

International
student's
GUIDE
pour les étudiants
internationaux

ULB

BE2ULB

GET STARTED IN BELGIUM



BELGIUM AND BRUSSELS

Independent since 1830, Belgium is a constitutional and parliamentary monarchy, whose current king is Philipp the 1st. Belgium is a federal state consisting of three regions: Brussels, the bilingual capital where French and Dutch are official languages; Flanders, the Dutch-speaking North; and Wallonia, the Frenchspeaking - and Germanspeaking South.

Among the famous Belgians, one can think of the famous composers and singers Jacques Brel and Stromae; the actors Benoît Poelvoorde and Matthias Schoenaerts; the writers Amélie Nothomb and Maurice Maeterlinck (Nobel Prize for Literature in 1911); the artists and cartoonists Georges Rémi (Hergé, Father of Tintin), Franquin (Gaston Lagaffe), Peyo (the Smurfs), Morris (Lucky Luke); the film directors Chantal Akerman, Jaco Van Dormael, Jean-Pierre and Luc Dardenne; the painter René Magritte; the architect Victor Horta; and the athletes Eddy Merckx (cyclist), Eden Hazard (football) and Nafissatou Thiam (athletics).

Belgium wouldn't be Belgium without its mouth-watering chocolates, its wide range of local beers and mussels served with French fries ! Belgium has a lot of historical, artistic, gastronomical, architectural and natural wonders which we invite you to discover during your stay here.

BRUXELLES, MA BELLE

Brussels is among the world's most diverse capitals, home to the headquarters of the European Union, NATO, and countless international companies and organisations. While the main working languages are French and Dutch, the fact that there is an incredible number of different nationalities present in the city makes it a modern-day Tower of Babel.

A very lively city, Brussels boasts many cultural activities: you can enjoy the many concerts, theatres, cinemas, exhibitions, and shows of all kinds, as well as beautiful museums and monuments, such as the world-famous Grand Place or the many Art Nouveau buildings. Brussels is also one of Europe's greenest cities, offering many parks and surrounded by forests. Its manageable size and its cultural and economic energy create an outstanding living environment.

In addition, with the Thalys train you are only an hour and a half from the French capital. Which brings us to yet

another benefit of being in Brussels: it is just a short hop away from Paris, London, and Amsterdam...

FOR MORE INFORMATION ABOUT BRUSSELS,

you can visit the official Brussels website
<https://visit.brussels/en>

LE SAVIEZ-VOUS ?

Our university has a long standing tradition of excellence, as evidenced by the many accolades given in recognition of its researchers, professors, or alumni : **four Nobel Prize in science** (François Englert in 2013), **two Nobel Peace Prize** (Denis Mukwege in 2018), **a Fields Medal**, **three Wolf Prizes**, **two Abel Prizes** and many more.





ULB, A **FREE-THINKING** UNIVERSITY!

ULB was founded in 1834, just four years after Belgium itself was created. At its inauguration, the ULB had just 96 students. Today there are over 30 000, 30% of whom are foreigners. With twelve faculties, two schools and one institute, it has become a full all-round university covering all disciplines and all academic levels. Initially based solely in Brussels, ULB has extended its activities to Wallonia and now has a network of research centres, hospitals, and libraries, all with cutting-edge equipment.

The 'L' in ULB's name stands for **libre**. Libre refers to an attitude of freethinking, as adopted by free individuals, who reject all dogma and totalitarian ideas. It signifies our moral commitment to always keep our freedom of conscience. This means that through their teachings, our University's academic staff will develop your critical thinking skills and train you to engage in freethinking. Today, the ULB is a renowned French-speaking university and has many courses and master's degrees in English.

CAMPUSES

Université Libre de Bruxelles has several campuses. Depending on your field of study, you will be either in Brussels, on the Solbosch, La Plaine or Erasmus campus, or outside Brussels on the Gosselies campus.

FOR MORE INFORMATION

<https://www.ulb.be/en/maps-directions>



PREPARING FOR ULB

VISA REQUIREMENTS AND PROCEDURE

If you are a national from a non-European Union country, you will need a visa to enter Belgian territory. You can obtain it at the Belgian embassy/consulate in your home country. Please check how to get a student visa and contact the Belgian embassy or consulate closest to your place of residence.

