REGISTRATION

CLT LANGUAGES IN ACTION
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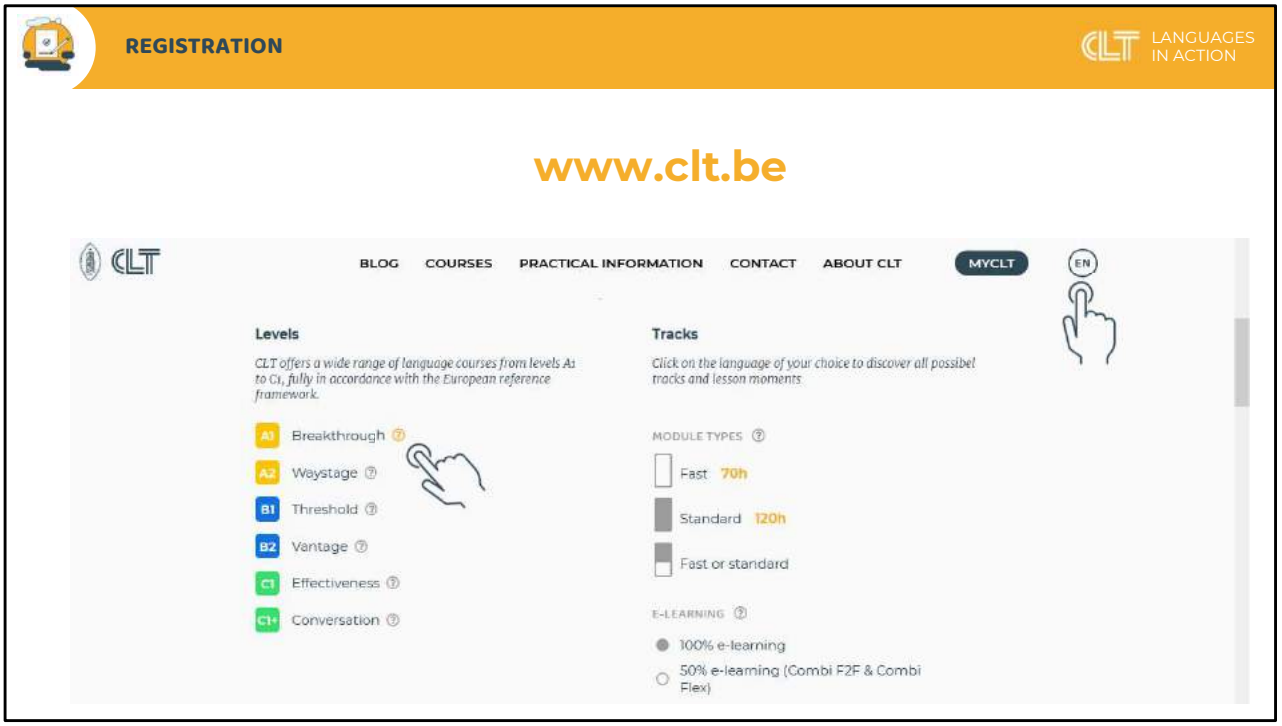
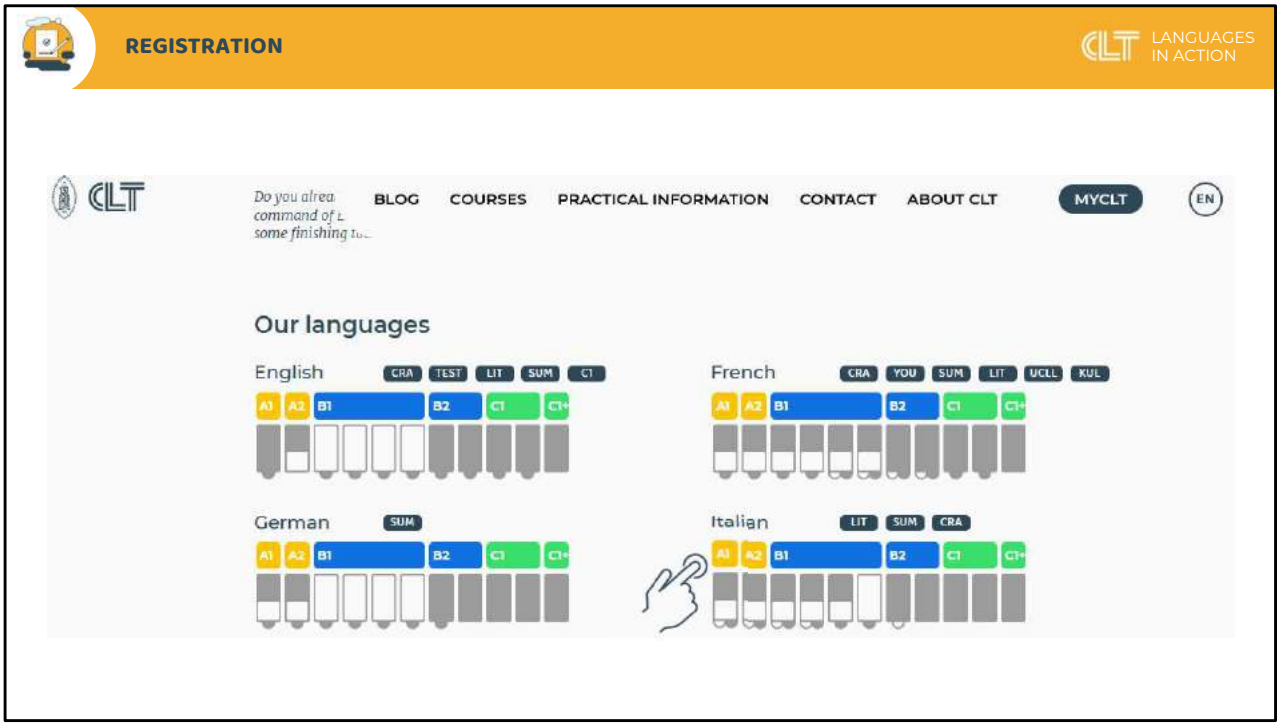
