List of documents for Belgian students (+ assimilated Belgian)

Attention: some documents in the below list maybe does not apply to your situation

➢ Household composition: dated between 01/07/2023 and 31/10/2023
➢ Copy of my Identity Card (front/back)
➢ Stickers of my Health Insurance
➢ Proof of payment (tickets) for public transport (SNCB, STIB, TEC, De Lijn) + Mobib card or carrier attestation
➢ Copy of bank card
➢ 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) or if you have an internship:
  • Mobility contract or internship agreement
  • Copy of your signed leasing contract (abroad)

➢ Transportation costs (optional)

➢ Registration certificate 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, …)
➢ My pay slips as from September 2023 + working contract
➢ Summary of your personal and financial situation (to write yourselves)

**DO NOT FORGET TO :**
Send an email to sse@ulb.be to ask an appointment with a social worker.
This mail must contains: LAST NAME, First Name, ULB number (matricule)

Requests will be handled from:
21th August 2023 to 26th April 2024

Once your file is COMPLETE, an appointment with a social worker will be fixed.

On 26/04/2024, all incomplete files will be closed and no appointment won’t be possible anymore.