

Student's LAST NAME and First Name:

**Student** ID number:

Faculty:

**To be completed by the Faculty Secretariat  
before submission to the Registration Office (SI)**

**DATE RECEIVED BY THE REGISTRATION OFFICE (TO BE COMPLETED BY THE SI):**

**Please ensure that your application is complete and check the points below.**

**This form must be completed by the various parties involved and cannot be altered.**

**To be ticked by the Faculty:**

**1. Required documents - Check List:**

- A copy of BOTH SIDES of a valid identity card or passport (Section 1)
- Supporting documents regarding funding (Section 1 - 6°)
- Valid joint supervision agreement, if applicable (if not already provided at the time of previous registrations) (Section 2 -1°)
- Copy of doctoral training certificate (if obtained during the past year) (Section 3 - 1°)
- Documents proving assimilation, if applicable (Annexe 1)
- Supporting documents\* for the last 5 years prior to registration (if there has been an interruption in the PhD student's academic career)
- Declaration of no debt (higher education institution in the CFB), if applicable.

\*If the documents are not written in one of the national languages (Dutch, French, German) or in English, a sworn translation will be required, either in French or in English.

**2. Completed and signed sections**

- Section 1: The student.
- Section 2: The supervisor and Head of Unit.
- Section 3: The Admissions Committee.

**3. Degree of urgency for processing by the Registration Office:**

***a. Standard form - Annexe 1 (study visa) to be issued by the registration office (This document is different from the standard form – Annex 1 for the renewal of a residence permit):***

- Yes
- No

***b. Renewal of residence permit (non-EU student) - validity date of residence permit .....***

- Yes
- No

***c. Imminent thesis defence (in the weeks following the start of the academic year):***

- Yes, presumed date .....
- No

***d. Other: .....***

Please send this form and all its pages to the Registration Office.

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**RE-REGISTRATION FORM FOR  
A PHD AND/OR DOCTORAL TRAINING  
2026-2027 ACADEMIC YEAR**

**Please read and respect the following procedure:**

1. The student must complete, sign and date **Part 1** of this form and hand it in with the following documents:

- ✚ A copy of BOTH SIDES of a valid identity card or passport
- ✚ Students who are nationals of a non-EU country and are treated in the same way as Belgian students must also enclose supporting documents (see Annexe 1 - Assimilation Criteria).
- ✚ Students who are nationals of a non-EU country must enclose a copy of their residence permit.
- ✚ Supporting documents regarding funding (see Section 1 - 6°)
- ✚ If applicable, a copy of the research training certificate, the joint supervision agreement or contract.
- ✚ The student must then give these documents to their PhD supervisor who will then complete **Part 2**.

Beforehand, the thesis supervisor will ask the candidate about the **financial conditions under which they intend to pursue their research**, and may propose other options (assistant contracts, doctoral scholarships, etc.). The thesis supervisor will ensure that the student is able to carry out the thesis in good social and financial conditions. Depending on their timetable at UMONS, students from outside the EU will have to take the necessary steps to obtain a visa. This is particularly conditional on proof of means of subsistence (the amount of which is defined annually by Royal Decree). The duration and, subsequently, the renewal of the residence permit will also be subject to proof of means of subsistence from the Immigration Office. Useful links: [International Researchers - Welcome Desk](#).

**A tick must be placed beside the research institute(s) to which the doctoral work could be attached (2 maximum).**

2. **In accordance with the procedure outlined in the regulations for PhDs and doctoral training, which is available on the UMONS website, the student** must give the Dean, via the faculty secretariat, the completed, signed and dated form with the **accompanying documents and annexes**.
3. The form and annexes must then be given to the **President of the PhD Admissions Board**, who will then complete **Part 3** of this document.
4. The **PhD Admissions Board** shall forward the application, along with its annexes, to the secretariat of the faculty concerned (**Part 3**). The **Dean's signature is required** at the end of the application form.

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5. **If accepted by the PhD Admissions Board**, the secretariat of the faculty concerned will forward the application, by 15<sup>th</sup> December, to the **Registration Office** who will proceed with the student's registration<sup>1</sup>.
6. Upon receipt of the correct amount for the tuition fees (which should be paid no later than 20th January), the Registration Office shall register the student.



**In the event that the tuition fees are paid by anyone other than the student, the student must send the payment slip to the appropriate person.**

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<sup>1</sup>Registration closes on 15th Decembre. Registration beyond this date is only possible in the specific case referred to in Article 17, paragraph 8, of the Study Rules and Regulations.

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## PART 1

### TO BE COMPLETED BY THE APPLICANT

#### 1. PERSONAL DETAILS

LAST NAME: ..... FIRST NAME: .....

