

List of documents for UE students

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

- Household composition : dated between **01/07/2024 and 31/10/2024.**
 - ⇒ 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 2024-2025 (optional)
- Copy of the tax records of your parents (**or** your partner **or** yours if you are financially independent) → taxes 2023 – incomes **2022**.
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 2024-2025
- 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 **2022** (only for self-employed parents)
- Any document proving a change in my situation since **2022** (retirement, unemployment allowance, death, ...)
- My pay slips **as from September 2024** + 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 contain: **LAST NAME, First Name, ULB number (matricule)**

Requests will be handled from:
26th August 2024 to 25th April 2025

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

On 25/04/2025, all incomplete (*) files will be closed and no appointment won't be possible anymore.

(*) « *incomplete file* » means:

- *One or several document(s) missing*
- *Inappropriate document*
- *Incomplete document (missing pages(s))*