of the initial application for admission in year n-1 for the same course and the same classification of the cycle for which the board gave its decision in year n-1. Renewal is possible only once.

Please note that the 2025-2026 academic criteria are applied. The candidate who renews his application must ensure that he responds to it.

*Note : the UMONS links in this guide refer to the University's website for information for the 2024-2025 or 2025-2026 academic year. The pages are updated according to the information available.*

### Consult the web pages concerning applications for admission.

Information on admissions can be consulted on [the web pages of the Registration Office](#). They are linked to the candidate's profile, his or her academic background, and the course and cycle to which he or she wishes to be admitted.

[Register - Belgian student - Université de Mons](#)

[Register - European Union student - Université de Mons](#)

[Register - Student outside the European Union - Université de Mons](#)

1. Check the **deadlines for submitting** the application according to the candidate's profile:
  - Nationality of a country of the European Union
  - Nationals of a country outside the European Union who do not reside in Belgium (study visa required)
  - Nationality of a country outside the European Union residing on Belgian territory (study visa not required).
2. Check whether the candidate meets the **academic criteria** for the course in question:
  - General criterion at the level of the study cycle (bachelor's, master's, specialised master's)
  - Courses Criteria
3. **Read the [Admissions Regulations](#) carefully.**

For HUE applicants, a financing plan will be completed when applying for admission online. The candidate must indicate the nature and source of the income and the amounts available to carry out his studies at UMONS.

**A minimum amount of [means of subsistence](#) is set by the Immigration Office for an academic year.**

For all intents and purposes, a provisional budget is provided on our "[Annual Budget](#)" application page.

## Preparation of the application file

4. **Gather the elements of the file.** It must include at least:

- A **cover letter**
- A valid **identity document** (national identity card and/or passport)
- Transcripts **of studies** completed (with mention of successful completion or failure or credits earned) during previous academic years and diplomas obtained, if applicable
- **Proof of enrollment** if the applicant is studying for the 2024-2025 academic year
- Official **supporting documents** for activities that are not **academic** (work, internship, unemployment, etc.). These documents must cover the years from the year of graduation from high school.

In **the absence of supporting documents for non-academic activities**, the applicant must provide a sworn statement on plain paper attesting, for each year concerned or part of a year concerned, that he or she has not attended higher education in Belgium or abroad and specifying the reason why he or she is unable to provide official proof.

- For HUE candidates who have been assimilated, the **documents proving this assimilation**
- Check the other **required documents according to the academic criteria of the course** in question. They are filled in on the admissions web pages

Provide for translation by a sworn translator if they are not issued in French, Dutch, German or English.

Each type of document must be **in PDF format only**, except for the passport photo in JPEG format. The documents to be uploaded are grouped by category (transcripts, diplomas, proof of activities, etc.).

**The applicant must ensure that the documents are legible, complete and uncut.**

The online application application will indicate which documents to upload (in Step 11 – Documents) based on the elements encoded in the different components of the application.

## For HUE candidates only – Application fee

For HUE candidates only, the application fee is to be paid for its processing with deadlines set by the admissions regulations in force.

They can be paid **online when submitting the application (recommended procedure – step 13) or by bank transfer.**

The online application procedure is divided into several stages.  
Your application will not be validated until all these stages have been completed.  
You can stop and resume your application at any time.sion à tout moment.

**Step 13 : Online Payment**

File nr 2025/ADM/0010



**Online payment is ONLY possible when submitting.**  
**You no longer have access to this feature after you submit the case.**

**In the case of payment by bank transfer, they must have been received by UMONS within 15 calendar days from the submission of the online application. However, payment must be received by September 5 at the latest for applications submitted from August 20.**

The transfer must be sent as soon as the request is submitted to the banking institution responsible for executing the payment so that it can be made as soon as possible and must include the following elements: Surname, first name of the candidate and the reference of the file (2025/ADM/ ...) in order to charge the payment of the fees to the corresponding file.

5. [In the case of a renewal, please refer to Article 4 of the 2025-2026 Admissions Regulations](#) specifying the provisions for deferring the application fees paid when the initial application is submitted.

### Submit the application online

6. **Create an account** to access the online application with **the candidate's contact details and personal email address**. Once the account has been created, it will no longer be possible to change the email address. Follow-up emails will only be sent to this address.
7. **Access the online application** after receiving the email including the authentication link. (**Check spam if applicable**). [Click on the word "link"](#) to confirm your email address.



Hello, You have just submitted a connection request to access the admission/registration request for l'Université de Mons. Use this temporary [link](#) to authenticate and confirm your email address on the admission/registration request form. Please note this link is valid for 15 minutes from the moment you made the request. Le Service Inscriptions.  
UMONS Université de Mons  
Service Inscriptions  
Bâtiment Rosa Parks  
Avenue Frère Orban, 9 B-7000 Mons  
Tel : +32/65/37 30 13  
Email : [service.inscriptions@umons.ac.be](mailto:service.inscriptions@umons.ac.be)  
Website : <https://web.umons.ac.be/fr/enseignement/sinscrire>

8. **Complete the different sections** of the application, making sure to follow the instructions in each section and each field. Each step of the application must be completed by the candidate to move on to the next step.

