



KATHOLIEKE UNIVERSITEIT
LEUVEN

*intercultural
university*



Travelling to Leuven

2011-2012

International Guests at
Katholieke Universiteit Leuven Belgium



Foreword

It is no simple matter, moving to live in a foreign country for a while, possibly very far from your own town. Many things have to be organised, especially upon arrival and during the first weeks of your stay in Belgium. You will be confronted with formalities and procedures that may be totally different from the normal way of doing things in your own country. Our purpose in publishing 'Travelling to Leuven' is to offer a brochure that will help acquaint international visitors to the Katholieke Universiteit Leuven (K.U.Leuven) with the important procedures for registering and settling in Leuven, Belgium.

'Travelling to Leuven' is, of course, not capable of answering all your questions or solving all your problems, but it can at least help you to find a solution.

This brochure will be most useful to you if you receive it a few months before you come to Leuven. Please read it carefully and take into account all the practical information it contains. Brochures are sent free of charge to anyone who will be staying at K.U.Leuven, as an international student, a researcher, or a visiting professor.

Finally, we would like to take this opportunity to wish you a fruitful stay at our University and in Belgium.

Professor Mark Waer
Rector

Visit our website: www.kuleuven.be/english/

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Overview

The information in this brochure is organised mainly on the basis of two essential points: your status when you come to Leuven whether as a Student or Visiting Scholar, a Researcher or Visiting Professor, and your country of origin. This has to do with national legislation regarding the access to and the length of stay of international guests in Belgium. Obviously, the status of international students, scholars and researchers fall under this legislation.

Do familiarise yourself with the Overview of the procedures presented in table form below. In this table, you will be able to identify under what status you are coming to Leuven, and the relevant procedures to be followed, depending on your nationality. Your status is clearly indicated on your admission or appointment letter from K.U.Leuven. The succeeding chapters in this brochure are structured according to the main divisions in the table in the Overview: the Administrative Formalities upon Arrival, the required Insurances and the scholarship and salary administration. In effect, the chapters are an elaboration of the main items within the Overview table.

As regards your nationality, a number of distinctions can be made. The most important distinction is between citizens from the **European Economic Area (EEA)** and **non-EEA** citizens.

EU = EUROPEAN UNION MEMBER STATES

Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden and the United Kingdom, plus the newest EU member states Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Bulgaria and Romania

EEA = EUROPEAN ECONOMIC AREA MEMBER STATES

EU + Liechtenstein, Norway, Iceland

EEA citizens have, in principle, access to and may stay in all the other member states of the union. Non-EEA citizens need a visa or an authorisation to enter and stay in Belgium. Special arrangements apply for Switzerland while Monaco follows the French regulations.

Two other useful distinctions can be made in terms of one's nationality: whether one is a citizen of a member state of the **Council of Europe and of the European Higher Education Area**. These distinctions, however, have a bearing more on the modalities of one's admission for study at K.U.Leuven.

COE/EOPE = COUNCIL OF EUROPE MEMBER STATES

EU + Albania, Andorra, Armenia, Azerbaijan, Bosnia-Herzegovina, Croatia, Georgia, Iceland, Liechtenstein, FYR of Macedonia, Moldova, Monaco, Montenegro, Norway, Russian Federation, San Marino, Serbia, Switzerland, Turkey and Ukraine

EHEA = EUROPEAN HIGHER EDUCATION AREA MEMBER STATES (COUNTRIES THAT RATIFIED THE BOLOGNA DECLARATION)

EU + Albania, Andorra, Armenia, Azerbaijan, Bosnia-Herzegovina, Croatia, Georgia, Iceland, Liechtenstein, FYR of Macedonia, Moldova, Montenegro, Norway, Russian Federation, Serbia, Switzerland, Turkey, Ukraine and Vatican City



CATEGORY	DEFINITION *STATUS IN K.U.LEUVEN	NATIONALITY	FINANCIAL MEANS	FORMALITIES PRIOR TO DEPARTURE
1 STUDENTS: Exchange students, Bachelor's and Master's (+ Specialisation Students)	Students enrolled in an exchange programme (mostly the LLP/Erasmus programmes of the EU), or in a Bachelor's or Master's programme (mostly in Dutch) or in an International Master's programme (in English) (Individuals with a M.D. diploma who want to improve their skills by means of training as observer) *STUDENT	Non-EEA	Scholarship or Self-supporting	<ul style="list-style-type: none"> Application for an Authorisation for Provisional Sojourn as a student Work permit not required
		EEA	Scholarship or Self-supporting	<ul style="list-style-type: none"> None: free movement of people
2 PREDOCTORAL STUDENTS (non-EEA: max 2 years) (EEA: max 1 year till predoctoral examination)	Students who are admitted to an ad-hoc programme of studies and research in order to evaluate their research competence, prior to admission to the doctoral programme *STUDENT	Non-EEA	Scholarship or Self-supporting	<ul style="list-style-type: none"> Application for an Authorisation for Provisional Sojourn as a student Work permit not required
		EEA	Scholarship or Self-supporting	<ul style="list-style-type: none"> None: free movement of people
3 DOCTORAL STUDENTS	Students admitted to a doctoral programme, which includes studies and research, independent of any employment contract, in order to obtain a Ph.D. *STUDENT	Non-EEA	Scholarship or Self-supporting	<ul style="list-style-type: none"> Application for an Authorisation for Provisional Sojourn as a student Work permit not required
		EEA	Scholarship or Self-supporting	<ul style="list-style-type: none"> None: free movement of people
4 INTERNATIONAL SCHOLARS	Students admitted, usually in exchange programmes, for a programme of study and research of a maximum of 18 months, in preparation of a doctorate to be obtained at their home university, or in line with their studies and research activities at their home university *STUDENT	Non-EEA	Scholarship or Self-supporting	<ul style="list-style-type: none"> Application for an Authorisation for Provisional Sojourn as a student Work permit not required
		EEA	Scholarship or Self-supporting	<ul style="list-style-type: none"> None: free movement of people
5 VISITING SCHOLARS/ FELLOWS – short term (non-EEA: max 3 months) (EEA: max 6 months)	Scholars admitted usually in exchange programmes, for a programme of study and research, independent of any employment contract *GUEST	Non-EEA	Financial allowance or Self-supporting	<ul style="list-style-type: none"> If a visa is required for the country of origin, a Schengen-visa is applied for
		EEA	Financial allowance or Self-supporting	<ul style="list-style-type: none"> None: free movement of people

FORMALITIES UPON ARRIVAL AT THE UNIVERSITY AND IN THE CITY HALL	REQUIRED INSURANCE	ACCOMMODATION	OFFICE TO REPORT TO UPON ARRIVAL
<ul style="list-style-type: none"> Enrolment as a Student Inscription in the Alien's Register Affiliation with a Belgian health insurance company In case of a scholarship: scholarship administration 	<ul style="list-style-type: none"> Accident and professional liability Health Insurance as student Third Party Liability Insurance 	Student accommodations	International Office: IAM*
<ul style="list-style-type: none"> Enrolment as a Student Registration Certificate as EEA citizen In case of a scholarship: scholarship administration 	<ul style="list-style-type: none"> Accident and professional liability Health Insurance: European Health Insurance Card Third Party Liability Insurance (possible) 	Student accommodations	International Office: IAM
<ul style="list-style-type: none"> Enrolment as a Student Inscription in the Alien's Register Affiliation with a Belgian health insurance company In case of a scholarship: scholarship administration 	<ul style="list-style-type: none"> Accident and professional liability Health Insurance as student Third Party Liability Insurance 	Student accommodations	International Office: IAM
<ul style="list-style-type: none"> Enrolment as a Student Registration Certificate as EEA citizen In case of a scholarship: scholarship administration 	<ul style="list-style-type: none"> Accident and professional liability Health Insurance: European Health Insurance Card Third Party Liability Insurance (possible) 	Student accommodations	International Office: IAM
<ul style="list-style-type: none"> Enrolment as a Student Inscription in the Alien's Register Affiliation with a Belgian health insurance company In case of a scholarship: scholarship administration 	<ul style="list-style-type: none"> Accident and professional liability Health Insurance as a Belgian employee if on scholarship Health Insurance as a student if self-supporting Third Party Liability Insurance 	Student accommodations	International Office: IAM
<ul style="list-style-type: none"> Enrolment as a Student Registration Certificate as EEA citizen Affiliation with a Belgian health insurance company if on scholarship In case of a scholarship: scholarship administration 	<ul style="list-style-type: none"> Accident and professional liability Health Insurance as a Belgian employee if on scholarship Health Insurance: European Health Insurance Card if self-supporting Third Party Liability Insurance (possible) 	Student accommodations	International Office: IAM (for doctoral admission) Human Resources Department (for scholarship administration)
<ul style="list-style-type: none"> Enrolment as a Student Inscription in the Alien's Register Affiliation with a Belgian health insurance company In case of a scholarship: scholarship administration 	<ul style="list-style-type: none"> Accident and professional liability Health Insurance as student Third Party Liability Insurance 	Student accommodations	International Office: IAM
<ul style="list-style-type: none"> Enrolment as a Student Registration Certificate as EEA citizen In case of a scholarship: scholarship administration 	<ul style="list-style-type: none"> Accident and professional liability Health Insurance: European Health Insurance Card Third Party Liability Insurance (possible) 	Student accommodations	International Office: IAM
<ul style="list-style-type: none"> Registration as a Visiting Scholar Access to accident and medical insurance In case of financial allowance: payment 	<ul style="list-style-type: none"> Accident and medical insurance 	Student accommodations or Groot Begijnhof or private accommodations	International Office: IAM
<ul style="list-style-type: none"> Registration as a Visiting Scholar Access to accident and medical insurance In case of financial allowance: payment 	<ul style="list-style-type: none"> Accident and medical insurance 	Student accommodations or Groot Begijnhof or private accommodations	International Office: IAM

