



Message for all students in the 7th year
and their legal representatives

The Orientation Coordinators EEB1,

Uccle 11 Sept. 2023

Subject: Processing of dossiers for university applications: (arrangements for the school year 2023-2024)

Dear parents, dear students,

Following a decision by the Board of Governors- **MEMORANDUM 2018-07-M-3** a payment is required for the processing of certain university applications. This payment shall be made according to the following possible scenarios:

- a) **€260** per university application requiring **4 periods of work or more** (e.g. UCAS and ParcoursSup, or some NL dossiers).
- b) **€130** per university applications requiring **2 periods of work or more** (e.g. most NL dossiers).

Each national system university application will be paid in full: e.g. a student that would apply both to UCAS and to ParcoursSup would pay €260 twice.

Remarks:

- **Students must contact the career's guidance coordinators** for the processing of dossiers.
- The application is generally completed online on a university system specific to the application. There is no universal application file provided by the school.
- The payment to the school for the processing of the dossiers does not include the enrolment fees paid directly by you to the university administrations.

Any reimbursement requests must be submitted during the same school year. Payment should be made when you receive the invoice from the school.

N.B.

If you have any questions concerning these procedures, please do not hesitate to contact the following persons:

- GENERAL coordination of careers guidance: Mr Rich (sami.rich@teacher.eurisc.eu) or Ms Rydså (rydsabe@teacher.eurisc.eu) ; villa V01,
- The careers guidance teachers in your language section (list on the Careers guidance website: www.eeb1.com/orientation and on the Orientation calendar).

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Your contact persons are the following for applications to:

- DE Germany: G. Schwendinger: gabriele.schwendinger@teacher.eursc.eu
- DE (Austria): A. Haslinger: andreas.haslinger@teacher.eursc.eu
- DK (Denmark): S.Solander: Solandso@teacher.eursc.eu
- EN (UCAS): M. Stone: stonema@teacher.eursc.eu
- ES (Spain) G. Trives: trivesge@teacher.eursc.eu
- FR (France) Parcoursup: F. Chazaud: chazaufl@teacher.eursc.eu & A. Luc: antoine.luc@teacher.eursc.eu
- BE/FR (Belgium): I De Conninck: DECONIIS@teacher.eursc.eu
- BE/NL (Belgium): G Van de Castele: geertrui.van-de-castele@teacher.eursc.eu.
- HU (Hungary): I Banki: bankiis@teacher.eursc.eu
- PL (Poland): U Rybaltowska: urszula.rybaltowska@teacher.eursc.eu
- IT A. Briganti annalisa.briganti@teacher.eursc.eu
- NL: (The Netherlands) B. Rydsa: rydsabe@teacher.eursc.eu
- North America (USA/CAN) A Jutier: JUTIERAR@teacher.eursc.eu

Thank you very much for your cooperation in this matter.

Yours sincerely,

Sami Rich & Berit Rydså

Orientation Coordinators EEB1

Careers guidance website: www.eeb1.com/orientation