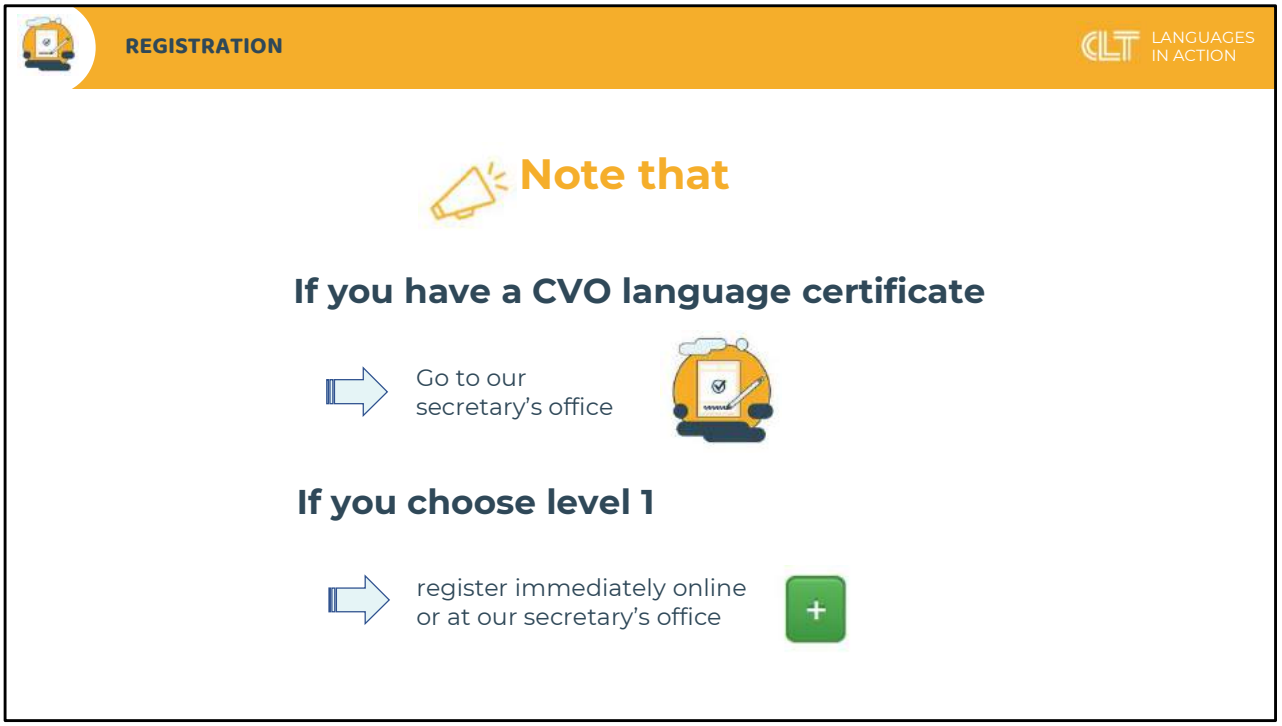


- Go to the language of your choice on our website www.clt.be
  Change the language into “English” and go to “Other languages”.