* IAM: International Admissions and Mobility Unit

CATEGORY	DEFINITION *STATUS IN K.U.LEUVEN	NATIONALITY	FINANCIAL MEANS	FORMALITIES PRIOR TO DEPARTURE
6 POST- DOCTORAL FELLOWS	Highly qualified researchers, with a doctorate, engaged in fundamental research independent of employment, for a period of three years at the most *RESEARCHER	Non-EEA	Postdoctoral grant in international mobility,	<ul style="list-style-type: none"> Application for an Authorisation for Provisional Sojourn as researcher on the basis of the hosting agreement provided by K.U.Leuven
		EEA	Postdoctoral grant in international mobility,	<ul style="list-style-type: none"> None: free movement of people
7 RESEARCH ASSOCIATES	Highly qualified researchers, carrying out project-bound research, in a subsidiary relation *RESEARCHER	Non-EEA	Salary	<ul style="list-style-type: none"> Application for an Authorisation for Provisional Sojourn as researcher on the basis of the hosting agreement provided by K.U.Leuven
		EEA	Salary	<ul style="list-style-type: none"> None: free movement of people
8 SELF-SUPPORTING RESEARCHERS (non-EEA: with work permit) FREE ASSOCIATES (EEA: without work permit)	Highly qualified researchers, engaged in fundamental or project-bound research *RESEARCHER	Non-EEA	Grant and/or salary from home university or elsewhere, but not from K.U.Leuven	<ul style="list-style-type: none"> Application for a work permit Application for an Authorisation for Provisional Sojourn as researcher on the basis of the work permit
		EEA	Grant and/or salary from home university or elsewhere, but not from K.U.Leuven or No grant or salary at all (only for free associates)	<ul style="list-style-type: none"> None: free movement of people Citizens from the new EU-member states (except Bulgaria and Romania) still need a work permit
9 VISITING PROFESSORS (salaried) SPECIAL VISITING PRO- FESSORS (unsalaried)	Highly qualified individuals, appointed by the University as part-time or full-time Visiting Professor for teaching and/or research *VISITING PROFESSOR	Non-EEA	Salary from K.U.Leuven or Salary from home university (and per diem allowance from K.U.Leuven)	<ul style="list-style-type: none"> Application for a work permit Application for an Authorisation for Provisional Sojourn as Visiting Professor on the basis of the work permit
		EEA	Salary from K.U.Leuven or Salary from home university (and per diem allowance from K.U.Leuven)	<ul style="list-style-type: none"> None: free movement of people Citizens from the new EU member states (except Bulgaria and Romania) still need a work permit

FORMALITIES UPON ARRIVAL AT THE UNIVERSITY AND IN THE CITY HALL	REQUIRED INSURANCE	ACCOMMODATION	OFFICE TO REPORT TO UPON ARRIVAL
<ul style="list-style-type: none"> • Registration as a postdoctoral fellow • Inscription in the Alien's Register • Affiliation with a Belgian health insurance company 	<ul style="list-style-type: none"> • Accident and professional liability • Health Insurance as a Belgian employee • Third Party Liability Insurance (recommended) 	Groot Begijnhof or private accommodations	Human Resources Department
<ul style="list-style-type: none"> • Registration as a postdoctoral fellow • Equivalent identity card • Affiliation with a Belgian health insurance company 	<ul style="list-style-type: none"> • Accident and professional liability • Health insurance as a Belgian employee • Third Party Liability Insurance (recommended) 	Groot Begijnhof or private accommodations	Human Resources Department
<ul style="list-style-type: none"> • Registration as a research associate • Inscription in the Alien's Register • Affiliation with a Belgian health insurance company 	<ul style="list-style-type: none"> • Accident and professional liability • Health Insurance as a Belgian employee • Third Party Liability Insurance (recommended) 	Groot Begijnhof or private accommodations	Human Resources Department
<ul style="list-style-type: none"> • Registration as a research associate • Equivalent identity card • Affiliation with a Belgian health insurance company 	<ul style="list-style-type: none"> • Accident and professional liability • Health insurance as a Belgian employee • Third Party Liability Insurance (recommended) 	Groot Begijnhof or private accommodations	Human Resources Department
<ul style="list-style-type: none"> • Registration as a self-supporting researcher • Inscription in the Alien's Register 	<ul style="list-style-type: none"> • Accident and professional liability • Private health insurance • Third Party Liability Insurance (recommended) 	Groot Begijnhof or private accommodations	Human Resources Department
<ul style="list-style-type: none"> • Registration as a free associate or as a self-supporting researcher • Equivalent identity card 	<ul style="list-style-type: none"> • Accident and professional liability • European Health Insurance Card • Third Party Liability Insurance (recommended) 	Groot Begijnhof or private accommodations	Human Resources Department
<ul style="list-style-type: none"> • Registration as a Visiting Professor • Inscription in the Alien's Register • Affiliation with a Belgian health insurance company if salaried by K.U.Leuven 	<ul style="list-style-type: none"> • Accident and professional liability • Health Insurance as a Belgian employee if salaried • Private health insurance if self-supporting • Third Party Liability Insurance (recommended) 	Groot Begijnhof or private accommodations	Human Resources Department
<ul style="list-style-type: none"> • Registration as a Visiting Professor • Equivalent identity card • Affiliation with a Belgian health insurance company if salaried by K.U.Leuven 	<ul style="list-style-type: none"> • Accident and professional liability • Health Insurance as a Belgian employee if salaried • European Health Insurance Card if self-supporting • Third Party Liability Insurance (recommended) 	Groot Begijnhof or private accommodations	Human Resources Department

Administrative formalities prior to departure

Legislation in Belgium concerning national security and immigration requires Students, Visiting Scholars, Researchers and Visiting Professors to complete the formalities listed below prior to their departure for Belgium. These formalities cover the requirements for applying for the proper visa in order to enter Belgium and do your studies or research. Identify your status on the left hand column in order to determine what formalities need to be followed.

WHO	WHERE	WHEN	DOCUMENTS TO SUBMIT*	
			NON-EEA CITIZENS	EEA CITIZENS
STUDENTS (1-2-3-4)	Belgian Consulate or Embassy in one's home country or in the country where one happens to reside legally	At the latest 4 months prior to departure	Apply for an 'Authorisation for Provisional Sojourn' <ul style="list-style-type: none"> valid passport (with at least one year's validity remaining) permission to enrol at K.U.Leuven proof of solvency (see further) certificate of good conduct (see further) medical certificate (see further) declaration signed by yourself, certifying that you will leave Belgium upon the completion of your studies. To bring along one's family, see further	No need to apply for any visa. Just bring your: <ul style="list-style-type: none"> valid passport or identity card proof of solvency (see further) European Health Insurance Card that proves you are affiliated with a health insurance in your home country For one's family: valid passport or identity card
VISITING SCHOLARS/ FELLOWS (5)	Belgian Consulate or Embassy in one's home country or in the country where one happens to reside legally	At the latest 3 months prior to departure	<i>for citizens of countries where a short stay visa is NOT required:</i> No need to apply for any visa. Just bring your: <ul style="list-style-type: none"> valid passport invitation letter from K.U.Leuven for all certainty, bring a proof of solvency <i>for citizens of all other countries:</i> Apply for a Schengen visa. <ul style="list-style-type: none"> valid passport invitation letter from K.U.Leuven proof of solvency return trip flight ticket (if you made hotel reservations for your stay, a copy of the down payment for your hotel room) travel insurance with a coverage of at least € 30 000 To bring along one's family, each member must also secure a Schengen visa.	No need to apply for any visa. Just bring your: <ul style="list-style-type: none"> valid passport or identity card For one's family: valid passport or identity card
WHO	WHERE	WHEN	DOCUMENTS TO SUBMIT*	
			NON-EEA CITIZENS (+ CITIZENS OF BULGARIA AND ROMANIA)	EEA CITIZENS
RESEARCHERS (6-7-8) VISITING PROFESSORS (9)	Belgian Consulate or Embassy in one's home country or in the country where one happens to reside legally City Hall of one's place of residence in Belgium if already legally residing in a Schengen country	At the latest 2 months prior to departure	Apply for an 'Authorisation for Provisional Sojourn' <ul style="list-style-type: none"> valid passport hosting agreement for postdoctoral fellows and research associates (see further) work permit for self-supporting researchers and visiting professors (see further) certificate of good conduct (see further) medical certificate (see further) To bring along one's family, see further.	No need to apply for any visa. Just bring your: <ul style="list-style-type: none"> valid passport or identity card if self-supporting: European Health Insurance Card that proves you are affiliated with a health insurance in your home country For one's family: valid passport or identity card

* Please consult the website of the Belgian Ministry of Foreign Affairs for more details: <http://dijplobel.fgov.be/en/travel/visa.asp>

Authorisation for Provisional Sojourn

This particular type of visa (in Dutch: *Machtiging tot Voorlopig Verblijf*) allows the holder to stay in Belgium for a period longer than three months. This visa is also referred to as Visa Type D. For non-EEA Students, the Authorisation for Provisional Sojourn is also commonly known as the 'Student Visa' or Visa Type D.

As a rule, students must apply for this visa at the Belgian Consulate or Embassy in their own country or in the country where they legally reside, and not from the public authorities in Belgium itself. If there would be no Belgian Consulate or Embassy in their home country, they may submit your application at the Belgian Consulate or Embassy in one of the neighbouring countries.

Non-EEA Researchers and Visiting Professors are also required to apply for the Authorisation for Provisional Sojourn in order to enter and stay in Belgium for a period longer than three months.

However, non-EEA Researchers and Visiting Professors who legally reside in a Schengen country and whose residence in that Schengen country is still valid for at least three more months can enter Belgium without any visa and apply for the Authorisation for Provisional Sojourn at the city hall of their place of residence in Belgium **on condition that they bring along all required documents for the visa application with them.**

ATTENTION: Students should not enter Belgium with a tourist visa if they intend to stay longer than 90 days or three months. The University will not support an application for a change of status or visa.



Schengen Visa

Certain European countries have entered into an agreement regarding the opening of their borders to international visitors. In effect, a new type of visa - the *Schengen Visa* - has been introduced by the member countries. This visa covers a short-stay period of a maximum of 90 days (three months) within a six-month period and allows the holder to travel freely between all of the Schengen member states. The Schengen Visa is also referred to as Visa Type C.

SCHENGEN COUNTRIES

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland

- If you intend to visit only one Schengen country, you must apply at the Consulate or Embassy of that particular country.
- If you intend to visit several Schengen countries, you must apply at the Consulate or Embassy of the country which is your main destination.
- If you intend to visit several Schengen countries but do not have a main destination, you must apply at the Consulate or Embassy of the country which is your first point of entry.
- If you do not need a visa for the Schengen country which is your main destination or first point of entry, note that you may be required to have a visa for other Schengen countries you wish to visit. You should then apply at the Consulate or Embassy of the first Schengen country which does require you to have a visa.

