PROCEDURE FOR INTRODUCING A REQUEST FOR STUDENT FINANCIAL ASSISTANCE

ACADEMIC YEAR 2022-2023

From 22\textsuperscript{th} August 2022 to 28\textsuperscript{th} April 2023

1) Go to « MonULB », in the section “My virtual secretariat” → “My financial situation” → “My financial request” → “dossier au Service Social Etudiants”.

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 send an email to sse@ulb.be

(Please, mention in your email: family name, first name, ULB student number and phone number)

\textit{PS: without this email, your request will not be considered}

IMPORTANT, requests must be sent only as from 22\textsuperscript{th} August 2022

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: dated between **01/07/2022 and 31/10/2022**.

دخول In case the country doesn’t deliver such document, please complete this ULB document (click here)

➢ 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 2022-2023 (optional)

➢ Copy of the tax records of your parents (or your partner or yours if you are financially independent) taxes 2021 – incomes **2020**.

If you don’t have this document, please provide us the employment contract and the last 3 pay slips of your parents/partner 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 2022-2023

➢ If my parents are divorced:
  • 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 (both)
   ⇨ Certificate available here

➢ Income attestation: Health Insurance/unemployment (recent with amounts and dates)

➢ CPAS attestation(s): recent one with amount received and rate.

➢ Income not subject to tax (SPF Handicap)

➢ Accounting balance sheet 2020 (only for self-employed parents)

➢ Any document proving a change in my situation since 2020 (retirement, unemployment allowance, death, …)

➢ Summary of your personal and financial situation (to write yourselves)

For NON-UE students (with study VISA)

➢ Household composition: dated between 01/07/2022 and 31/10/2022.

➢ Copy of my resident permit (front/back)

➢ Proof of payment for your ULB Sport registration 2022-2023 (optional)

➢ Copy of bank card (Belgian account only)

➢ Copy of the tax records of your parents (taxes 2021 – incomes 2020)

➢ 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
   ⇨ Certificate available here

➢ Your pay slips as from September 2022

➢ Summary of your personal and financial situation (to write yourselves)

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The requests must be sent as from the 22th of August.

Before this date they will not be processed.