



# LEAVING BRUSSELS AND BELGIUM

When you leave Belgium, please notify your municipality of your departure. Should you receive a tax return form, send it back with a copy of your student card or enrolment certificate and a letter in which you declare you are a foreign student, stating your country of origin and the length of your stay at the ULB. Also, make copies of all of your documents for future reference if needed.

## RESIDENCE PERMIT

You should return your residence permit to the town hall prior to departure; you will then receive a 'Model 8' form confirming that you have deregistered. The customs authorities may ask to see this document when you leave Belgium. If you do not return your residence permit to the town hall prior to departure, you need to write to the town hall (enclosing a copy of your residence permit) and ask to be deregistered. Make sure that you inform the town hall of your new address and of your permanent address in your home country.

## MUTUALITY

Do not forget to terminate your affiliation to the mutuality with which you were registered.

## BANK ACCOUNT

If you wish to keep your bank account in Belgium, provisionally open after your departure, contact your branch and ask for an email address at which you can contact them when you wish to close your account.

## HOUSING ARRANGEMENTS

Make sure that you give notice of your intention to leave your apartment well in time! In Belgium, notice must generally be given by registered letter 3 months before the expected departure date or the end of rental contract. It is essential to inform the landlord of your intention to leave the apartment even if you have a 1-year rental contract.

If you do not do so, your contract will be automatically renewed. Schedule the exit inspection with your landlord and transfer water, gas and electricity meters to the landlord's name or the new tenant's name. Do not forget to cancel all TV, phone and internet contracts.