COUNTRIES THAT ARE NOT REQUIRED A VISA TO ENTER BELGIUM FOR A SHORT PERIOD OF A MAXIMUM OF THREE MONTHS

Andorra, Argentina, Australia, Bolivia, Brazil, Brunei, Canada, Chile, Costa Rica, Croatia, El Salvador, Estonia, Guatemala, Honduras, Iceland, Israel, Japan, Korea (South), FYR of Macedonia, Malaysia, Mexico, Monaco, Montenegro, Nicaragua, New Zealand, Panama, Paraguay, San Marino, Serbia, Singapore, Switzerland, the United States of America, Uruguay, Vatican City, Venezuela

Proof of Solvency

There are three acceptable types of the proof of solvency:

1. A certificate from K.U.Leuven or another institution demonstrating that you have been awarded a financial allowance, a grant or a scholarship.
2. A proof of your own financial means by transferring a certain amount to a blocked bank account in Belgium in your name (highly recommended procedure for self-supporting students). Kindly notify the International Office: International Admissions and Mobility Unit about your intention to make use of this procedure. The detailed instructions will be communicated to you afterwards.
3. The form 'Agreement for Acceptance of Financial Responsibility' (in Dutch: *Verbintenis tot Tenlasteneming*; in French: *Engagement de Prise en Charge*, available from the Belgian Consulate or Embassy). There are two versions:
 - Form 32 (in Dutch: *Bijlage 32*) mainly for Students. This must be completed and signed by, for example, your parents, relatives or your private sponsors in Belgium who must avail of sufficient income. Belgian law requires that this person, your guarantor, must be able to show that he or she earns at least € 750 a month plus € 150 per person who is legally dependent on him or her. Then, still in addition to this, your guarantor's income must avail of € 558 per month for you, plus € 150 extra per person who is legally dependent on you if they all intend to accompany you in Belgium in the framework of family reunification. The Belgian Consulate or Embassy has the authority to require official proofs of your guarantor's income and to investigate this accordingly. It is recommended that you include these proofs already when you submit the form. In this document your guarantors declare that they agree to shoulder the following costs: your health expenses, your stay in Belgium, your studies, and your return to your home country, for at least one academic year. An option is also provided in the document for your guarantors to shoulder the costs for the entire duration of your studies in Belgium. The document must be legalised by the Belgian Consulate or Embassy.
 - Form 3bis (in Dutch: *Bijlage 3bis*) only for Visiting Scholars who will stay in Leuven for a short period (three months at most for non-EEA citizens). This must be completed and signed by your private sponsors in Belgium. They may either be Belgian citizens or non-Belgian citizens but who have been granted a permanent residence permit in Belgium. Belgian law requires that this person, your guarantor, must be able to show that he or she earns at least € 1000 a month plus € 150 per person who is legally dependent on him or her. Then, still in addition to this, your guarantor's income must avail of € 200 per month for yourself. The Belgian Consulate or Embassy has the authority to require official proofs of your guarantor's family composition and income and to investigate this accordingly. In this document your guarantors declare that they agree to shoulder the following costs: your health expenses, your stay in Belgium, and your return to your home country, for the entire duration of your stay in Belgium. The document must be legalised by the Belgian Consulate or Embassy. Please note that the amounts mentioned above are subject to increase per year according to the Belgian state's index calculations. In this regard, please verify with the Belgian Consulate or Embassy in your home country as to the current required amounts. However, if you are financing your visit yourself, you will be required to present Travellers Cheques to the amount of € 50 per day for the total number of days you intend to stay in Belgium. You must also be able to provide proof of a stable income.

In case of doubt, the Belgian Consulate or Embassy in your home country will inform you as to what form of the proof of solvency is acceptable and what procedures to follow.

Certificate of Good Conduct

(only for non-EEA citizens)

This certificate, which is also called a police record, can be obtained from the police department in your home country. It should cover the last five years. If the police department in your home country does not provide such a certificate, the Belgian Consulate or Embassy will inform you as to what steps to take. For US citizens, this certificate is also called the FBI Clearance.

Medical Certificate

(only for non-EEA citizens)

The official form of the medical certificate can be obtained from the Belgian diplomatic service in their home country. This certificate has to be completed by a doctor appointed by the Belgian diplomatic or consular agent nearest to your official place of residence and stamped for approval by the said agent. Only the completed original (Dutch, French or English language) certificate is accepted by the ministry in Belgium. The medical certificate needs to be legalised by the Belgian embassy or consulate as well.

This certificate should state that you are in good health and are not a carrier of contagious diseases, e.g. tuberculosis.

Work Permit

(only for non-EEA citizens + citizens of Bulgaria and Romania)

In order to employ a foreigner, the K.U.Leuven needs to apply for a work permit, and in order to be able to work in Belgium, the foreigner must hold a work card. The work permit and the work card are mutually linked. When the K.U.Leuven is able to obtain a work permit for a specific employee, he or she receives a corresponding 'work card B' that is valid during the same period.

In principle, every foreign employee needs a work permit. There are, however, a number of exceptions to this rule. EEA-citizens and citizens of Switzerland, as well as their spouses, do not need a work permit. They enjoy free movement of citizens within the EU. For the citizens of Bulgaria and Romania, certain transition regulations apply. For more information in this regard, kindly contact the Human Resources Department of K.U.Leuven.

Students and visiting scholars are not employed and thus do not need a work permit. Students, moreover, are allowed to work as 'job students' during the vacation periods without a work permit. In order to work as a job student during the academic year, they need to apply for a 'work permit C'. Doctoral students with a scholarship are considered, in terms of migration regulations, as students. Spouses of students, however, cannot be employed as 'job students'.

Since December 2007 certain researchers have been exempted from obtaining a work card. By so doing, Europe intends to make its labour market more attractive and to promote the mobility of international researchers. The exemption only applies to researchers who are granted a scholarship or receive a salary by the K.U.Leuven. For exemption, the researcher and the university need to draw up a 'hosting agreement'. The spouse of a researcher, however, is not exempted.

The K.U.Leuven and, in particular, the Human Resources Department applies for the work card from the Flemish Ministry of Work and Social Economy. The application can be submitted at the earliest two months before the start of employment and it takes around three weeks to receive the work card. The work card can be applied for only for a maximum duration of one year, but it can be extended.

The conditions for obtaining a work permit and the required documents differ depending on the status of the foreigner. The Human Resources Department will send the applicant a list of the documents, which he or she needs to submit for the application for the work card.

In general, the following documents are required:

- medical certificate
- photocopy of passport
- photocopy of diploma
- copy of work contract or letter of secondment
- declaration of secondment
- ID photograph

Since it may take a while to obtain certain documents and to have them translated and legalised, we recommend that you begin the procedure a few months before the start of employment.

Hosting Agreement

(only for non-EEA citizens + citizens of Bulgaria and Romania)

On October 12, 2005 the European Commission issued regulation 2005/71. With this regulation, the Commission intends to simplify the admission and mobility of researchers and thus reinforce European research policy and establish a European research area. In the course of 2007, Belgium has incorporated the regulation into its federal legislation.

Henceforth, researchers can apply for a 'scientific visa' on the basis of a 'hosting agreement'. In the hosting agreement, the researcher commits himself or herself to undertake a research project and the K.U.Leuven commits itself to receive the researcher as a guest. The Human Resources Department sends the hosting agreement to the researcher at the moment that the appointment of the researcher has been approved. Since this concerns an agreement, both parties are required to sign it.

Bringing along family members

This procedure applies to the family members of Students, Researchers and Visiting Professors who intend to stay in Belgium for a period of three months or longer. The Belgian Migration Law of December 15, 1980 has made the procedure for bringing along family members into Belgium more complex. As a result it may take a few months before your family members receive the special Authorisation for Provisional Sojourn.

Again, based on your nationality, there are three possibilities for applying for visas for your family members for a long period of stay in Belgium.

1. For those from EEA countries:
Your family members may already join you to Belgium on account of the free movement of persons who are citizens of EEA countries. For those who will stay in Belgium for a period of less than one academic year, they need to register at Leuven City Hall and receive an Attestation of Immatriculation. For those who will stay in Belgium for a period of at least one academic year, they will receive a Registration Certificate after registration at City Hall.

2. For those from non-EEA countries that are NOT required a visa to enter Belgium for a period of three months at most: Your family members may join you already when you come to Belgium. For all certainty, they must bring along a proof of solvency. If they will stay with you in Leuven for a period of three months at most, they will only need to declare their arrival at the Foreigners Office at Leuven City Hall with you. They will receive a Declaration of Arrival in Belgium.

If your family members will stay with you in Belgium for a period longer than three months, it is advisable that they also apply for a special Authorisation for Provisional Sojourn, based on the legal principle of the re-unification of families (see nr. 3 below). Technically, they may also enter Belgium simply on the basis of their passports, then first register at Leuven City Hall as tourists and then apply for a change of status from tourist to 'family reunion'. If they choose this option, they must submit all the required documents that are normally needed for a regular student visa application. But, this is a complicated procedure and takes too long and is therefore not advisable.

3. For those from non-EEA countries:
If your family members intend to stay with you in Belgium for a period of three months at most, then you will have to apply for Schengen visas for each of them at the Belgian embassy or consulate in your home country. With the Schengen visa, your family members will be able to travel with you to Belgium.

However, if your family members intend to stay with you in Belgium for a period longer than three months, then they will have to apply for a special Authorisation for Provisional Sojourn, based on the legal principle of the re-unification of families, at the Belgian embassy or consulate in your home country. In principle, you yourself will have to travel to Belgium first while your family later applies for the special visa. Afterwards, when already in Leuven and have found suitable housing for your family, Leuven City Hall will send a police agent to visit you at your accommodations in order to draw up a report for the City Hall. Then, City Hall will provide you with the document 'annex 7', which you will need to send to your family as proof that suitable housing is ready. You will also need to obtain an attestation from your health insurance company that states that your family members will also be covered by a health insurance in Belgium. You will need to send this document to your family as well. They will need to submit the document 'annex 7', the attestation from the health insurance, along with the other required documents to the Belgian embassy or consulate when they apply for their visas.