Once you have been accepted to the ULB you will receive an admission letter from the University. This document is requested as part of your student visa application. You should finalize the process for your student visa as quickly as possible. After obtaining your visa, you must confirm your registration with the ULB by September 30th at the latest.

A visa is issued based on the following documents:

- The ULB admission decision
- Proof of sufficient financial means to live in Belgium
- A medical certificate
- A certificate attesting to the lack of any convictions
- A passport valid for more than 12 months
- A completed and signed visa application form

FOR MORE INFORMATION, PLEASE VISIT:

The Belgian Foreign Affairs website:
https://diplomatie.belgium.be/en/services/embassies_and_consulates

The Belgian Immigration Office website:
<https://dofi.ibz.be/sites/dvzoe/en/Pages/home.aspx>

CHECKLIST: ARE YOU READY?

- Make sure you have a valid passport and/or ID
- Check visa and Belgian entry requirements
- If necessary, apply for your visa
- Plan your daily/monthly/yearly budget
- Prepare your medical needs
- Prepare your travel arrangements





ARRIVING IN BRUSSELS

As the capital of the European Union and the capital city of Belgium, Brussels is pretty well served by public transport. The majority of visitors will arrive by plane to one of two major airports that feed the city: Brussels Airport (Zaventem) and Charleroi Airport (also known as Brussels South).

From Brussels Airport

Brussels' main airport is very well connected to the city centre, allowing you to easily travel by train, bus, taxi, car sharing or by picking up a rental car. The train into the city centre only takes 17 minutes, the bus to the European quarter in town is a little longer (30 minutes) but also a little cheaper. If you have a lot of luggage - and particularly if you are travelling in a group - you might consider getting a taxi. It is around €45 to the centre, but split 3-4 ways the convenience certainly outweighs the price!

From Charleroi Airport

If you do decide to get to Brussels by taxi, expect a fare in the region of €90 for the whole vehicle. On the other hand, the Brussels City Shuttle is the easiest way to travel to Brussels from the airport. The bus times are scheduled to fit in with the flight times and they start running at 3.30am. There is a bus every 30 minutes. To get the best price, you can buy your ticket online in advance.

Arriving by Train

Travelling from any of the major neighbouring cities - like Amsterdam or Paris - is easy, as there are trains running to/from these countries up to 16 times a day. Eurostar and Thalys services will also take you from selected parts of France and from London, while of course there are national train services to take you from any other part of Belgium right into the centre.

ARRIVING AT ULB

How to get	...To the Solbosch Campus	... To the Erasmus Campus
From Gare Centrale (Central Station)...	Take the No. 71 bus heading towards "Delta" and get off at the "ULB" stop.	Take the " Ligne 5" Metro heading towards "Erasme" and get off at the end station.
From Gare du Nord (North Station)...	Take the No. 25 tram heading towards "Boondael" and get off at the "ULB stop".	Take the No. 3 tram heading toward "Churchill" , getting off at the "De Brouckère" stop. Then take the " Ligne 5" Metro heading towards "Erasme" and get off at the end station.
From Gare du Midi (South Station)...	Take the No. 81 tram heading towards "Montgomery" , getting off at "Montgomery". Then take the No. 25 tram heading towards "Boondael" and get off at the "ULB" stop.	Take the " Ligne 6" Metro heading towards Roi Baudoin, getting off at "Gare de l'Ouest" . Then take the " Ligne 5" Metro heading towards "Erasme" and get off at the end station.





STUDYING AT ULB

THE ACADEMIC CALENDAR 2020-2021

The academic year begins in mid-September. The first term ends in January; the second term runs from February to June.

Here you will find the indicative dates of the holiday breaks and exams. Please note that some of your classes may exceptionally take place during these too!

14th September 2020	Start of the academic year
From 21/12 to 03/01	Winter break
From 04/01 to 24/01	1st semester exams
From 25/01 to 31/01	Semester Break
1st February 2021	Start of the second semester
From 05/04 to 18/04	Spring holiday
From 24/05 to 27/06	2nd semester exams
From 28/06	Summer holiday

COURSE REGISTRATION

Most of our faculties do not require prior registration for participating in courses. Students present themselves at classes after finding out when and where they take place. This information is posted either on each faculty's website under «valves électroniques» or on the faculty bulletin boards situated near the faculty Secretariats.

