

SERVICE SOCIAL ETUDIANTS

Avenue F. Roosevelt 50
CP 185
B- 1050 Bruxelles
Tél : 02 / 650 20 14
Email : SSE@be

**PROCEDURE FOR INTRODUCING A REQUEST
FOR STUDENT FINANCIAL ASSISTANCE
ACADEMIC YEAR 2021/2022
From 23th August 2021 to 29th April 2022**

- 1) Go to « MonULB », in the section “My virtual secretariat” → “My financial situation” → “My financial request” → “mes frais d’études”.
- 2) Fill out the questionnaire which will inform you if you are eligible to our service.
- 3) If you are admissible, you can then **fill out the form** for requesting financial assistance.
- 4) When the form is completed, you will be redirected to a platform to **download the required documents**.

Once the form is completed **and** all the documents have been uploaded, please take
contact with the “**Accueil**” of SSE :

- **Or by email** : please send to the following address: sse@ulb.be
(Please, mention in your email : family name, first name, ULB student number and phone number)
- **Or on appointment** : via the following link :
<https://outlook.office365.com/owa/calendar/ServiceSocialEtudiant@ulb.be/bookings/>

**IMPORTANT, requests must be sent only
as from 23th August 2021
No requests will be processed prior to this date**

List of documents for your file

For Belgian students (+ assimilated Belgian) and UE students

- Household composition : where you are resident **from 1st July to 31st October 2021**.

In case the country doesn't deliver such document, please complete the ULB document you can find in :
"DOCUMENTS A TELECHARGER" → "Household in english" : <https://www.ulb.be/fr/aides-services-et-accompagnement/aides-financieres-sociales-et-inclusives>
- Copy of my Identity Card (front/back)
- Stickers of my Health Insurance or copy of my European Health Insurance Card
- Proof of payment for public transport (SNCB, STIB, TEC, De Lijn)
- Copy of bank card (Belgian account only)
- Proof of payment for your ULB Sport registration 2021-2022 (optional)
- Copy of the tax records of your parents **or** your spouse **or** yours if you are financially independent (taxes 2020 – incomes 2019).
If you don't have this document, please provide us the employment contract and the incomes (last 3 pay slips) of your parents/spouse **or** yours.
- **If I applied for a scholarship to the Fédération Wallonie-Bruxelles (FWB) :**
 - **Acknowledgment of receipt** received by mail **or** postal receipt if case of request sent by post
 - FWB's **decision** if already known (positive **or** negative)
 - If you have made an appeal to the FWB : **proof of sending** (= postal receipt)
- **If I applied for a scholarship to another organization :**
 - Document to prove that you are (or not) financially supported by another organization (provincial bursary, CUD, CROUS, government bursary, ...)
- **If I go on exchange during the academic year (Erasmus) :**
 - Mobility contract or internship agreement
 - Copy of your signed leasing contract (abroad)
 - Transportation costs (optional)
- Inscription proof for my brothers and sisters in the Higher Education for 2021-2022
- **If my parents are divorced :**
 - Divorce judgement
 - Any document attesting to the financial participation of the parent for whom I am not dependent
- Attestations on the honor to be filled in by the parents : please find the document to be completed in « **DOCUMENTS A TELECHARGER** » via the link : <https://www.ulb.be/fr/aides-services-et-accompagnement/aides-financieres-sociales-et-inclusives>
- Income attestation : Health Insurance/unemployment (recent with amounts and dates)
- CPAS attestation(s): recent with amount received and rate.
- Income not subject to tax (SPF Handicap)

- Accounting balance sheet 2019 (only for self-employed parents)
- Any document proving a change in my situation since 2019 (retire, unemployment allowance, death, ...)
- Summary of your personal and financial situation (to write yourselves)

For NON-UE students (with VISA)

- Household composition : where you are resident **from 1st July to 31st October 2021**.
- Copy of my resident permit (front/back)
- Proof of payment for your ULB Sport registration 2021-2022 (optional)
- Copy of bank card (Belgian account only)
- Copy of the tax records of your parents (taxes 2020 – incomes 2019)
- **If I applied for a scholarship to the Fédération Wallonie-Bruxelles (FWB) :**
 - **Acknowledgment of receipt** received by mail **or** postal receipt if case of request sent by post
 - FWB's **decision** if already known (positive **or** negative)
 - If you have made an appeal to the FWB : **proof of sending** (= postal receipt)
- Proof that you are assumed by a guarantor (annex 32)
- Attestations on the honor to be filled in by the guarantor and the student : please find the document to be completed in « **DOCUMENTS A TELECHARGER** » via the link : <https://www.ulb.be/fr/aides-services-et-accompagnement/aides-financieres-sociales-et-inclusives>
- Your pay slips as from July 2021
- Summary of your personal and financial situation (to write yourselves)

As long as your file is incomplete, your request won't be processed.