- Here, you will find information about our different levels and tracks. In order to consult this information, click on the question mark next to the level and/or track that interests you.

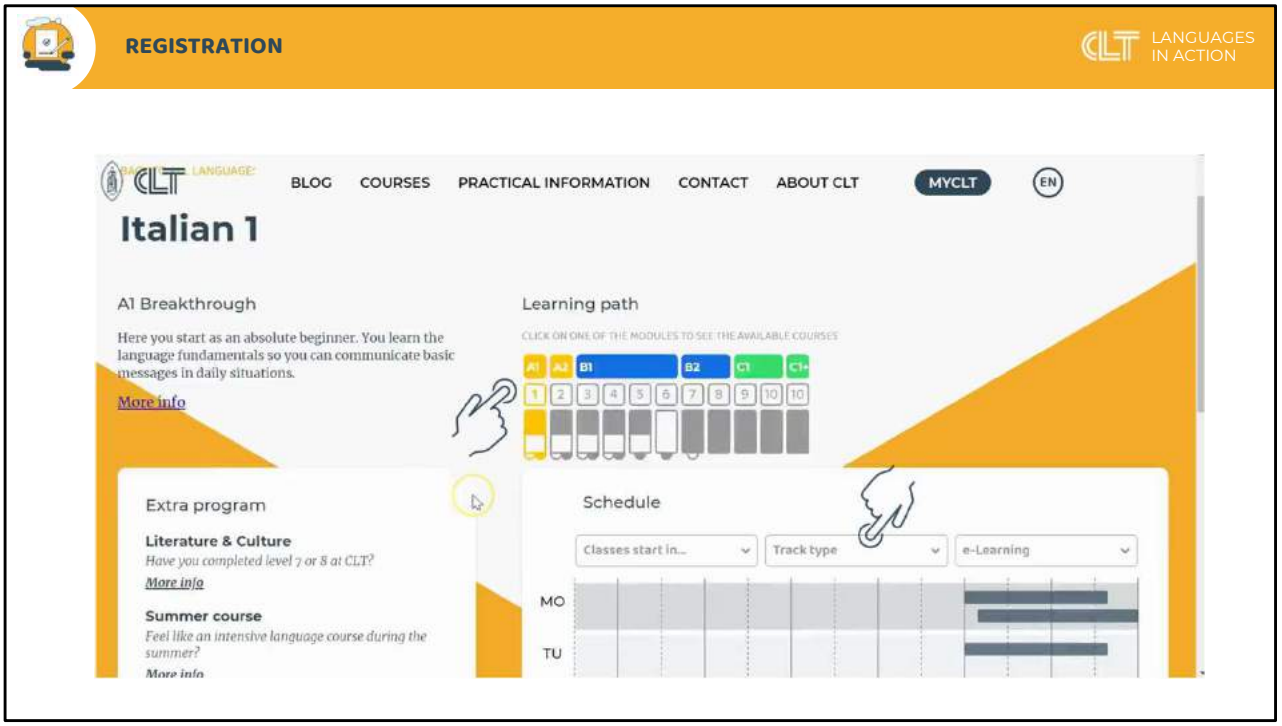


- Scroll down and select the language for which you wish to register.
- Are you a beginner? Choose the A1 level and register immediately.