PROGRAMME STRUCTURE

One year of studies for a full-time student is 60 credits (i.e. 1,800 hours of work on average). Each course (also referred to as a Course Unit or CU) is worth a certain number of credits, which represent the student's workload. At ULB, all CUs are worth either 5 or a multiple of 5 credits, except for courses organised by non-University partners. For every course you pass, you will be awarded the appropriate number of credits.

GRADING SYSTEM

Following exams (oral and/or written), the final assessment will be expressed as a score between 0 and 20. To pass a course unit, you need to obtain a grade of at least 10/20.

ULB uses the ECTS grading table to offer students the opportunity to compare their exam results with those of a larger student population (on a faculty level or for the whole university).

At the end of an exchange stay at the ULB, exam results are sent by the host faculty directly to the exchange student's home university.





ONCE YOU HAVE ARRIVED

SHORT STAY LESS THAN 3 MONTHS

If you are staying in a hotel, you do not need to register at the town hall, as the hotel will handle this for you.

EU citizens: If you are not staying in a hotel, you should report to the town hall (with your valid passport or ID card) within 10 days of arrival in Belgium and request a «déclaration de présence», valid for the duration of your stay (maximum 3 months).

Non-EU citizens: If you are not staying in a hotel, you must report to the town hall within 3 days of arrival in Belgium and request a «déclaration d'arrivée» valid for the duration of your stay (maximum 3 months).

LONG STAY MORE THAN 3 MONTHS

If your stay in Belgium will exceed 3 months, you need to apply for a residence permit. The residence permit is mandatory, even for EU citizens, and you must carry this with you at all times. The permit replaces the entry visa and enables you to travel around the Schengen zone and re-enter it (for example if you go home during the holidays).

GETTING A RESIDENCE PERMIT (LONG STAY)

Within 8 days of your arrival in Belgium, you need to register at the Foreigners' Desk at your local town hall. The registration procedure varies from one town hall to another; we therefore suggest you check their website before going. You will be requested to provide your ID card or passport as well as your ULB registration certificate. Be aware that in some cases, copies of birth and marriage certificates must be authenticated by the Belgian consulate and, if needed, translated by an official translator.

Within a few days of your visit to the town hall, a police officer will come round to check that you are indeed living at the address you have given. Please remember to put your name on your letterbox and/or doorbell. A few days after the police officers visit, you will receive an appointment to complete the registration process at the town hall and a list of documents to be provided.

CHECKLIST !

- Check your town halls' website before going
- Register at your local Foreigners Desk
- Apply for a residence permit
- Put your name on your letter box and doorbell
- Wait for the police officers' visit
- Finalize your registration process at the town hall
- Don't forget to notify your municipality when you leave Belgium!





COST OF LIVING

If you are a single student, you will need an annual budget of around €14000 without travel costs. Accommodation expenses will represent the biggest share of your budget. Your actual expenses will of course depend on your lifestyle. In addition to accommodation costs, per month you should allow at least:

- €250 for food
- €30 for health insurance and medical fees
- €100 - €200 for utilities, if not included in the rent
- €30 for internet, €20 for cable TV and €20 for your mobile phone

The cost of living in Belgium is not exactly low but it is still cheaper than other EU countries, despite being home to the EU headquarters. It is close enough to other popular European destinations like Germany, France and Austria. Given this proximity, students in Belgium can enjoy regular trips to these countries.

Accommodation

Naturally as the capital of Belgium, Brussels has higher rent prices and more competition for rentals. In Brussels' city centre, prices average around €850 to €950 per month for a two-bedroom apartment or €350 to €550 for a student rental accommodation ("kot").

Utility costs

In Brussels, you can expect to pay about €125 a month for utilities, which generally includes electricity, water, heating and garbage, for an apartment measuring around 85sqm. Depending on your area, these prices can rise, but not by much. The price per month of a student accommodation often includes utility costs but be sure to check with your landlord beforehand.

Eating out

Belgium and its capital city of Brussels in particular, is known for its culinary prowess. Brussels has been compared to such cities as New York, Hong Kong and even Paris because of the sheer quality and variety of dining experiences it has to offer. The prices, however, are also up there for fine dining. Don't worry though, you can easily find cheaper options, so those who love to eat out will not have to limit themselves. Inexpensive meals for one person range from €10–15, with a half-litre of commercial beer costing around €3.50.