Upon their arrival in Leuven, the spouse and children of regular Students will need to register at Leuven City Hall. Afterwards, City Hall sends a police agent for a visit at your residence to see that all your family members are together with you. When this procedure is complete, they will receive the Certificate of Inscription in the Alien's Register.

The spouse and children of Researchers and Visiting Professors, upon their arrival in Leuven, will need to register at Leuven City Hall after which they will first receive an Attestation of Immatriculation for the period of one year. After this first year, they will receive the Certificate of Inscription in the Alien's Register.

DOCUMENTS REQUIRED

- valid passports
- a legalised copy of your marriage certificate
- legalised copies of your birth certificate and those of your spouse and children
- medical certificates for each member of the family
- certificates of good conduct for each adult member of the family
- proof of solvency that is sufficient for the whole family
- document from City Hall attesting to suitable housing in Leuven for the family (annex 7)
- attestation from health insurance company

TRANSLATION OF THE DOCUMENTS

- if the required documents are not in English, Dutch, French, or German, they need to be translated into one of these languages
- the translation of the documents must be authenticated as well

AUTHENTICATION OF THE DOCUMENTS

- Please inquire at the Belgian diplomatic office in your country of residence who should authenticate the original documents and any translations thereof. In certain situations, this may be done by the Belgian diplomatic office itself, or by your local government authorities themselves, by affixing an 'apostille' to the documents.

Note as well that a person who is granted a family reunion visa to join one's spouse studying in Belgium, will also have to leave Belgium together with one's spouse when the latter has finished the study programme. However, if a student's spouse is later on also accepted for enrolment at K.U.Leuven and will need to stay in Belgium longer in order to complete the study programme, she or he must apply for a change of status of their residence permit to 'student' at the Foreigners Office at the City Hall.

Re-entry Visa for Family Members of Researchers and Visiting Professors

(only for non-EEA citizens)

Non-EEA family members of Researchers or Visiting Professors who will be staying in Belgium for a period longer than three months, initially will receive a provisional identity card or Attestation of Immatriculation. This card does not allow them, however, to travel outside of Belgium during this period. If they would have to travel outside of Belgium during this period, they have to apply for a 'Re-entry Visa' (in order to enter Belgium again). This is a complex matter. You are therefore strongly advised to set an appointment with us at the Human Resources Department in order to discuss the procedure. The procedure is also outlined in the information brochure *Living in Leuven*.



Arriving in Belgium and accommodations

At Brussels National Airport (Zaventem)

Regular Students may or may not have a welcoming party awaiting them at the airport when they arrive, while Researchers and Visiting Professors are usually met by faculty staff. Therefore, if you are not being met at the airport, or if you somehow miss the welcoming party, there are two ways for you to continue your journey on to Leuven.

The simplest but most expensive way would be to take a taxi from the airport. This will cost around € 70. An alternative and less expensive method would be to take the Leuven bound train at the airport itself. This will cost around € 7. These trains usually have Luik (*Liège*, in French) as its final destination but they stop in Leuven *en route*. The Brussels-Leuven trip takes about 20 minutes by express train.

Students who happen to arrive in Brussels South Charleroi Airport may take the shuttle coach that leaves the airport every hour to take you to the main Brussels railway station (Brussels South). The shuttle coach stop there is at the crossing of rue de France and rue de l'Instruction. The shuttle fare costs € 11 and tickets are sold inside the airport terminal. The trip lasts around one hour. At Brussels South railway station, you may take the train to Leuven.

Do not take the train going to *Louvain-la-Neuve* since this will bring you not to Leuven but to the French-language university, Université Catholique de Louvain in Ottignies.

It is advisable to have already some cash in euro (€) when you arrive in case the money exchange offices would be closed.

In Leuven

After arriving in Leuven, regular Students and Visiting Scholars should proceed to the Van Dalecollege at Naamsestraat 80, where the Housing Service and the other student services are situated. The simplest route from the railway station to the Van Dalecollege is to follow the Bondgenotenlaan to the

City Hall (in Dutch: *Stadhuis*) and then take the Naamsestraat from there. The distance is roughly 1.5 km. If you decide to take a taxi, the fare would cost about € 6. For further information, please consult: www.kuleuven.be/transportation/

Researchers and Visiting Professors are usually accompanied to their housing by the faculty staff who meet them either in Brussels National Airport or in Leuven. If you arrive by train, we suggest you take a taxi at the train station to your accommodation. The fare would cost about € 6. Depending on the arrangements stipulated in their fellowship grant or contract, Researchers and Visiting Professors are provided lodging at the Groot Begijnhof.

Accommodation

INTRODUCTION

Leuven owes its lively atmosphere to the large number of students. Student life is fully integrated into the Leuven community since there are no separate student campuses except for the Science and Engineering campuses in Heverlee and for the Faculties of Medicine and of Pharmacy in Gasthuisberg. Because the supply of housing provided by K.U.Leuven is quite limited, about 80% of the students and researchers are accommodated in the private sector. The private housing market offers a wide range of rooms, flats and apartments, of diverse quality, price level and location.

Addresses of vacant rooms can be consulted at the Housing Service, but students need to view the properties, negotiate with landlords and sign the rental contract personally. This means that for international students it is almost impossible to arrange permanent accommodation in advance from outside Belgium. All students are therefore strongly advised to come to Leuven as early as possible and move into a temporary guestroom for the first few days. Students who plan a trip to Leuven during the summer are advised to do this in July. Room hunting will take a few days of running around, but with help from the housing officers, most international students should be able to find a new 'home' in Leuven within about a week.

Housing Service
 Van Dalecollege
 Naamsestraat 80 bus 5415, 3000 LEUVEN
 Open: Weekdays from 2:00 to 5:00 p.m.
 From June 1 till September 30 also from 9:00 to 12:00 a.m.
 and from 2:00 to 5:00 p.m.
www.kuleuven.be/accommodation/
housingservice@dsv.kuleuven.be

This office assists international students in finding suitable housing. Newly arrived students should come immediately to this office. The office can provide information about the various types of permanent housing in university residence halls and in the private sector. They will also answer specific questions about rent-related issues such as contracts, legal regulations, fire insurance, security, rental surcharges, etc. Should you have any complaints about your accommodation or a dispute with the landlord, they can also provide assistance and mediation.

TEMPORARY GUESTROOM

As written above, upon arrival you can stay in a temporary guestroom while you make arrangements for your permanent housing. It is strongly recommended to make a reservation yourself for a few nights, some weeks in advance. Information on guestrooms can be found on www.kuleuven.be/accommodation/guesthousing.html

Temporary guestrooms from the university and in the youth hostel cost approximately € 20 per night. Rooms in a B&B or hotel can vary from € 30 to more than € 100 per night.

ACCOMMODATION FOR REGULAR STUDENTS AND RESEARCHERS

- **Private Accommodation – Kotwij's Online Search Programme**

If you will stay in Leuven for a full academic year you can look for housing using the online search programme *Kotwij's*, in which you will find a detailed survey of private rental accommodations. Addresses vacant for the new academic year are advertised from June 1 onwards. Throughout the summer period, the programme can be consulted locally in the computer hall of the Housing Service.

You can enter your requirements regarding type of accommodation, facilities, maximum rent, etc., and the system will display a selection of suitable addresses, together with the landlord's details. *Kotwij's* is constantly updated: rented rooms are removed and new ones are added. After having performed a search it is best to view the rooms as quickly as possible. There are three types of accommodation:

- **Rooms**

Single students generally rent a room (or *kot*) in a student house shared with around 5 to 15 fellow students. Rooms are usually furnished and are about 12 m² in size. Bed linen and kitchen utensils are not provided. Each room has a private sink, but showers, toilets and kitchen are shared. Access to the internet is widely available in private student accommodations. Rooms are rented for a term of 10 to 12 months. The average rent for a basic room is about € 260 to € 280 per month, including expenses for utilities. A room with extra comfort, e.g. a private shower or toilet, costs approximately € 320 per month.

- **Studios**

'Studio' is the word commonly used in Leuven to refer to a one-room flat, with a private bathroom and kitchenette. Studios usually come furnished and have an average size of 18 to 25 m². Some larger studios may be suitable for couples, but most of them are intended for one person only. The surface area of a studio for two persons has to be at least 27 m² (not including the surface area of the bathroom). The rent ranges from € 450 to € 550 per month. The common rental term for a studio is 12 months.

- **Apartments**

Apartments are suitable for couples and families. In addition to a kitchen and bathroom, they have a living/dining room and at least one separate bedroom. Furniture is normally not provided. The rental term for an apartment is at least one year. The rental price of a one-bedroom apartment is generally € 500 to € 700; a two or three-bedroom apartment will cost € 750 or more per month.

ATTENTION: When you conclude a contract, the immediate payment of a deposit is required. For rooms, a deposit of one month's rent is common. For studios and apartments, deposits may amount to two or three month's rent. Make sure that you have sufficient euros to pay the deposit immediately upon signing your contract.

- **University Residence Halls**

K.U.Leuven reserves a small number of housing units (i.e. rooms for single students, studios and apartments for families) in subsidised university residence halls. Only students from a developing country holding a low Belgian scholarship or a low K.U.Leuven scholarship are eligible for these accommodations, provided there is availability. Allocation takes place after the student's arrival in Leuven. For apartments, however, there is always a waiting list.

- **Married students**

While single students have the option of moving into temporary accommodation upon arrival, there are no such facilities for families. For this reason, married students should always arrive in Leuven alone at first and have their families travel to Belgium later, only after suitable permanent accommodation has been found. Students arriving together with their family cannot be given priority on the waiting list for university apartments, but they will be referred to the private sector.

For further information, regular students may contact:
tel. + 32 16 32 44 00 - fax + 32 16 32 88 20,
housing@kuleuven.be

ACCOMMODATION FOR VISITING SCHOLARS (SHORT STAY)

As private landlords are seldom prepared to sign a rental contract for a few months, Visiting Scholars will receive at the Housing Service a list of rooms/studios from private landlords who are prepared to rent for a shorter rental period. Generally, these rooms/studios are more expensive than those that are rented for a full academic year. Visiting Scholars from developing countries holding a low Belgian scholarship are eligible for accommodation in a subsidised university residence.