OTHER GIVEN NAME(S): .....

SEX:  F  M

CIVIL STATUS:  single  married  widower  separated  legal cohabitant

PLACE OF BIRTH: ..... COUNTRY: .....

DATE OF BIRTH: ..... NATIONALITY: .....

#### 2. REGISTERED ADDRESS (only this address will be used for correspondence)

**Note: in case of a change of address, please modify this information on the MyUMONS student portal.**

ADDRESS LINE 1: .....

ADDRESS LINE 2: .....

TOWN: ..... POSTCODE: .....

COUNTRY: .....

MOBILE: .....

E-MAIL .....

#### 3. FACULTY/SCHOOL:

- Faculty of Architecture and Urban Planning
- Faculty of Medicine and Pharmacy
- Faculty of Engineering
- Faculty of Psychology and Education
- Faculty of Science
- Faculty of Translation and Interpretation – School of International Interpreters
- Warocqué School of Economics and Management
- Teacher Training Institute
- School of Human and Social Sciences
- Law School

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**4. RESEARCH AREA (choose only one):**

<input type="checkbox"/> Construction and Urban Planning	<input type="checkbox"/> Political and Social Sciences
<input type="checkbox"/> Art and Art Science	<input type="checkbox"/> Psychology
<input type="checkbox"/> Legal Sciences	<input type="checkbox"/> Education and Teaching
<input type="checkbox"/> Languages, Literature and Translation Studies	<input type="checkbox"/> Sciences:
<input type="checkbox"/> Philosophy	<input type="checkbox"/> Biology
<input type="checkbox"/> Biomedical and Pharmaceutical Sciences	<input type="checkbox"/> Chemistry
<input type="checkbox"/> Biomedical Sciences	<input type="checkbox"/> Physics
<input type="checkbox"/> Pharmaceutical Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Economics and Management	<input type="checkbox"/> Computer Science
<input type="checkbox"/> Medical Sciences	<input type="checkbox"/> Engineering and Technology
<input type="checkbox"/> Public Health Sciences	

**5. DO YOU PLAN TO PRESENT YOUR PHD THESIS IN 2026-2027?**

**YES**

**NO**

**6. FOR ALL DOCTORAL CANDIDATES**

**Please specify how the research will be funded:**

**Assistant under mandate**

Start date of mandate: .....

End date of mandate: .....

**Research assistant (including temporary)**

Start date of contract: .....

End date of contract: .....

**Grant holder**

FNRS

FRIA

FRESH

ARES – *Commission de la Coopération internationale*

ENABEL (CTB)

UMONS - CRECH – partially funded grants

Other (please specify): .....

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Start date of the grant: .....

End date of the grant: .....

**UMONS employment contract (excluding assistant under mandate, research assistant or grant holder):**

Funding body: .....

Type of contract:.....

UMONS department/unit responsible: .....

Start date of contract: .....

End date of contract (or duration of contract): .....

**Employment contract outside UMONS:**

Funding body: .....

.....

.....

.....

.....

**External funding (excluding grants):**

Source of funding: .....

.....

.....

.....

**Confirmation (supporting documentation) of the above-mentioned method of funding must be attached to the application.**

Date .....

Applicant's signature: .....

***By submitting this application, the candidate declares that they will adhere to the doctoral regulations in force and undertake to inform their Faculty without delay of any changes relating to the funding of their research work.***

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**PART 2**

**TO BE COMPLETED BY THE PHD SUPERVISOR AND THE HEAD OF UNIT  
AND THEN TRANSFERRED TO THE FACULTY SECRETARIAT**

**1. IS THE STUDENT TO COMPLETE THEIR PHD UNDER A JOINT PROGRAMME?**

NO

YES

If **YES**, specify name of partner institution:

French Community of Belgium: .....

Other Community: .....

Foreign institution: .....

**Note: An agreement for co-PhD supervision should be determined between UMONS and the partner institution. The procedure on agreements for co-supervision appears in the regulations for PhDs and doctoral training.**

**2. RESEARCH INSTITUTES**

Please select the Institute(s) the student will be affiliated to for their doctoral work (2 maximum):

<input type="checkbox"/> Biosciences	<input type="checkbox"/> Health
<input type="checkbox"/> Language	<input type="checkbox"/> Soci&Ter
<input type="checkbox"/> Energy	<input type="checkbox"/> Risks
<input type="checkbox"/> Materials	<input type="checkbox"/> Complexys
<input type="checkbox"/> Infortech	<input type="checkbox"/> Numediart

**Note: Affiliation of a thesis indicates the financial resources that the research institutes will be able to obtain. The name of the institute(s) is one of the key indicators for distributing funding and for knowing the exact number of doctoral students (in the event of a future request for funding from the institute concerned). This information is MANDATORY.**

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**3. COMPOSITION OF THE SUPERVISORY PANEL:**

.....  
.....  
.....  
.....  
.....  
.....  
.....