You can check the Belgium or Brussels consumer price index in comparison with those in 250 other countries by visiting the following website: www.numbeo.com/cost-of-living/rankings.jsp





ACCOMMODATION

Most students live in private lodgings. The cost of sharing a private flat is around €350-€500. The best way of finding lodgings is to look around when you actually get in Brussels. Also, please beware of fraud when researching an accommodation.

Temporary accommodation

We advise you to book a room in a hotel or a Youth Hostel, using this as a base for going out to look for rental (“A louer”) accommodation near the University campus where you will be located.

Long-term accommodation

If you are planning to spend several months or years at the ULB, you will need to look for long-term accommodation. The rental market is fast moving and there are many options available at different prices. The neighbourhoods most favoured by our students at the ULB Solbosch and la Plaine campuses are Ixelles, Etterbeek, Auderghem, Saint Gilles and Bruxelles-Ville. If you want to check how conveniently located an apartment is for getting the ULB, you can use the public transport website: www.stib.be

LET'S FIND YOU A HOME!

ULB Housing Office can support you in your search for a suitable accommodation and advise you on many aspects of student housing.

Their webpage lists a lot of accommodation offers, including university and private residences. Have a look at the website: www.ulb.be/en/campus-life/accommodation

Good tip: You can also follow up offers from leaving students posted outside ULB restaurants and lecture halls.

Housing Anywhere:

If you would prefer to book in advance, ULB has a partnership with “Housing Anywhere”, a platform that enables you to book a private accommodation from your home. Throughout this platform, you can have access to pictures, videos of different places, and even chat with

the landlord before securely booking a room: <https://housinganywhere.com/Brussels--Belgium/universit%C3%A9-libre-de-bruxelles/sign-up>

Get your search started with these websites:

- www.ulb.be/logements/index.html;
- www.appartager.be;
- www.immoweb.be
- www.ikot.brik.be/en;
- www.brukot.be;
- www.traneesinbrussels.be
- www.immovlan.be;
- www.brusselsdestination.be;
- www.vivastreet.be
- www.etr-brussels.be;
- www.erasmus-brussels.org;
- www.student.be



RENTAL CONTRACTS

Most rental contracts are for 3 years or less and are generally fixed-term contracts, which cannot be broken without payment of penalties. Short-term rental contracts are often negotiated for furnished accommodation. Before signing the contract, take care to clarify the notice period and compensation due in the event of the early termination of the contract.

We recommend that, whatever the type of rental contract, you always try to negotiate the inclusion of a clause authorizing you to find someone to replace you, should you need to break the rental contract earlier than you had initially anticipated, and thereby avoid payment of any compensation.

The first month's rent must be paid on signature of the rental contract. In addition, before you receive the keys, you will need to arrange tenant liability insurance (this can be done via your bank) and set up a rental deposit (generally the equivalent of 2 months' rent). We advise you to put the rental deposit into a blocked account in your name at the bank.

GOOD TO KNOW:

Some landlords require an official entry inspection to be done by a surveyor before you can move in. An official exit inspection will therefore be done when you leave. The cost of the inspection is shared between the tenant and the landlord (the amount can be several hundred euros dependant on the type of accommodation). Other landlords are willing to do a more informal inspection without a surveyor. In this case, we recommend that you take plenty of photos and carefully check the inventory list provided by the landlord.





GETTING AROUND IN BRUSSELS

From the city centre train station to the very outskirts of the city, public transport in Brussels has you covered. A smart integration of buses, trams, metro and trains means that you can get wherever you need to go with minimal hassle and usually within a short journey time.

The price of a single ticket inside Brussels is 2,10-€2,50. As a student under the age of 25, you can get a yearly season “MOBIB card” on the basis of the documents certifying your student status that you receive when you arrive. You can also get 10-trip or 5-trip tickets, which are loaded onto your top up-able card and works out cheaper than buying single tickets.