For further information, visiting scholars and researchers may contact: tel. + 32 16 32 44 00 - fax + 32 16 32 88 20,
housing@kuleuven.be

UNIVERSITY CENTRE 'GROOT BEGIJNHOF'

Accommodation in the University Centre 'Groot Begijnhof' is generally reserved for Visiting Fellows under auspices of the K.U.Leuven's bilateral agreements, for Postdoctoral Researchers with a senior fellowship granted by the K.U.Leuven's Research Fund and for Visiting Professors appointed by the Board of the University. The University Centre 'Groot Begijnhof' consists of rental units that are fully furnished and adapted to the needs of international visitors whose stay in Leuven does not exceed a period of one year. Allocation of the available housing units is always based on the family size and the specific needs of the applicant.

The number of available units in the 'Groot Begijnhof', however, is limited. Priority is given to Visiting Professors, to Postdoctoral Researchers, and to Visiting Fellows. Since demand often exceeds supply, accommodation must be applied for in writing, if possible at least three months in advance. In the eventuality that visitors cannot be accommodated at the Groot Begijnhof, they will be assisted by the Housing Service in order to find suitable housing in the private sector.

You can submit the application form through the internet:
www.kuleuven.be/accommodation/student/guest.htm

Or you may contact Ms. Leen Bogaert:
tel. + 32 16 32 49 29 - fax + 32 16 32 49 13,
guesthousing@kuleuven.be



Administrative formalities upon arrival

The following procedures below aim at assisting you with the important initial registrations at the university and at the City Hall of your place of residence. You will notice that these various registrations are interrelated and form an integral whole. They guarantee your status within the university and likewise your legal status in Belgium.

WHO	ADMINISTRATIVE FORMALITY	WHERE	WHEN	WHAT TO SUBMIT	WHAT YOU RECEIVE
STUDENTS (1-2-3-4) EEA and Non-EEA citizens	<ul style="list-style-type: none"> for students who have been awarded a scholarship from K.U.Leuven: preliminary briefing and diploma check for self-supporting students: diploma check 	International Office: International Admissions and Mobility Unit (IAM)	as soon as possible after arrival	<ul style="list-style-type: none"> admission letter from K.U.Leuven valid passport or identity card 	<ul style="list-style-type: none"> approval stamp for registration at the Registrar's Office preparatory documents for the Registrar's Office, for the City Hall and for the health insurance company a cheque for the first month of the scholarship (subsequent payments will be transferred automatically every first week of the month to your bank account in Belgium)
	<ul style="list-style-type: none"> enrolment as a student 	Registrar's Office at the University Hall	as soon as possible after preliminary briefing and receipt of approval stamp for registration	<ul style="list-style-type: none"> admission letter from K.U.Leuven with approval stamp for registration valid passport or identity card scholarship attestation (only if you receive a scholarship) a copy of your housing rental contract 	<ul style="list-style-type: none"> university student card, which provides you access to all university libraries, cafeterias, sports facilities and cultural events (if applied for) a certificate of enrolment intended for the City Hall a certificate of enrolment intended for the health insurance company an invoice for the payment of the tuition fee, the mandatory third-party liability insurance of € 13, and the fee for the use of the sports facilities and cultural events
	<ul style="list-style-type: none"> for non-EEA citizens: inscription in the Alien's Register for EEA citizens: Registration Certificate for Belgium 	Foreigners Office at City Hall of your place of residence*	after having secured a permanent address in Belgium	<ul style="list-style-type: none"> valid passport or identity card the Authorisation for Provisional Sojourn stamped in your passport before coming to Belgium (for non-EEA citizens only) three recent passport size photographs certificate of enrolment at K.U.Leuven the official European Health Insurance Card which proves your affiliation with a health insurance company in your home country (for EEA citizens only) a proof of solvency or scholarship attestation (for non-EEA citizens only) € 12.50 fee 	<ul style="list-style-type: none"> after your registration at City Hall you will first receive the document Annex 15 (EEA citizens are also requested to sign document 19ter) after the visit of a police agent to confirm your residence, you will be invited to return to City Hall to apply for your identity card/residence permit (only for non-EEA citizens) the identity card/residence permit may take from three to six weeks to be ready; non-EEA citizens are advised not to travel outside of Belgium during this time
	<ul style="list-style-type: none"> opening a bank account (in case of scholarship or allowance from K.U.Leuven) 	any bank in Belgium (or abroad)	as soon as possible after registration at the City Hall	<ul style="list-style-type: none"> valid passport or identity card official document that proves your address in Belgium or abroad 	<ul style="list-style-type: none"> a bank card and a bank account number you are kindly asked to provide the International Office: IAM with the bank account number and the BIC and IBAN codes
	<ul style="list-style-type: none"> for non-EEA citizens: affiliation with a Belgian health insurance company 	any recognised health insurance company in Belgium (see, e.g. www.cmleuven.be/students)	as soon as possible after registration in the university	<ul style="list-style-type: none"> valid passport or identity card certificate of enrolment at K.U.Leuven 	<ul style="list-style-type: none"> membership card as proof of affiliation with the health insurance company (SIS card and yellow membership stickers)

* Special arrangements for registration at the City Hall of Leuven apply in the month of September, the details of which will be supplied to you upon arrival.

WHO	ADMINISTRATIVE FORMALITY	WHERE	WHEN	WHAT TO SUBMIT	WHAT YOU RECEIVE
VISITING SCHOLARS/ FELLOWS (5) EEA and Non-EEA citizens	<ul style="list-style-type: none"> welcome preliminary briefing registration as a Visiting Scholar 	International Office: International Admissions and Mobility Unit (IAM)	as soon as possible after arrival	<ul style="list-style-type: none"> invitation letter from K.U.Leuven valid passport or identity card 	<ul style="list-style-type: none"> university Guest card, which provides you access to all university libraries, cafeterias
	<ul style="list-style-type: none"> registration for Accident and Medical Insurance 	International Office: (IAM)	upon registration		<ul style="list-style-type: none"> insurance documents in case of illness or an accident
	<ul style="list-style-type: none"> in case of allowance: payment procedure 	International Office: (IAM)	upon registration		<ul style="list-style-type: none"> the total amount of your allowance for the whole period of your stay deposited in a temporary bank account in Fortis Bank Leuven or in your own personal European bank account
	<ul style="list-style-type: none"> declaration of arrival in Belgium 	Foreigners Office at City Hall of your place of residence	within 8 work-days after registration in the university	<p>For non-EEA citizens who are NOT required a visa to enter Belgium for a period of three months</p> <ul style="list-style-type: none"> valid passport three recent passport size photographs € 5 fee <p>For non-EEA citizens who are required a visa to enter Belgium for a period of three months</p> <ul style="list-style-type: none"> valid passport the Schengen Visa stamped on your passport before leaving for Belgium three recent passport size photographs € 5 fee <p>For EEA citizens</p> <ul style="list-style-type: none"> valid passport or identity card three recent passport size photographs € 5 fee 	<ul style="list-style-type: none"> declaration of arrival at City Hall of your place of residence
RESEARCHERS and VISITING PROFESSORS (6-7-8-9) EEA and Non-EEA citizens	<ul style="list-style-type: none"> welcome meeting 	Human Resources Department	as soon as possible after arrival, by appointment		<ul style="list-style-type: none"> grant allocation agreement (for post-doctoral fellows) or employment agreement (for research associates and visiting professors) hosting agreement (for postdoctoral fellows and research associates) university staff card internet activation code brochure Living in Leuven, among others K.U.Leuven diary
	<ul style="list-style-type: none"> registration at the City Hall 	City Hall of your place of residence	within 8 work-days after arrival in Belgium	<ul style="list-style-type: none"> valid passport or identity card the visa stamped in your passport before coming to Belgium (for non-EEA citizens) grant allocation agreement/employment contract or letter of appointment hosting agreement/work permit (non-EEA and Romania/Bulgaria) or Annex 19bis (EEA, except for Romania/Bulgaria) rental contract (not obligatory) three recent passport size photographs for the document Annex 15 (not obligatory) 	<ul style="list-style-type: none"> list of the documents you will have to submit to receive your identity card/residence permit possibly the document Annex 15 that proves that you have presented yourself at the City Hall to register after the visit of a police agent to confirm your residence, you will be invited to return to the City Hall to submit all the required documents the identity card/residence permit may take from three to six weeks to be ready; non-EEA citizens are advised not to travel outside of Belgium during this time you are kindly asked to provide the Human Resources Department with a copy of your identity card/residence permit
	<ul style="list-style-type: none"> opening a bank account (in case of grant or salary from K.U.Leuven) 	any bank in Belgium (or abroad)	as soon as possible after registration at the City Hall	<ul style="list-style-type: none"> valid passport or identity card official document that proves your address in Belgium or abroad, for instance the document Annex 15 	<ul style="list-style-type: none"> a bank card and a bank account number <i>you are kindly asked to provide the Human Resources Department with the bank account number and the BIC and IBAN codes</i>
	<ul style="list-style-type: none"> affiliation with a Belgian health insurance company (in case of grant or salary from K.U.Leuven) 	any recognised health insurance company in Belgium	as soon as possible after registration at the City Hall	<ul style="list-style-type: none"> valid passport or identity card grant allocation agreement/employment contract or letter of appointment information document from the health insurance company, to be filled out by the Human Resources Department 	<ul style="list-style-type: none"> membership card as proof of affiliation with the health insurance company (SIS card and yellow membership stickers)

Welcome and preliminary briefing (for Students)

After your arrival in Leuven and after you have been able to settle in your guest housing, all Students are requested to proceed first to the International Office: International Admissions and Mobility Unit for their preliminary briefing and for the diploma check. After the diploma check for Students, you will get an approval stamp for registration. You will also receive the necessary documents and information for your registrations within the University and the City Hall. Our Office is generally open for consultations from 9:00 a.m. to 12:30 p.m., Mondays to Fridays.

Visiting Scholars who will receive a financial allowance from K.U.Leuven and Students who are to receive a scholarship from K.U.Leuven are requested to contact the International Office and set an appointment with their Case Administrator.

