

Enrolment Procedure in the Brussels European Schools

The enrolment or transfer application is to be submitted **online via the Brussels European Schools enrolments portal**.

As from 5 January 2023, information about the online enrolment procedure as well as the **link to the enrolments portal** will be available on the **intranets of the European institutions** as well as from the enrolments secretariat of the Brussels school/site corresponding to the first preference.

The procedure is organised in **two steps**:

- eligibility request via the enrolments portal to access the online enrolment form,
- **then** submission of the enrolment or transfer application.

1) The eligibility request has to be submitted via the enrolments portal through the enrolments secretariat of the school/site corresponding to the first preference school/site of the applicant for enrolment or transfer.

	The eligibility request MUST be submitted	
1st enrolment phase mandatory	from 9 January 2023 to 31 January 2023	from 8h to 16h Brussels time
2 nd enrolment phase	From 22 May 2023 to 24 August 2023 [#]	from 8h to 14h Brussels time

2) Without prejudice to the decision to be taken by the CEA, the secretariat of the school/site checks whether the pupil is eligible for enrolment in the Brussels European Schools.

3) Once the secretariat of the school/site has checked *prima facie* the pupil's eligibility, a personalised link allowing the applicant to access the Brussels European Schools enrolments portal will be transmitted.

4) This personalised link allows access to the enrolments portal and the creation of an account which remains valid for 10 years. **If you have already received this link and you have an account, it is not necessary to submit a new eligibility request.**

5) The enrolment or transfer request must be submitted within the deadlines below:

MANDATORY DEADLINES	PUPILS CONCERNED	UNLESS
<p>1st enrolment phase ONLY</p> <p>from 16 January 2023 to 3 February 2023 until midnight (Brussels time)</p>	<p>For category I pupils and Category II* pupils (children of the staff of Eurocontrol)</p> <p>Whose parent is in post on <u>31 December 2022</u></p>	<ul style="list-style-type: none"> ▪ The pupil is being educated outside Belgium ▪ Case of <i>force majeure</i> <p>⇒ 2nd enrolment phase</p>
<p>1st enrolment phase from 16 January 2023 to 3 February 2023</p> <p>OR</p> <p>2nd enrolment phase from 30 May to 16 June 2023 from 10 July to 20 July 2023[#] from 21 August to 25 August 2023[#] until midnight (Brussels time)</p>	<p>For category I pupils and category II* pupils (children of the staff of Eurocontrol)</p> <p>whose parent is taking up his/her post in Brussels after <u>31 December 2022</u></p>	<p>N/A</p>
<p>2nd enrolment phase ONLY</p> <p>2nd enrolment phase from 30 May to 16 June 2023 from 10 July to 20 July 2023[#] from 21 August to 25 August 2023[#] until midnight (Brussels time)</p>	<p>- for category II pupils</p> <p>- for children of</p> <ul style="list-style-type: none"> ▪ The civilian staff of NATO (international civilian staff) ▪ UN employees (international civil servants) <p>- for category III pupils</p>	<p>N/A</p>

The enrolments secretariats of the schools/sites will be closed from 21 July to 18 August 2023