You can always check timetables before leaving by installing the STIB mobile application :
https://www.stib-mivb.be/article.html?_guid=a0ee7473-c4af-3710-9495-8be6097c32f1&l=en

Good to know:

You don't want to miss the end of the movie? You want to stay out a while longer during the weekend? Our night network fulfills all these wishes. A bus every 30 minutes on each bus line from Friday to Saturday and from Saturday to Sunday nights from midnight to 3am.

MÉTRO

The metro system is good in Brussels with 70 stations across the city - recognizable by the white «M» on a blue background. The city is also known for displaying impressive artworks at many of its public transport stations.

BUSES AND TRAMS

With lines crisscrossing the entire length and breadth of the city (and far beyond it), both buses and trams are tried and tested ways of getting around Brussels. You do not need special tickets for taking either, thanks to the unified ticketing system used in the city, so just check out the schedules and routes, grab your MOBIB card and enjoy your journey!



CYCLING

An alternative to public transportation is cycling. If you need advice on how to get around, what parking facilities are available, how to rent a bicycle or use the bicycles sharing service, where to find a repair station, what bicycle-related events are planned on campus, or if you simply wish to subscribe to ULB's newsletter for cyclists, you can visit:

www.ulb.be/mobilite/Velo.html
[/www.provelo.org/en](http://www.provelo.org/en)

CAR SHARING

ULB has entered partnerships with several car sharing companies (including Cambio, Zen Car, and Zipcar), in order for members of the university community to enjoy discounts.

www.cambio.be/cms/carsharing/en/
www.zencar.eu/en
www.mobilite-mobiliteit.brussels/en/



HEALTHCARE AND INSURANCE

HEALTH INSURANCE

In Belgium, individual health insurance is mandatory. EU Students with health insurance should bring with them proof of such insurance (the European Health Insurance Card). To receive it, contact your local health insurance before leaving your country. Generally speaking, if you are a EU citizen, you will only have to pay the supplementary fee.

Non-EU students also need health insurance valid in Belgium. It is strongly recommended that such insurance be taken out before leaving your country of origin (private health insurance). An alternative is to participate in the Belgium's health insurance scheme once you are here. This will cover you as a student for the duration of your stay.

If the system does not exist in your country, you must sign up with a mutuality or get private health insurance. This way, if you have a health problem, you will be able to see a doctor and will be reimbursed for most of the related medical costs.

PUBLIC LIABILITY INSURANCE

All ULB students benefit from public liability insurance covering any accidents related to your university activities.

MEDICAL ASSISTANCE

A medical service (general practitioners, sports medicine and a general clinic) is available to the university population at INAMI (National Institute of Health and Disability Insurance) rates, i.e. fully reimbursed by the "mutuelle".

www.ulb.be/fr/vie-sur-les-campus/sante-et-bien-etre

Along with providing help in choosing a study

programme, Psy-Campus, our psychological consultation service, welcomes those who find it hard to adapt to university life or who are in search of personal well-being.

www.ssmulb.be/

"Aimer à l'ULB", a family planning centre, offers various medical, psychological and legal services.

A multidisciplinary team is available to assist those who have emotional or sexual problems, in complete confidentiality.

www.aimerulb.be/

REPATRIATION INSURANCE

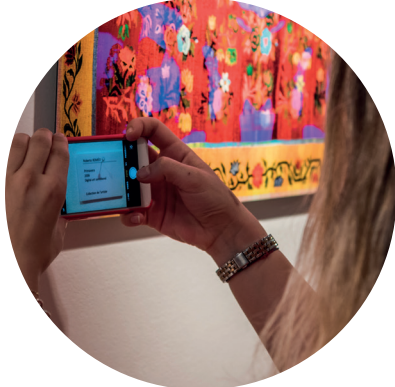
Please note that the mutuality will cover the cost of medical expenses in Belgium, but will not repatriate you to your home country in the event of illness or accident. You may therefore wish to take out a private repatriation insurance in your home country. Should you do so, we advise you read the small print carefully (particularly regarding the number of months you can spend abroad).

HOME INSURANCE

It is generally stipulated in the rental contract that the tenant must take out liability insurance to cover against damage caused to the home and/or any equipment provided by the landlord. Basic home insurance also covers damage caused by fire, water or natural disasters.

FAMILY INSURANCE

«Family insurance» or «Third party liability insurance» covers the damage you cause to other people or their property. If the policy includes personal legal protection, it will also defend your interests should you incur damage.