PhD Supervisor: .....

Signed in Mons on (date) ..... Signature: .....

Head of Unit: .....

Signed in Mons on (date) ..... Signature: .....

***By agreeing to supervise the doctoral student, the supervisor and the Head of Unit declare that they have previously checked that the doctoral student will be able to carry out their research under favourable social and financial conditions.***

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**PART 3 – ADMISSIONS REPORT**

**TO BE COMPLETED BY THE PHD ADMISSIONS BOARD**

**1. (RE)REGISTRATION FOR DOCTORAL TRAINING IN 2026-2027 :**

YES

NO

If **NO**, please state reason:

.....  
.....  
.....

If you have already completed your Doctoral Training please provide a certificate attesting to this;

**2. (RE)REGISTRATION FOR A PHD IN 2026-2027 :**

YES

NO

If **NO**, please state reason:

.....  
.....  
.....

The Chairperson of the PhD Admissions Board: .....

Signed in Mons on (date) ..... Signature: .....

Date and signature of Faculty Dean:

Signed in Mons on (date) ..... Signature: .....

Faculty stamp:

**ANNEXE 1: ASSIMILATION CRITERIA**  
**TO BE COMPLETED BY NON-EU STUDENTS ONLY**

Assimilation must be proven by no later than 30<sup>th</sup> of September of the academic year concerned.

ASSIMILATION CRITERION	Documents to be presented to the Registration Office to prove assimilation
1° The student has been granted residency or is recognised as a long-term resident <b>(in Belgium)</b>	<ul style="list-style-type: none"> <li>• Card "C" or Card "K" (ID for foreign nationals / unlimited stay)</li> <li>• Card "D" or Card "L" (long-term residence card).</li> </ul>
2° The student is considered to be a <b>refugee, a stateless person, a person eligible for subsidiary or temporary protection</b> , or a person who has applied <b>for asylum, subsidiary or temporary protection or who is stateless...</b> which has not yet been subject to a final decision or an administrative appeal declared admissible, until a ruling rejecting the admissible appeal is issued.	<ul style="list-style-type: none"> <li>• If the student is a refugee: Card "A" or Card "B". Refugee status must be indicated on the reverse of the card. The old cards are gradually being replaced by new "A" or "B" cards. Refugee status is no longer indicated on the back of the card, but on the front, with the words "XXB" under the "Nationality" category.</li> <li>• If the student is stateless: Official documentation from the local commune or from the Immigration Office attesting to the student's stateless status.</li> <li>• Subsidiary Protection: Card "A" or "B" (registration certificates in the immigration register) + decision issued by the Immigration Office who grants this protection. (Unlike those with refugee status, subsidiary protection is not indicated on the reverse of the registration certificate).</li> <li>• Temporary protection: Card "A" + certificate from the General Directorate of the Immigration Office.</li> <li>• Application for asylum: Annexe 26 and/or official documentation proving the application for asylum, subsidiary protection status or statelessness which has not been definitively rejected and, in case of appeal, a copy of the document proving an appeal has been launched (lawyer's letter, certificate of "orange card" registration, etc.).</li> </ul>
3° The student is authorised to <b>stay in Belgium for more than 3 months and earns an income from a professional activity or from income support.</b> The professional activity is taken into consideration if the amount of salary corresponds, or corresponded, to half of the average monthly salary set by the National Labour Council ( <i>Conseil National du Travail</i> – CNT), calculated from 6 of the last 12 months prior to registration.	<ul style="list-style-type: none"> <li>• Residence permit valid for more than 3 months <b>AND</b></li> <li>• Professional activity: Declaration of employment or employment contract + payslips corresponding to 6 of the last 12 months prior to registration <b>OR</b> official documentation evidencing income support: CPAS, unemployment benefit, health insurance ("<i>mutuelle</i>").</li> </ul>
4° The student is supported by the <b>Public Centre for Social Welfare</b> (CPAS) and lives in CPAS housing or housing appointed by the CPAS.	<ul style="list-style-type: none"> <li>• Recent official documentation from the CPAS.</li> </ul>
5° The student's <b>mother, father, legal guardian, partner or legal cohabitant is an EU member state national</b> or meets one of the conditions referred to in points <b>1 to 4</b> above.	<ul style="list-style-type: none"> <li>• A copy of the student's <b>mother, father, legal guardian, partner or legal cohabitant's</b> ID card or residence permit referred to in points 1 to 4 + official documentation proving relationship to student, marriage certificate or declaration of legal cohabitation.</li> </ul>
6° <b>The student is a grant-holder (CFWB-CDVLP). See Article 105, paragraph 2, of the Decree of 7<sup>th</sup> November 2013 ("<i>Paysage</i>" decree)</b>	<ul style="list-style-type: none"> <li>• Official documentation evidencing the awarding of the grant from the competent body.</li> </ul>
7° The student holds a <b>residence permit granted under Article 61/7 of the Law of 15<sup>th</sup> December 1980</b> on access to the territory, residence, settlement and removal of foreign nationals (Aliens Act).	<ul style="list-style-type: none"> <li>• Belgian residence permit valid for more than 3 months. <b>AND</b></li> <li>• Official documentation attesting to long-term resident status obtained in another EU Member State.</li> </ul>