Enrolment at K.U.Leuven as a Student

Students must enrol as soon as possible after they have been able to find their regular accommodations in Leuven. You must enrol in person at the Registrar's Office at the University Hall, Naamsestraat 22. The official enrolment period starts in mid-August and ends by October 15. You can enrol on work-days from 9:00 a.m. - 5:00 p.m. only until the first Monday of October. After that date, you can enrol only during the morning from 9:00 a.m. - 12:30 p.m.

After enrolment, the Student Administration Office should provide you with proofs of enrolment, one for the Foreigners Office at the City Hall, and another for the health insurance company. You shall also receive your official student card that specifies the academic year you are enrolled in, and grants you access to all university facilities like the faculty libraries and university cafeterias. For those interested in sports and cultural activities, you will be given instructions on how to obtain a sports card and a culture card in order to make use of the university sports facilities and participate in cultural events.

Registration as a Visiting Scholar/Fellow

Visiting Scholars are invited to register as soon as possible after arrival. Please come in person to the International Office: International Admissions and Mobility Unit at the Atrechtcollege, Naamsestraat 63. You are kindly requested to contact our Office and set an appointment with your Case Administrator as soon as possible so that we can assist you with the registration, the required accident and medical insurance, and with the financial administration. Our Office is generally open from Mondays to Fridays from 9:00 a.m. to 12:30 p.m.

Welcome meeting for Researchers and Visiting Professors

Researchers and Visiting Professors will be invited via e-mail to set an appointment for a welcome meeting at the Human Resources Department at Parijsstraat 72b. During this meeting, which will last approximately 30 minutes, you will receive your grant allocation agreement/employment contract/letter of appointment, your staff card, a K.U.Leuven diary (with a list of useful addresses and telephone numbers, holidays, feast days and university activities) and some additional information e.g. the brochure Living in Leuven.

For identification purposes, you are requested to bring along your identity card or passport.

For more extensive information regarding your status at the University, social rights and fiscal regulations, you are invited to participate in the bi-monthly information sessions. You will be informed of the next information session's date, time and place by e-mail.

If you have not yet received an invitation via e-mail before your departure for Belgium, then kindly send an e-mail to hrdepartment@kuleuven.be with subject 'Welcome meeting'.

Registration at (Leuven) City Hall

Students and Visiting Scholars are required to register at the Foreigners Office (in Dutch: *Dienst Buitenlanders*) at the City Hall of their place of residence within eight days after their registration at K.U.Leuven. Researchers and Visiting Professors are required to register at the Foreigners Office at the City Hall of their place of residence within eight days after their arrival in Belgium.

For those residing in Leuven, the Foreigners Office is located in an administrative building on the Professor Van Overstraetenplein 1, beside the train station, and not in the Gothic building in the middle of the city.

Foreigners Office, Leuven City Hall
 Professor Van Overstraetenplein 1, 3000 LEUVEN
 tel. + 32 16 27 21 70 - fax + 32 16 27 29 61
 Open: Monday, Tuesday, Wednesday,
 Friday from 9:00 a.m. to 4:30 p.m.
 Thursday from 12:00 noon to 8:00 p.m.

FOR STUDENTS

Non-EEA students:

- during the first visit to City Hall you will receive the document Annex 15; City Hall will then send a police agent to confirm your address
- you will be invited by appointment for a second visit to City Hall for the official registration
- you will then be invited for a third visit to City Hall to apply for your residence permit (also referred to as the identity card); the activation codes for your electronic residence permit will then be mailed to your address
- after receiving the activation codes, you can pick up your electronic residence permit at the City Hall

This residence permit/identity card is valid until October 31 of the following year or until the end date of the scholarship or financial allowance.

EEA students:

You are not obliged to apply for an electronic residence permit for Belgium. Upon submitting all required documents at City Hall, you will receive a Registration Certificate. City Hall will send a police agent to confirm your address.

FOR VISITING SCHOLARS/FELLOWS

This registration at City Hall serves as a declaration of arrival in Belgium.

FOR RESEARCHERS AND VISITING PROFESSORS

Non-EEA citizens:

- during the first visit to City Hall you will receive the document Annex 15; City Hall will then send a police agent to confirm your address
- you will be invited by appointment for a second visit to City Hall for the official registration
- you will then be invited for a third visit to City Hall to apply for your residence permit (also referred to as the identity card); the activation codes for your electronic residence permit will then be mailed to your address
- after receiving the activation codes, you can pick up your electronic residence permit at the City Hall

This residence permit/identity card is valid for the period of your appointment.

EEA citizens:

You are not obliged to apply for an electronic residence permit for Belgium. Upon submitting all required documents at City Hall, you will receive a Registration Certificate. City Hall will send a police agent to confirm your address.

About your identity card

(residence permit) (especially for non-EEA citizens)

The electronic card you receive after your registration at the Foreigners' Office at the City Hall is your identity card. This card also functions as your residence permit in Belgium. This is a very important document and you are required to carry it with you always!

TO EXTEND THE VALIDITY OF YOUR IDENTITY CARD

You should report in person to the Foreigners Office at the City Hall around six weeks before the expiration date of your identity card. Non-EEA students will have to present another proof of enrolment and a proof of solvency. Postdoctoral Researchers and Visiting Professors, depending on their financing, must first obtain either a new hosting agreement, a new letter of appointment/grant attestation or an extension of work permit, after which their identity card will be extended.

CHANGE OF ADDRESS

Every time you change your address within Leuven, you must first report your new address within eight days to the Foreigners Office at the City Hall.

If you are moving to another town or city in Belgium, you must report immediately to the Foreigners Office at the City Hall of that city or town.

You are likewise required to inform the University, the health insurance company, and other relevant offices of your change of address.

ATTENTION: At the end of your stay in Belgium and before your actual departure, you should give notice of your departure to the Foreigners Office and return your residence permit to the Foreigners Office. You will then receive a document confirming you have returned the identity card.

LOSS OF YOUR IDENTITY CARD

If you lose your residence permit, you must report this in person at the Police Office and make an official statement of loss. Bring the official statement, along with two passport size photographs, to the Foreigners Office at City Hall. After an investigation by the police, you will be given a duplicate identity card.

LEAVING BELGIUM TEMPORARILY

If you temporarily have to leave Belgium for a period longer than three months, you must contact the Foreigners Office at the City Hall to find out what administrative procedures you must follow.



Health insurance and other types of insurance

All residents of the country, Belgian or otherwise, are required by law to be covered by a health insurance policy. It is also in your own best interests. Without insurance coverage, the cost of medical care can quickly spiral out of control. For instance, a single night's stay in the hospital can cost up to € 400 not including treatment or medicine. A standard health-insurance policy will reimburse about 75% of the cost of a doctor's visit, medication and hospitalization.

The information about health insurance is grouped according to the following categories: self-supporting students, students with a scholarship, researchers, visiting professors and visiting scholars. Please turn to the section that applies to your situation.

Health insurance in Belgium

SELF-SUPPORTING STUDENTS

- **EEA Students and EEA Exchange Students in the framework of LLP/Erasmus**

Students who are EEA nationals should obtain a so-called European Health Insurance Card (EHIC) proving you already have insurance coverage in your home country. Nationals from Algeria, Australia, Tunisia, Turkey and the Former Yugoslavia can also obtain documents under the terms of the agreement between Belgium and their country. Any medical costs you may incur will be reimbursed by a Belgian health-insurance company if you show them the EHIC. This also applies to the cost of drugs and medication: ask for a 704N form at the pharmacy.

If you have no EHIC, you are required to follow the same procedure as non-EEA students and take out health-insurance coverage in Belgium.

- **Non-EEA citizens who are self-supporting students (or whose scholarship does not include health-care insurance)**

Self-supporting students, or those with a scholarship that does not include health insurance, should take out a health-insurance policy. If you arrive before July 1st, you will have to obtain temporary private health insurance (see below). The cost of private insurance is € 41.15 per month for men and up to € 60.49 per month for women and children. If you arrive after July 1st, you can wait until the start of the university's registration period. With your proof of registration, you can take out a health-insurance policy at the insurance company of your choice. However, it may be useful to know that K.U.Leuven has excellent relations with 'CM - Leuven' (a major health-insurance company).

Pangaea, the club for international students, regularly holds information and sign-up sessions for health insurance. For more information concerning the exact dates of the sessions, you can contact the Social Service for Students. The dates of these sign-up sessions can also be found at www.cmluven.be/students. At this website you can register for the health insurance. After registration you will receive the necessary forms to subscribe by e-mail.

The documents to submit:

- passport
- Belgian identity card (if you have it already)
- the certificate of 'family composition' (which you can obtain at City Hall) if you have family members to be insured
- bank account number
- the certificate of enrolment which you will obtain automatically upon enrolment at the K.U.Leuven Registrar's Office (this is not the same as your student card).

The fee consists of a quarterly payment, which entitles you to all benefits from the first day of that quarter. There are four payment periods: from the beginning of October to the end of December, from the beginning of January to the end of March, from the beginning of April to the end of June and from July until September.

During the first quarter of your stay as a student in Belgium you will be eligible for health insurance as a 'student'. For 2011 this costs € 69.33. Once you have received your identity card at the city hall you will be eligible for health insurance as a 'resident'. This means a cost of € 14.85 per quarter.

If your family needs to be insured as well, your partner has to report to the health-insurance company in person because she/he must sign the insurance documents personally. She/he can be covered from the moment she/he has a Belgian residence permit or identity card (white card).

If a child is born during your stay in Belgium you must report to the health-insurance company and submit the proof of birth, which you can obtain at City Hall.

This means that in the case of partial social-security coverage you are covered for health insurance and job-related accident and illness and you are also entitled to receive child allowances. In the case of full social-security coverage, you will also have retirement and unemployment rights.

You are required to take out a health insurance policy, but the choice of the company is up to you. The cost amounts to € 14.85 per quarter.

If you are a non-EEA citizen, the International Office: International Admissions and Mobility Unit will arrange for your health-insurance coverage with a Belgian health-insurance company. For non-EEA scholarship holders, the costs are mostly included in the scholarship and will be paid by the International Admissions and Mobility Unit.

If your family needs to be insured as well, your partner has to visit the health-insurance company in person because he/she must sign the appropriate documents personally. Partners from non-EEA citizens can be covered from the moment they have a Belgian identity card (white card). EEA citizens can obtain coverage immediately.