STUDENT LIFE

CULTURE

ULB-Culture organizes Ciné-Club projections, concerts and exhibitions. Their office is located on the Solbosch Campus, Building F1, Level 4, Tel. 02/650.21.57. www.ulb.be/culture

More culture and fun!

- Brussels Tourist Office
www.visitbrussels.be
- Fine Arts Museum
www.fine-arts-museum.be/fr
- Comic Strip Museum
www.cbbd.be/fr/accueil
- Royal Museum of Art and History
www.kmkg-mrah.be
- Temporary exhibitions
www.bozar.be
- General information website activities
www.quefaire.be
- Cinema and theatre tickets
www.arsene50.be

ULB SPORTS

A wide range of sports activities are organized at ULB. The activities take place during the entire academic year and take place on the different campuses of the university (Solbosch, Erasme, Charleroi) depending on the specific programs. An annual card (€60) will give you access to collective sports lessons and a reduced price for sports infrastructures.

GETTING A JOB

From babysitting, to tutoring and from secretarial work to IT, ULB Career Centre is a central hub where students can find job offers to supplement their budget.

https://ulb.jobteaser.com/fr/users/sign_in

If you do not have a student grant, you might want to get a student job. You must however be aware that this will not allow you to

completely finance your stay, as there are statutory limitations on the number of hours students may work.

If you are an EU citizen, registration with the municipal authority and your ULB student card are all that is needed to take on a student job. Non-EU students will need to apply for a work permit.

S&SAME

You are lost on campus, you have difficulty locating a university department or auditorium, a computer room or any other useful service, find the schedule of a course? In every library, S&SAME can help you.

The S&SAME teams are also at your disposal to explain how to connect to the WIFI service, how to access your email, MonULB or the Virtual University.

Finally, S&SAME gives you useful information to search for a specific book or article, and it provides document loans.

<https://bib.ulb.be/>





LEARNING FRENCH

PARLEZ-VOUS FRANÇAIS?

The ULB is a French-speaking university. The teaching language is French. Although a growing number of Masters are offered in whole or in part in English, you will still study and live within a French-speaking environment.

Whether you are a complete beginner or whether you are looking to refresh your language skills, there are many opportunities to do so, on the campus or in Brussels.

ULB LANGUES

If you are willing to improve your level of French, ULB offers free language courses to foreign students all year long. Some classes are reserved to exchange students. Taking a test to determine your level is mandatory! There are also some intensive classes organised over the summer.

Get all the information here:
www.ulb.be/fr/se-former/cours-de-francais-langue-etrangere

Classes in your neighbourhood

Information (in English) about French lessons organised for foreigners in each municipality of Brussels can be found on the website of the "Maison de la Francité". The website provides information about lessons subsidized by the local authorities and about private language schools.

www.maisondelafrancite.be

GOOD TO KNOW:

F9 offers special rates and free courses for ULB students and researchers:

www.fylanguages.eu

There are other language schools offering courses in a variety of languages at democratic prices.

You can check their websites:

www.cvo-khnb.net

and www.epfc.eu.

What if you want to learn Dutch instead?

For information about Dutch lessons in Brussels, see:

www.huisnederlandsbrussel.be





OTHER INFORMATION

BANKING

For paying for your accommodation and running costs, we advise you to open an account at a bank of your choice, once you have arrived in Brussels. To do this, simply go to any bank branch, taking with you:

- your passport or identity card (for EU citizens)
- a proof of registration at the University.
- Rental contract

Proof that you have initiated registration at the town hall (Annexe 15) OR proof of address in your home country

Internet access is also very widespread. On the University campus you will find a WiFi network enabling you to connect to Internet in most ULB buildings. To gain access, all you need to do is to activate your ULB Email account, which you can do once you receive your ULB student card.

Then, just log on at a computer in the library and submit a “formulaire de demande d’activation d’un compte” on the ULB website:

<https://idsapp.ulb.ac.be/pam/>

LIBRARIES

Your ULB student card also serves as your library card.

The following link provides information about all the ULB libraries: www.bib.ulb.be

FOOD ON THE CAMPUS

There are several cafes and restaurants on the Solbosch (building F1); La Plaine and Erasmus campuses also offer a wide variety of food at democratic prices. There are also restaurants, cafes and supermarkets near the three campuses. Students in the Medicine Faculty can use the hospital canteens during their internship at the hospital.

