

DSC
Service
Social
Etudiants

Campus du Solbosch
Av. F. Roosevelt, 50 CP 185
1050 Bruxelles
+32 (0)2 650 20 14
sse@ulb.be

**PROCEDURE FOR INTRODUCING A REQUEST
FOR STUDENT FINANCIAL ASSISTANCE
ACADEMIC YEAR 2022-2023
From 22th August 2022 to 28th 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)

PS : without this email, your request will not be considered

**IMPORTANT, requests must be sent only
as from 22th August 2022
No requests will be processed prior to this date**

DSC
Service
Social
Etudiants

Campus du Solbosch
Av. F. Roosevelt, 50 CP 185
1050 Bruxelles
+32 (0)2 650 20 14
sse@ulb.be

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.**
- ⇒ 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

DSC
Service
Social
Etudiants

Campus du Solbosch
Av. F. Roosevelt, 50 CP 185
1050 Bruxelles
+32 (0)2 650 20 14
sse@ulb.be

- 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)

The requests must be sent **as from** the **22th of August.**
Before this date they will not be processed.