STUDENTS WITH A K.U.LEUVEN SCHOLARSHIP OR GRANT

- **Scholarships not subject to Social Security**
If you hold a K.U.Leuven scholarship or grant as a predoctoral student, master's student, international scholar or specialisation student, it is not subject to Belgian social-security contributions. You will be provided with health insurance, usually via the 'CM – Leuven' (a major health-insurance company). In general, the health insurance costs are included in the scholarship. Your Case Administrator at the International Office: International Admissions and Mobility Unit will take care of all the formalities related to the subscription and the reimbursement procedures.
- **Doctoral Students who hold a K.U.Leuven Doctoral Scholarship**
Doctoral scholarships are subject to partial (for non-EEA citizens) or full (EEA citizens and citizens of the following countries with bilateral agreements with Belgium: Algeria, Australia, Bosnia and Herzegovina, Canada, Chile, Croatia, Israel, Japan, F.Y.R. of Macedonia, Montenegro, Morocco, the Philippines, San Marino, Serbia, Tunisia, Turkey, the United States) social security in compliance with Belgian law.

VISITING SCHOLARS/FELLOWS

K.U.Leuven provides an insurance package designed especially for visiting scholars who come to Belgium for a period of three months at most (EEA citizens may come for a maximum of six months). The cost of this package is approximately € 75 for three months. Upon registration at the International Office: International Admissions and Mobility Unit, visiting scholars receive this policy. It covers the reimbursement of medical expenses, the expenses for medicines by medical prescription, the accommodation expenses in the hospital, transport expenses between residence and hospital. It also covers compensation in case of death or permanent disability as a result of an accident. It does not cover third-party liability nor the exercise of the following sports: skiing, mountain climbing, scuba diving, delta gliding, parachuting and hang-gliding. Your family cannot be insured through this policy and will have to obtain private insurance in their home country or in Belgium.

RESEARCHERS

- **Postdoctoral Fellows**

Postdoctoral grants are subjected to partial or full social-security contributions, in compliance with Belgian legislation.

EEA citizens and citizens of countries with which Belgium has entered into social-security agreements are entitled to full coverage. Belgium has bilateral agreements with the following countries: Algeria, Australia, Bosnia and Herzegovina, Canada, Chile, Croatia, Israel, India, Japan, F.Y.R. of Macedonia, Montenegro, Morocco, the Philippines, Poland, San Marino, Serbia, South Korea, Switzerland, Tunisia, Turkey, the United States, Uruguay.

In the case of partial social-security coverage, you are covered for health insurance, job-related accident and illness and you are entitled to receive child allowances. In the case of full social-security coverage, you will also build up retirement and unemployment benefits.

You are required to take out a health-insurance policy, but the choice of the company is up to you. The cost amounts to € 14.85 per quarter.

If your family needs to be insured as well, your partner has to visit the health-insurance company in person because he/she must sign the appropriate documents personally. Partners from non-EEA citizens can be covered from the moment they have an Attestation of Immatriculation (orange card). EEA citizens can obtain coverage immediately.

- **Research Associates**

Salaried Research Associates are subject to full social-security contributions. This means they are covered for health insurance, job-related accident and illness, and retirement and unemployment benefits.

You are required to take out a health-insurance policy, but the choice of the company is up to you. The cost amounts to € 14.85 per quarter.

- **Self-supporting Researchers**

EEA citizens need to obtain a European Health Insurance Card (EHIC) proving coverage in their home country and enabling them to get medical treatment in Belgium reimbursed.

Non-EEA citizens are advised to take a personal insurance that covers them for medical care during their stay in Belgium; Belgian health-insurance coverage is possible but the cost is proportional to your taxable income (income earned anywhere).

VISITING PROFESSORS

- **Visiting Professors with a Salary**

Salaried Visiting Professors are subject to full social security contributions and have the right to health insurance, job-related accident and illness, retirement and unemployment benefits.

You are required to take out a health-insurance policy, but the choice of the company is up to you. The cost amounts to € 14.85 per quarter.

- **Special Visiting Professors (unsalaried)**

EEA citizens need to obtain a European Health Insurance Card (EHIC) proving coverage in their home country and enabling them to get medical treatment in Belgium reimbursed.

Non-EEA citizens are advised to take a personal insurance that covers them for medical care during their stay in Belgium; Belgian health-insurance coverage is possible but the cost is proportional to your taxable income (income earned anywhere).

SIS Card

When you take out health insurance you will receive a membership card (known as a SIS card), an information booklet and a number of yellow stickers. Please take your SIS card and stickers every time you go to the pharmacy, visit a doctor, go to a hospital or to the health insurance office. You may be asked to show your SIS card or use one of the yellow stickers. As long as you don't have your SIS card you will have to pay the full amount at the pharmacy unless you received a form which can be used instead of the SIS card. Ask then for the N704 form for reimbursement so that you can be reimbursed at the health insurance company. If you have to go to hospital and you don't have your SIS card you will get an invoice of the total cost. Don't pay it and bring it to the health insurance company. They will take care of a corrected invoice.

Coverage outside Belgium

Whether or not you have coverage abroad (i.e. outside Belgium) depends on a number of criteria. Just to be sure, you should contact your own health-insurance company or get advice from the Social Service for Students.

Coverage for Parents, Siblings and Friends

When coming to Leuven for a visit, your parents, siblings or friends are not covered by your health-insurance policy (whether you are a student or K.U.Leuven personnel). We would advise your guests to take out a temporary private insurance policy to cover their period of stay in Belgium. The private insurance company, 'Filip Vandeven nv', at Tessenstraat 3, 3000 LEUVEN, tel. + 32 16 31 09 70, is a recommended option in this case.

Other types of insurance

THIRD-PARTY LIABILITY INSURANCE
(SUBSCRIPTION TO THE UNIVERSITY POLIS
IS ONLY POSSIBLE FOR STUDENTS)

K.U.Leuven requires all non-EEA students to take out third-party liability insurance coverage. This policy covers any damages to third parties caused by the student, or one of the student's family members, while not on university property. Your own personal injuries are not covered by this policy; only damage caused to third

parties. The policy also covers the costs of legal assistance. For example, if you accidentally scratch a parked car while riding your bicycle, and you are held responsible for the damage, then the insurance company will cover the cost of the damage to the car, but not the costs of any damage to your bike, or personal injury you might suffer. Non-EEA students pay about € 13 per academic year for this insurance.

The only students exempted from this requirement are those who can prove they already have private third-party liability coverage.

Under European legislation, EEA students are not required to have this insurance coverage, but we strongly recommend that you get it nevertheless. Past experience has shown that the costs associated with damage you cause, even in a minor accident, can turn out to be much higher than many students are able to pay. You can subscribe to the polis by paying the supplementary amount of € 13 upon registration.

The insured party who has his/her normal residence in Belgium will be covered throughout the world (for exceptions, see *Living in Leuven*).

In case of an accident, please report it as soon as possible to the Social Service for Students. This office will file the claim on your behalf with the relevant insurance company, and help you in following up your claim.

Visiting professors and researchers cannot subscribe to the above mentioned university polis. However we strongly advise that they subscribe to a private third party liability insurance (for the address, see the brochure *Living in Leuven*).

JOB-RELATED ACCIDENT INSURANCE

This group insurance policy covers the entire university community for study-related and job-related accident and illness. This policy also covers you when you are abroad on professional business.

Every accident covered by this policy, including accidents abroad, must be reported within 48 hours to the Insurance Office (address see *Living in Leuven*). They will provide you with insurance claim forms and will take care of the claim's settlement.

For further information on the medical system in Belgium, on general practitioners and specialists, on doctor and pharmacy bills and other practicalities and addresses, please consult the brochure *Living in Leuven*.

Scholarship and salary administration

The following table reflects the different scholarship and salary scales implemented at K.U.Leuven depending on the official status of international guests at K.U.Leuven and their corresponding research and study activity. Further, the different fiscal realities (social security, income tax, work permit) depending on an international guest's official status and citizenship are indicated. Lastly, the table mentions the respective Office that is responsible for the administration of scholarships or salaries.

TITLES	STATUS IN BELGIUM AND IN K.U.LEUVEN	SCHOLARSHIP AND SALARY SCALE BASED ON TYPE OF RESEARCH A = INDEPENDENT, FUNDAMENTAL RESEARCH (TYPE BOF, IUAP, FWO) B = PROJECT ORIENTED RESEARCH UNDER SUPERVISION (TYPE INDUSTRIAL PROJECTS IWT AND EU)		
		Research	Financing	Scale
Exchange Students	Student	Exchange programme	Scholarship	Usually determined by the exchange programme
Visiting Scholar/ Fellow	Guest Non-EEA: max 3 months EEA: max 6 months	A	Monthly or daily allowance possible	None
Bachelor's/ Master's Student	Student	Academic programme	Scholarship possible	Min. € 900
International Scholar	Student	A	Scholarship possible	Min. € 900
Specialisation Student	Student	Specialisation and observers' programme	Scholarship possible	Min. € 900
Predocctoral Student	Student	A	Scholarship possible	Min. € 900
Doctoral Student	Student	A	Doctoral scholarship possible	EEA: 100% net salary of Assistant Non-EEA: min. 75%, or 90% or 95% or max. 100% net salary of Assistant + allowances****
	Scientific Collaborator	B	Salary mandatory	Min. scale of Assistant

** Reduced Social Security covers health insurance, child allowance, occupational hazard and occupational illness. Citizens of non-EEA countries with bilateral agreements with Belgium on social security are covered with Full Social Security. (see page 23).

*** Full Social Security covers health insurance, child allowance, occupational hazard, occupational illness and unemployment and retirement benefits.