Good to know !

A market selling locally produced and organic food is held on the Solbosch campus (avenue Paul Héger) every Tuesday, from 16.00 to 18.30.

TELEPHONE AND INTERNET

In this age of mobile phones, you can either go for purchasing «pre-paid» cards or taking out a subscription. This can be done at a store of your choice. There is a wide range of providers on offer and you will be able to compare prices and offers, once you are settled in Brussels.





HELP NEEDED?

STUDENT WELFARE OFFICE (SWO)

Having trouble paying your tuition fees? Want to know more about funding your studies? Looking for a student job? The Student Welfare Office is there to welcome and support you throughout the year. Its staff will lend you an ear, tell you about your rights, and point you to the relevant departments.

The SWO can also provide administrative support for other institutions (e.g. the Wallonia-Brussels Federation, CPAS, family allowances, etc.). In addition, it can offer financial support under various forms: contribution to the cost of your course materials, reduced rent, reimbursement of transportation costs, etc.

The Student Welfare Office also gives transgender students the possibility to get their preferred name officially recognised at the ULB. At any point during the academic year, you can simply visit the SWO's main office.

ULB Student Welfare Office
www.ulb.be/en/campus-life/student-welfare-office

STUDENTS WITH DISABILITIES

The ULB is a non-discriminatory institution, welcoming students with all kinds of disabilities. While the university curriculum is the same for all students, you are entitled to reasonable accommodations, specific aid, and support, depending in your needs.

The ULB operates a contact point for such students, providing them with help and guidance in various ways: mediating with teachers, finding ways of adjusting, offering support during courses and exams, etc.

For more information, see: www.cefes.be/ (in French)

EMERGENCIES AND SAFETY

If you experience or witness a medical emergency, an accident, or an assault, or if you have found a suspicious object, please contact our Protection and Safety unit, open 24/7.

From any ULB landline, please dial the following numbers as soon as possible:

- 7 (for Solbosch, La Plaine, Parentville, and Gosselies campuses)
- 22 (for Erasme campus)
- 112 (for other campuses).

From a mobile phone:

- +32 2 650 26 14

Beneath you can find all the other relevant emergency numbers

- Medical Emergencies (Fire and Ambulance) **100**
- European number in case of violent crime and accidents **112**
- Federal Police (accidents without injured) **101**
- Red Cross **105**
- Anti-Poison Centre **070/245.245**
- Burn Victims Centre **071/448.000**





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.





ULB AS AN **EXCHANGE** **STUDENT**

REGISTRATION AS AN EXCHANGE STUDENT

A stay as an exchange student at ULB can only take place on the basis of Inter-University Agreements between ULB and the partner universities. For more information, please consult your University's International Relations service.

Individual applications (from "free-movers") are not accepted. Your application must go through your university.

To be considered eligible, your application must include, inter alia, the proposed study programme or «Learning agreement».

After receiving your application via your University's International Service and reviewing it, we will inform you directly of our decision. A copy will be sent to your University.

Before purchasing your airline ticket, please wait for the acceptance letter that you will be sent by ULB. This should arrive in sufficient time for you to complete all arrangements that a stay a long way from home requires.

The name of administrative Officer responsible for you will be indicated to you in the acceptance letter that will be sent to your personal address in adequate time.

ACADEMIC COORDINATORS

The name and contact details of your ULB Academic Coordinator will be included in your acceptance letter. Your Academic Coordinator is responsible for monitoring your stay with us from an academic point of view. S/he will validate the curriculum that you will be following at the ULB as an exchange student and answer any questions you may have on it.

The ULB publishes its course catalogue a few weeks before the start of each academic year. The catalogue lists all of the courses offered, together with information about the faculties, the period when they are held (1st, 2nd term or 1st and 2nd terms for annual courses) and the person teaching them.

The catalogue is available on:
www.ulb.be/fr/etudier/programme

WELCOME!

Upon arrival at the university, you will receive your student card and the official certificates establishing your status as a ULB student. No registration fee will be requested but you must have paid the registration fees for the academic year of your exchange at your home University. Please be aware that we may request a proof of your registration at any time.

