

## 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](mailto: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 :**

**21<sup>th</sup> August 2023 to 26<sup>th</sup> 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.**