## Comments:

- *For students holding a certificate of registration in the foreign nationals register, unlimited stays (Card "B") are not covered in Point 1.*

*This provision only applies to students with a settlement permit (Card "C" or "K") or long-term resident status ( Card "D" or "L").*

*Assimilated students are those holding a B, F or F EU Family Member card, Article 10 of Directive 2004/38/EC, F+ or F+ EU Family Member card Article 20 of Directive 204/38/EC, E or EU Registration – Article 8 of Directive 2004/38/EC and E+ or EU+ Permanent residence – Article 19 of Directive 2004/38/EC, F+, E and E+, as well as, by analogy, the persons listed under Point 5.*

*In the same way as the above-mentioned cards, the M. 50 TUE residence permit is considered proof of long-term or permanent residence.*

- **Status of diplomats and related persons.** *Foreign nationals with the status of diplomat or related person receive a special residence permit issued by the Ministry of Foreign Affairs. Due to this special status, they are not registered with the local authority. Therefore, the issue of a special residence permit is sufficient <sup>1</sup>.*
- **Official document proving relationship:** *household composition or, if the child does not live at the same address as their parents, their birth certificate + father's or mother's identity card.*
- **Guardianship deeds** *must be legalised by the Belgian embassy or consulate in the foreign student's country of origin.*
- **Foreign marriage certificates** *must be transcribed in Belgium by a local authority. (See household composition).*
- **Legal cohabitation:** *document issued by the local authority certifying that a declaration of legal cohabitation has been registered.*

## ANNEXE 2: ANNUAL BUDGET FOR NON-EU STUDENTS

To assist you in planning your project, below is the list of minimum annual expenses for a student. The amounts are provided for guidance and may be reviewed each year.

This minimum amount is set by the Office of Foreigners for each academic year.

The minimum amount required for 2026-2027 is €1050 per month ([legal reference](#): publication in the "Moniteur belge" (Belgian Official Gazette) on 12 January 2026).

We invite you to consult the [website of the Office of Foreigners](#).

**!!! The amount is not enough to cover all the costs associated with a stay in Belgium.**

**!!! Full tuition fees are not included in this annual total and must therefore be added** to this budget (amounts available on [our web pages](#)).

Course purchases, teaching materials
Accommodation (minimum required)
Food
Healthcare insurance and medical expenses
Costs related to adaptation expenses (clothes...)
Hobbies and upkeep/maintenance
Repatriation costs
<b>Total annual budget: €12 600 (€1050 X 12 months) + add full tuition fees*.</b>

An income of **€1050 net per month (to be completed with the full tuition fees)** is therefore considered to be the minimum to cover all these costs, even if it is not enough to live on decently in Belgium.

!!! Please note that most of the costs are incurred at the beginning of the year (tuition fees, accommodation, clothing, insurance).

**We draw your attention to the fact that if the annual amount stated does not reach the required minimum, your application for admission/enrolment will be refused, and you will not be able to submit another application during this academic year.**

**\*The full tuition fees are:**

- Either the increased registration fees (€2505 or €4175 depending on the circular applicable to candidates – cf. old circular)
  - Or the registration fee (€1194) + the additional contribution (€4175) applicable to candidates who have never been registered in higher education in the French Community (named Fédération Wallonie-Bruxelles).
- The amount of **€5369** (€1194\* + €4175) is payable [each year](#).

\* Although the text has not yet been officially adopted by the Wallonia-Brussels Federation at the time of opening admissions, **the "full rate" tuition fee of €1194 will be applied to HUE students for the 2026-2027 academic year.**

[Circular ARES](#)