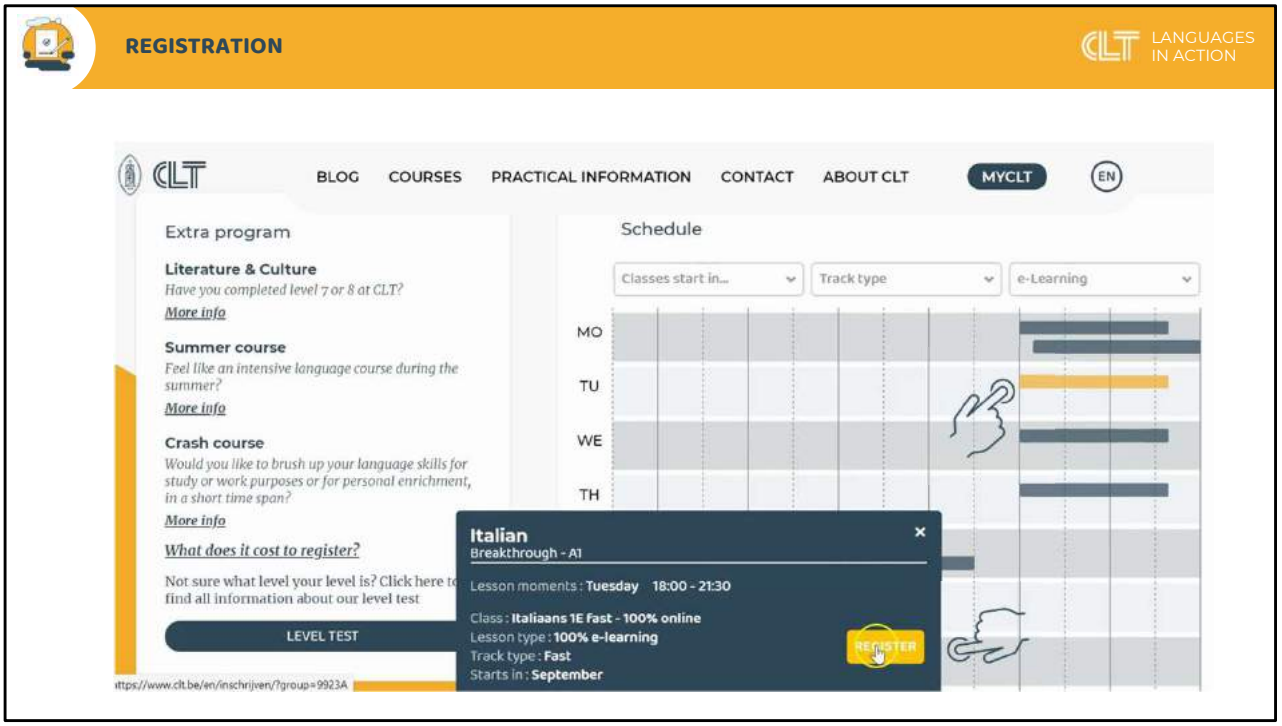


- Are you a more advanced learner?
  Take the online level test. This test will give you an indication of your proficiency level in the chosen language.

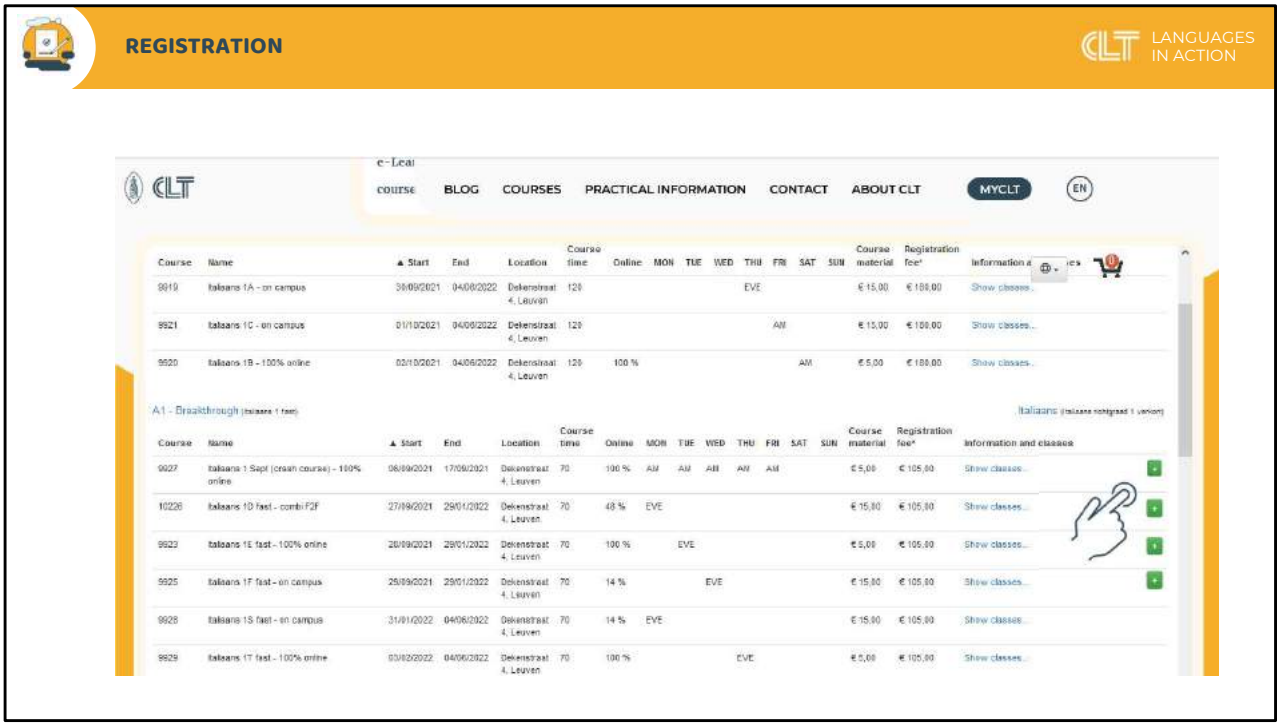
- Do you have a language certificate issued by another school?
  Go to our secretary's office on campus Leuven (Dekenstraat 4)