Some of our Faculties offer a special welcome to exchange students. You will be informed of such either directly by the Faculty itself, or when you visit the Student Mobility Office.

STUDENTS GRANTS

As stated in students' mobility agreements, our University offers no grants to the exchange students it accepts. You will be dependent on your own resources or those offered by your home University for funding your stay at the ULB.



USEFUL CONTACTS FOR EXCHANGE STUDENTS

FACULTIES

<p>Faculté de lettres, traduction et communication Mme Brigitte Turner Burkitt Mobilite.LTC@ulb.be Tél. : +32 2 650 36 87</p>	<p>Faculté de droit et de criminologie Droit Mme Isabelle Bettens erasmus.droit@ulb.ac.be Tél. : +32 2 650 36 13</p>
<p>École de traduction et d'interprétation ISTI-Cooremans Mme Nathalie Breemeels erasmus.TI.LTC@ulb.be Tél. : +32 2 650 62 11 https://ltc.ulb.be/venir-etudier-en-ltc</p>	<p>Criminologie M. Nelson das Neves Ribeiro nnevesri@ulb.ac.be https://droit.ulb.be/version-francaise/navigation/erasmus/etudiants-incoming</p>
<p>Faculté de philosophie et sciences sociales Mme Isabelle Beauchamp pipsin@ulb.ac.be Tél. : +32 2 650 45 76 https://phisoc.ulb.be/fr/venir-etudier-a-la-faculte</p>	<p>Faculté Solvay Brussels School of Economics and Management Mme Anne Georges Anne.Georges@ulb.be Tél. : + 32 2 650 48 66 https://sbsem.ulb.be/etudiants-en-trants-in</p>
<p>Institut d'études européennes Avenue F.D. Roosevelt 39 Tél. : +32 2 650 30 77</p>	<p>Faculté des sciences École interfacultaire de bioingénieurs M. Renaud Martel Renaud.Martel@ulb.be Tél. : +32 2 650 55 53 https://sciences.ulb.be/les-etudes/mobilite-des-etudiants</p>
<p>Faculté des sciences psychologiques et de l'éducation M. Alessandro Polesello alessandro.polesello@ulb.ac.be Tél. : +32 2 650 60 54 https://psycho.ulb.be/international/mobilite-in</p>	<p>École polytechnique de Bruxelles – École interfacultaire de bioingénieurs Mme Rose-Marie Brynaert International.polytech@ulb.ac.be https://polytech.ulb.be/en/international/incoming-students/mobility-programmes (en anglais)</p>
<p>Faculté d'architecture Mme Zohra Chentouf international.archi@ulb.ac.be Tél. : +32 2 639 24 21 https://archi.ulb.be/version-francaise/international/mobilite-etudiante</p>	<p>École de santé publique Campus Erasme, Route de Lennik 808, bâtiment A, niveau 2 Tél. : +32 2 555 40 13 https://esp.ulb.be/fr/international</p>
<p>Faculté de médecine M. Arnaud Rans erasmus.medecine@ulb.be Tél. : +32 2 555 61 64 https://medecine.ulb.be/version-francaise/international/venir-a-l-ulb</p>	<p>Faculté de pharmacie Mme Marie Navez Secretariat.Pharma@ulb.be Tél. : +32 2 650 53 37</p>
<p>Faculté des sciences de la motricité Mme Anne Moncousin anne.moncousin@ulb.ac.be Tél. : +32 2 555 33 58 https://fsm.ulb.be/fr/etudes/mobilite-internationale-erasmus</p>	

STUDENT MOBILITY OFFICE

The Student Mobility Office is in charge of exchange students. Its offices are located on the 5th Floor, Building «S» on the Solbosch campus.

The team responsible for managing Incoming students consists of:

- Mr. Luis Gomez
Luis-Manuel.Gomez.Garcia@ulb.be
(Erasmus students)
- Ms. Elizabeth Olivares
Elizabeth.Olivares.Fontt@ulb.be
(students coming from outside of Europe)
- General queries: **mobilite@ulb.be**

Find the Student Mobility Office on social media and get updates about events and tips to prepare for your mobility:

 www.facebook.com/ULBERasmus/

 [@ErasmusULB](https://www.instagram.com/ErasmusULB)

