List of documents for UE students

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

➢ Copy of my Identity Card (front/back)

➢ Copy of my European Health Insurance Card

➢ Proof of payment (tickets) for public transport (SNCB, STIB, TEC, De Lijn) + Mobib card or carrier attestation

➢ 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) 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

➢ A certificate detailing the total amount granted by the government (ex: CAF in France)

➢ 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

➢ 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.