**The candidate must ensure that the course of study referred to in step 3 is properly selected.**

Faculty

Study cycle

Course programme

9. At step 11 of the online application, **inject the documents** constituting the file according to the instructions given by the application (please refer to point 4).

10. Before submitting the application, **check the encoded and uploaded items.**

**Once the application has been submitted, no changes can be made.**

11. **Submit the application** through the "Confirm my application" button. The candidate then receives an automatic email acknowledging receipt of this application as well as the instructions for payment of the application fee for HUE candidates if the payment has not been made online.

## Follow-up of the request

12. The candidate can **follow the progress of his application** by reconnecting to the application (processing at the Enrolment Service and transfer to the faculty/school, if applicable).

**Admission procedure**

The online application procedure is available to applicants who wish to be admitted:

- Applicants from outside the European Union who are not resident in Belgium and who need a study visa until **31st March**.
- Belgian, European (EU) and non-EU applicants who do not need to apply for a study visa (note: the free movement of persons under the Schengen agreements does not exempt non-EU applicants from obtaining a study visa) until **31st August**.

[Information for candidates](#)



Making a request for admission /  
Follow-up your case - From the 12th of  
february 2025

Request 2025/ADM/0010 in progress  
Your file has been put on hold for further  
information and an email on this subject  
has been sent to you on 10/02/2025

13. The candidate must be **vigilant to email requests** from the Registrations Office or the faculty/school in order to respond within the given deadlines.

14. The candidate receives the **decision by email** after examination of his application.

15. In the event of **acceptance**, **the candidate will receive by email the terms of his acceptance** (any reservation to be waived at the time of registration, the number of additional credits added to his program, etc.) as well as the « **standard form – appendix 1** » **necessary for the visa application if applicable as well as information on the possibility of opening a blocked account.**

16. For HUE candidates accepted with a visa, **submit the application for a visa for studies to the consular post in charge.** The applicant must ensure that he or she follows the visa application procedure and submits the complete file, as the response time of the Immigration Office can be up to 90 days.



Please note that HUE candidates who have been admitted and whose study visa is required, must be on Belgian territory no later than 30/09 to be registered.  
**No derogation will be granted.**

## Registration

17. The candidate **submits his/her application for registration during the registration period (from 06/21 to 09/30)** by reconnecting to the online application via the account already created and according to the instructions described on the website of the Registration Service and ensures that the elements that may raise any reservations expressed by the Jury are added (see point 15).

**For students admitted with a study visa, a photo of the passport signage, the visa and the date of arrival stamp on Belgian territory will be added to the online application in "Other documents to be sent not present in the list above".**

18. **The candidate will receive an email acknowledging receipt** of his request and must be vigilant to requests in order to respond to them within the given deadline.
19. Once **the registration has been validated**, the student receives a **first automatic email** confirming their registration and other information as a new student.

A **second email**, describing the procedure for creating access **parameters to UMONS' IT tools (MyUMONS, MOODLE, the intranet)**, is then sent.

The student must **check the spam folder**, if applicable.

20. **Please note** that it will be **impossible for students of HUE nationality who have not assimilated to change their registration or to reorient themselves towards another course.**  
The course for which they have applied for admission is the only possible course.

HUE candidates who have been admitted and whose study visa is required, must be on Belgian territory no later than 30/09 to be registered. No derogation will be granted.



**Please note** that the **purpose of the late application for registration** referred to in Article 101 paragraph 2 is not to allow a student who has already submitted an application for admission/enrolment in accordance with the academic calendar, to obtain, by diverting this procedure, an extension of the registration deadlines, a provisional registration, the regularization of the payment of the deposit, or the possibility of submitting a second identical application in the same or another higher education institution of the FWB, to circumvent a refusal decision of the institution issued on a first application.

**A late application for registration submitted following a visa is not admissible.**

All registered students are deemed to have read various information including the [General Regulations of Studies \(Regulations – Université de Mons\)](#)

Information on registration fees is available according to the student's profile.

[Register at UMONS - Université de Mons](#)

You are a member of a country outside the European Union that is not listed in [Circular no. 2025-001 of 02/18/2025](#):

You will have to pay **€5010 from 2025-2026**, with the exception of students enrolled in 2024-2025 and under the following conditions:

- Students enrolled in the 1st cycle who have paid an increased fee in 2024-2025 and remain enrolled in the same course in 2025-2026 will be subject to the 2024-2025 regime (until 2026-2027 at the latest).

- Students enrolled in the 2nd cycle who have paid an increased fee in 2024-2025 and remain enrolled in the same course in 2025-2026 will be subject to the 2024-2025 regime (and only in 2025-2026).

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The Registrations Office is at your disposal for any questions relating to the constitution of the file via [service.admissions@umons.ac.be](mailto:service.admissions@umons.ac.be)

If you have any technical problems with the online application or the online application, please contact [support.entryform@umons.ac.be](mailto:support.entryform@umons.ac.be)

In case of technical problems after validation of the registration request, please contact [support.dsi@umons.ac.be](mailto:support.dsi@umons.ac.be)

We invite you to consult our FAQ page presented by theme [FAQ - University of Mons \(umons.ac.be\)](#) (Only in French)

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We hope to count you among our future students, and we wish you every success in your studies.

The Registrations Office of the University of Mons.