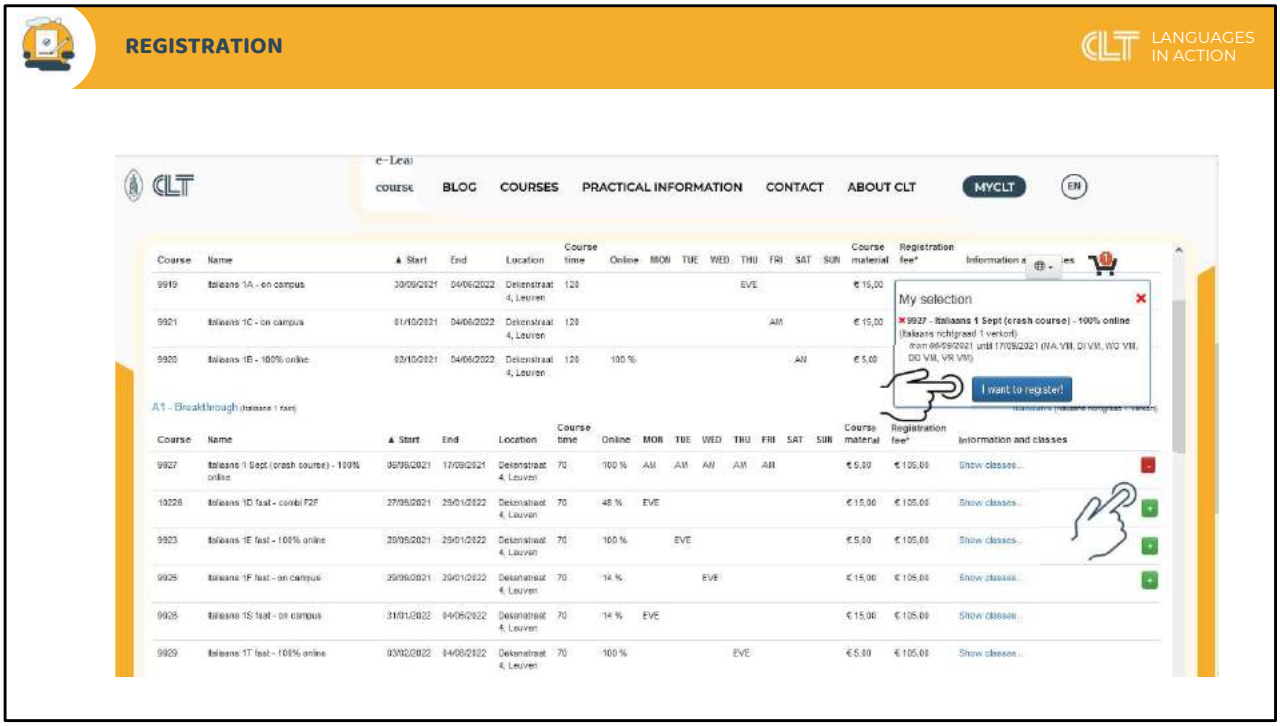
- Have you chosen a level? Click on the bar underneath it.
- Scroll down. You see a table with one or more bars.
  These bars represent the available language courses. If there are no bars, the student registration is in all likelihood closed.
- You can narrow your search results down by selecting an option in “Classes start in…” “Track type” and/or “e-Learning”.



