

Welcome to the ULB!

ONLINE CONFERENCES

INTERNATIONAL WELCOME DESK

External Relations Department

International office

June 2023

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1.1 Visa (general)

- **Visa application** with your local Belgian embassy or consulate
- **Required documents:**
 - Admission letter at ULB
 - Copy of your passport
 - Proof of sufficient financial resources
 - Health insurance
- **Deadline:** as soon as possible - one month in advance
AT THE LATEST.





1.2 Visa (details)

- Admission Letter : letter delivered by the ULB on the online application platform
- Proof of sufficient financial resources:
 - ❖ Scholarship certificate: must be at least 789€ at month.
 - ❖ Blocked Account: 789€ x number of months of your stay:

[Information about a "blocked account" for visa or residence permit renewal - ULB](#)

- ❖ A commitment by a guarantor to take charge of the student (called Annexe 32), validated by the Belgian embassy or consulate of your country of origin. The guarantor must fulfill precise conditions:

<https://dofi.ibz.be/fr/themes/ressortissants-dun-pays-tiers/etudes/favoris/engagement-de-prise-en-charge>

- Health insurance:
 - ❖ Private Schengen-type health insurance taken in your home country, valid for at least 3 months after your arrival in Belgium
 - ❖ Certificate of a Belgian health insurance (*mutuelle*) that certifies you will be registered with them at your arrival.
 - Please ask the International Welcome Desk (welcome@ulb.be) for guidance to register with a *mutuelle* before coming to Belgium.
 - ❖ Solvency Certificate (blocked account certificate)



2. Accommodation

- **Housing Office**

[Accommodation - ULB](#)

- Facebook groups « *Collocations Bruxelles* »

- **Your accommodation must allow for domiciliation:** domiciliation is the possibility to register with your local municipality with the address of the accommodation you are renting in your own name. It is normally always possible to be domiciliated in Belgium with a rented accommodation, unless it is explicitly specified in your rental agreement that domiciliation is not possible. If you have any doubt, please ask the landlord before signing your rental agreement.






3. Registration at the ULB

- **Tutorial:** Last steps to validate the registration (in French)
- **Your registration is finalized when:**
 - All supporting documents have been approved
 - First payment of the tuition fee is made (minimum 50 euros)
- **MonULB becomes your student portal:** all useful certificates online (registration certificate, certificate for public transport)
- **Your student card** will be available at the Registration Office
- **Kind reminder:** Registration remains provisional for students awaiting an equivalency of their secondary school diploma (please provide the document before December 1, 2023)



4. Registration with your local municipality (*commune*)

- **Make an appointment with your local town-hall:** visit the website of your town-hall to check how you should make an appointment (by phone, by email or online)
 - **Required documents for your appointment:**
 - ❖ passport
 - ❖ ULB registration letter
 - ❖ proof of sufficient financial resources (scholarship, blocked account or guarantor)
 - ❖ health insurance certificate
-  **Annexe 15**
- **The local police will visit you** and check that you do reside at the address you provided: do not forget to put your name on the bell and the letter-box.
 - How you will receive **your residence permit:** you will first receive the codes of your residence card by post, and then you go to your local town-hall to collect your card (instructions for this will be provided with the codes).



5. Health insurance (*mutuelle*)

- Mandatory registration with a mutuelle: covers your health costs in Belgium
- Many companies: CAAMI, Partenamut, Solidaris...
<https://www.guide-epargne.be/epargner/comparer-mutualites.html?referrer=https%3A%2F%2Fwww.google.com%2F>
- The cost and cover varie according to the insurance company you choose, but for each health expense, always a part remaining at your charge
- Registration with Partenamut: welcome@ulb.be
- Numerous health and well-being services offered by the ULB, free of charge or at a very low cost:

Medical center with GPs and specialised doctors. Psychologists...

[Healthcare and well-being - ULB](#)



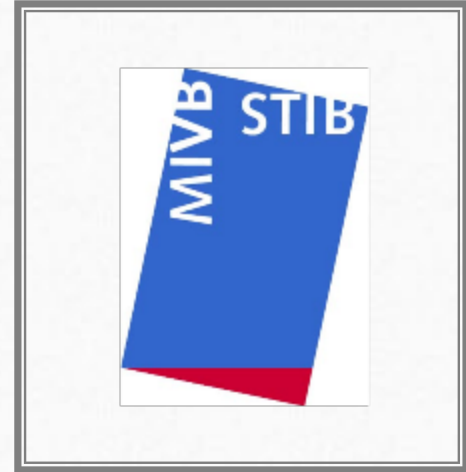
6. Bank

- Open a bank account as soon as possible
- To open a Belgian bank account, you must first have received the “Annexe 15”(document issued by your municipality (*commune*) when you register with them)
- To open a bank account earlier, even before moving to Belgium, you can open an online bank account with a neo-bank (i.e. Revolut, Wise...)



7. Public transport

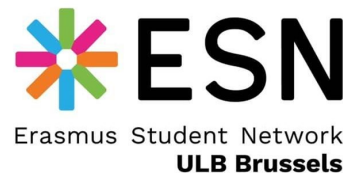
- STIB
- Reductions on monthly and annual plans for students under 25
- To start a plan: « points BOOTIK » (passport or residence card, ID picture, ULB registration letter)
- You can then top up your card anywhere (vending machines)
- Contactless payment only on board
- SNCB: many smaller train stations in Brussels.
Some STIB plans and tickets are valid on the train within Brussels (Brupass zone).



8. Integration at the ULB

- SANE: welcome week for new students
- Student societies
- Student associations (ESN)
- Events at the ULB (Fighting Autumn Blues, Party for Erasmus Mundus students, ULB ball, Ambassadors' Cocktail...)
- ULB Langues
- Language tandems: [Les Tandems linguistiques - ULB Langues](#)

9. ESN



- International association, present in more than 40 countries
- Mission = “Students helping students”
- At our local level
 - Regular and local students
 - International students
- Different types of activities (cultural, sport, evening events, and travels)
- ESNcard to come pick up at your arrival (offer some advantages and reduction to our events)
- Buddy Program: a local sponsor student with common interests who can help you to know more about Brussels the first weeks and during the semester.



10. Contacts for all your questions

- Registration Service: *inscriptions@ulb.be*
- Faculty
- International Welcome Desk: *welcome@ulb.be*
- ❖ Welcome guide
- ❖ “International” welcome page: [International students on individual mobility – ULB](#) (events...)
- ❖ Information sessions at the International Welcome Desk from September to mid-October (at the International Welcome Desk)

