PROCEDURE FOR INTRODUCING A REQUEST
FOR STUDENT FINANCIAL ASSISTANCE
ACADEMIC YEAR 2023-2024
From 21\textsuperscript{th} August 2023 to 26\textsuperscript{th} April 2024

1) Go to « MonULB », in the section “My virtual secretariat” \(\rightarrow\) “My financial situation” \(\rightarrow\) “My financial request” \(\rightarrow\) “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 \textbf{and} all the documents have been uploaded, please send an email to \texttt{sse@ulb.be}

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

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

\textbf{IMPORTANT, requests must be sent only as from 21\textsuperscript{th} August 2023}

No requests will be processed \textbf{prior} to this date
List of documents for your file

For Belgian students (+ assimilated Belgian) and UE students

  - 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 2023-2024 (optional)
- Copy of the tax records of your parents (or your partner or yours if you are financially independent) taxes 2022 – incomes 2021.
  - 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 2023-2024

- 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 2021 (only for self-employed parents)

Any document proving a change in my situation since 2021 (retirement, unemployment allowance, death, ...)

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

For NON-UE students (with study VISA)

Household composition: dated after 01/07/2023

Copy of my resident permit (front/back)

Proof of payment for your ULB Sport registration 2023-2024 (optional)

Copy of bank card (Belgian account only)

Copy of the tax records of your parents (taxes 2022 – incomes 2021)

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)

⇒ Certificate available here

Your pay slips as from September 2023 + working contract

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

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The requests will be handled as from the 21th of August. Before this date they will not be processed.