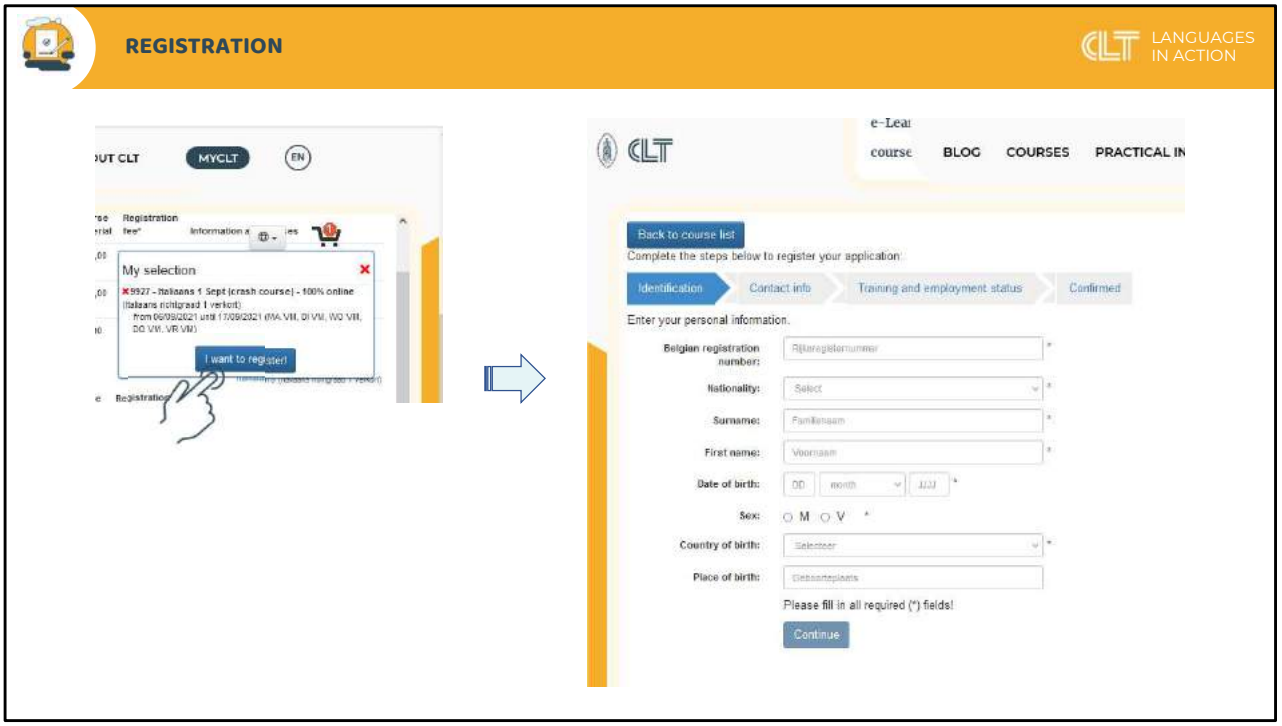
- All information about the available language courses can also be found by clicking on the individual bars in the table.
- Have you chosen a course? Click on the Register button.



- You see the information about the requested course. Scroll down and look for it in the list below.
- Check if there is a green plus sign next to the course of your choice.
- If not: the class is fully booked or the student registration has already been closed. In this case you can check if there are other available courses for which you could register.
- If yes: you can register for the requested course.



- Click on the green plus sign.
- The course is added to your trolley.
- Have you selected a wrong course? Click on the red minus sign next to it. The course will be removed from your trolley.



- Have you selected the right course? Click on the Register button in your trolley. Follow the registration and payment procedures.
- After your online registration you will immediately receive a confirmation by email.
- Your registration form will be sent to you by email no later than three days after your enrolment.
- Your teacher will provide you with all practical information before the start of the classes.

For more information, please contact our secretary's office or our ICT team.

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