E.E.A. CITIZENS				NON-E.E.A. CITIZENS				COORDINATING OFFICE
Social Security in Belgium	Taxes in Belgium	Work Permit in Belgium	Health Insurance in Belgium	Social Security in Belgium	Taxes in Belgium	Work Permit in Belgium	Health Insurance in Belgium	
Exempted	Exempted	No	European Health Insurance Card (EHIC)	Exempted	Exempted	No	Cf. Student	International Office: International Admissions and Mobility Unit (IAM)
Exempted	Exempted	No	EHIC	Exempted	Exempted	No	Cf. Guest	International Office: IAM
Exempted	Exempted	No	EHIC	Exempted	Exempted	No	Cf. Student	International Office: IAM
Exempted	Exempted	No	EHIC	Exempted	Exempted	No	Cf. Student	International Office: IAM
Exempted	Exempted	No	EHIC	Exempted	Exempted	No	Cf. Student	International Office: IAM
Exempted	Exempted	No	EHIC	Exempted	Exempted	No	Cf. Student	International Office: IAM
Subjected to Full Social Security***	Exempted for a max. of 4 years	No	With scholarship: As a Belgian employee	Subjected to Reduced Social Security**	Exempted for a max. of 4 years	No	With scholarship: As a Belgian employee	EEA: Human Resources Department
			Self-supporting: EHIC				Self-supporting: Cf. Student	Non-EEA: International Office: IAM
Subjected to Full Social Security***	Yes	No	As a Belgian employee	Subjected to Full Social Security***	Yes	Yes	As a Belgian employee	Human Resources Department

TITLES	STATUS IN BELGIUM AND IN K.U.LEUVEN	SCHOLARSHIP AND SALARY SCALE BASED ON TYPE OF RESEARCH A = INDEPENDENT, FUNDAMENTAL RESEARCH (TYPE BOF, IUAP, FWO) B = PROJECT ORIENTED RESEARCH UNDER SUPERVISION (TYPE INDUSTRIAL PROJECTS IWT AND EU)		
		Research	Financing	Scale
Postdoctoral Fellow	Researcher	A	Postdoctoral scholarship in international mobility	min. 100% net salary of Assistant
Research Associate	Researcher	B	Salary	Min. scale of Assistant
Self-supporting Researcher or Free Associate	Researcher	A & B	External scholarship or salary	EEA: None
				Non-EEA: External salary must be min. 100% net salary of Assistant
Visiting Professor	Visiting Professor	Research and/or Teaching	Salary	Ordinary scales of Professor
Special Visiting Professor (unsalariated)	Visiting Professor	Research and/or Teaching	Possible daily allowance for maximum 12 months	None

* Transition regulations for citizens from Bulgaria and Romania.

** Reduced Social Security covers health insurance, child allowance, occupational hazard and occupational illness. Citizens of non-EEA countries with bilateral agreements with Belgium on social security are covered with Full Social Security. (see page 23).

*** Full Social Security covers health insurance, child allowance, occupational hazard, occupational illness and unemployment and retirement benefits.

**** 100%: no allowances / 90-95%: limited allowances / 75%: all allowances (e.g. installation allowance, housing allowance, shipping allowance).

E.E.A. CITIZENS				NON-E.E.A. CITIZENS				COORDINATING OFFICE
Social Security in Belgium	Taxes in Belgium	Work Permit in Belgium	Health Insurance in Belgium	Social Security in Belgium	Taxes in Belgium	Work Permit in Belgium	Health Insurance in Belgium	
Subjected to Full Social Security***	Exempted in Belgium	No	As a Belgian employee	Subjected to Reduced Social Security**	Exempted in Belgium	No (hosting agreement)	As a Belgian employee	Human Resources Department
Subjected to Full Social Security***	Yes	No	As a Belgian employee	Subjected to Full Social Security***	Yes	No (hosting agreement)	As a Belgian employee	Human Resources Department
NA	NA	No*	EHIC	NA	NA	Yes	Private insurance	Human Resources Department
Subjected to Full Social Security***	Yes	No*	As a Belgian employee	Subjected to Full Social Security***	Yes	Yes	As a Belgian employee	Human Resources Department
NA	NA	No*	EHIC	NA	NA	Yes	Private insurance	Human Resources Department

Tuition fee at K.U.Leuven

On the basis of the Decree on Flexibility of Higher Education, the following tuition fees for international students depending on their citizenship have been proposed. Below, you will find the fees valid for 2010-2011. For the most recent information for the academic year 2011-2012 (after indexation) please consult: www.kuleuven.be/registration/fees/

Bachelor's and Master's programmes

The tuition fee for EEA students amounts to a fixed amount of € 61.50 + € 8.40 per study point for the 2008-2009 academic year. This means that a full-time programme of 60 study points amounts to € 564.30. For the 2011-2012 academic year the fee can be slightly increased after indexation. Non-EEA students cannot register on a part-time basis. For bachelor's and initial master's programmes, the tuition fee for students from non-EEA countries amounts to € 5600 unless they fall within the funding that is made available by the Flemish government. In the latter case the tuition fee amounts to € 61.50 + € 8.40 per study point, which totals € 564.30 for a programme of 60 study points. For the 2011-2012 academic year the fee can be slightly increased after indexation. The tuition fee for VLIR-ICP scholarship students from developing countries for master's programmes, and for students from the VLIR-ICP country list registering for an ICP initial master's programme, amounts to € 80.

Doctoral students

First registration and defence: the tuition fee amounts to € 268.20 for the 2010-2011 academic year for all students. For the 2011-2012 academic year the fee can be slightly increased after indexation.

Special tuition fees for advanced master's programmes

The special tuition fees for certain advanced master's programmes for the 2010-2011 academic year are listed on our website: www.kuleuven.be/registration/fees/

The fees for the 2011-2012 academic year will be determined by May 2011 only. Please consult our website for the updated information: www.kuleuven.be/registration/fees/

Special Registration Categories: Overview for the 2010-2011 academic year

	Nationality	
	European Economic Area	Non-EEA
Study Abroad Programme in ECS	Not applicable	€ 564.30+ additional registration fees collected by the programme
International Scholar	€ 268.20, no fee for re-registration	€ 268.20, no fee for re-registration
Specialisation student	€ 268.20, no fee for re-registration	€ 268.20, no fee for re-registration
Predocctoral studies	€ 268.20, no fee for re-registration	€ 268.20, no fee for re-registration
Continuing education	€ 61.50 + additional registration fees collected by the programme	€ 61.50 + additional registration fees collected by the programme
Postgraduate studies	€ 61.50 + additional registration fees collected by the programme	€ 61.50 + additional registration fees collected by the programme
Dutch language year at the ILT	€ 61.50 + additional registration fees collected by the ILT	€ 61.50 + additional registration fees collected by the ILT
Visiting Scholar	€ 61.50 + insurance costs	€ 61.50 + insurance costs
Guest student, distance students	€ 61.50	€ 61.50
Training in medical specialities	In a faculty: € 61.50; without a faculty: no fee	In a faculty: € 61.50; without a faculty: no fee
Exchange students	No fee	No fee
Interuniversity registration	No fee	No fee
Open University	No fee	No fee

For the 2011-2012 academic year, the fees can be slightly increased after indexation.

Monthly/yearly budget in Leuven

The estimates below provide a *rough average* of what a monthly/yearly budget in Leuven can amount to, apart from the tuition fee. Basically, these figures reflect a budget that is realistic and sufficient to live simply and decently.

PREPARATION AND DEPARTURE FOR LEUVEN: DEPENDING ON COUNTRY

Before travelling to Leuven, a budget must be foreseen for the following possible costs while still in your home country: visa/ passport application fees, transportation costs, ticket reservation costs, accommodations, costs for ticket(s), shipping costs for extra baggage and medical costs. If the partner or the family will come along to Leuven, the extra costs need to be calculated as well.

	Single	With partner
ARRIVAL	€ 150	€ 300

This amount includes transportation costs to Leuven within Belgium, temporary accommodation (€ 20/night for a 1 person guestroom, € 50/night for a 2 person guestroom), communication costs with family at home country and the registration at the City Hall (administrative costs, ID pictures, ...).

ONE-TIME (INSTALLATION) COSTS

Housing

- Telephone costs for appointments	Free use of telephone in computer room of Housing Service	Free use of telephone in computer room of Housing Service
- Rent deposit	€ 350	€ 700
- Rent for 1st month (basic student room)	€ 350	€ 700 (2 person apartment)
- Utilities costs: phone, water, electricity, fire insurance etc.	Included in estimated rent	Included in estimated rent
- Bicycle rent and guarantee	€ 10/month or €38/year	€ 10/month or €38/year
- Health insurance	around € 110	around € 110

These installation costs are normally spent once a year.

The number of available accommodations in subsidised housing and for K.U.Leuven scholarship holders is quite limited, and are governed by very strict conditions. Thus do not count too much on this. The estimated rent indicated above is the rent for housing in the private sector, which is considerably higher than in the subsidised housing.

	Single	With partner
YEARLY STUDY COSTS		
Registration		
- Tuition fee	See table	See table
- Third Party Liability insurance	€ 13	€ 13
- Sport card (optional)	€ 20	€ 20
- Culture card (optional)	€ 15	€ 15
Study materials	€ 500	€ 500
Academic activities	€ 350	€ 350

The registration fee can vary depending on the academic programme or course of study. The costs for study materials as well as for academic activities can vary depending on the programme.

	€ 750	€ 1350
MONTHLY LIVING COSTS (TOTAL)		
Monthly costs housing		
- Monthly rent for lodgings	€ 350	€ 700
- Monthly utilities costs	included in rent	included in rent
Monthly living costs	€ 400	€ 650

The monthly costs include the expenses for housing (monthly rent + monthly costs) and the monthly living costs. The following items are covered by the monthly living costs: food, clothes, medical costs, purchase of household implements, language courses, relaxation/free time, transportation costs. The yearly housing and living costs will of course be higher depending on the number of family members.

PREPARATION AND DEPARTURE FOR HOME COUNTRY: DEPENDING ON COUNTRY

Before departure for one's home country, a budget needs to be foreseen for the following costs: closing accounts, ticket reservation costs, costs for ticket(s), transportation costs and shipping costs for baggage.

Orientation days for new students

To provide a warm welcome to and to assist new international students in getting to know and in finding their way within K.U.Leuven, the International Office organises an Orientation Days Programme. The Orientation Days are held twice during the academic year, the first in the month of September, and the second in February.

The activities normally included in the Orientation Days are:

- guided tours around Leuven
- introductory lectures on Belgium, Flanders, Leuven and the university
- all kinds of practical sessions (living in Leuven, transportation and traffic in Leuven, student jobs, computer facilities, etc.)
- an excursion to one of the historic cities of Flanders
- other social activities with new and old international and Belgian students

New students are introduced to the various relevant services for students in the university and in the city of Leuven.

The Orientation Days are likewise excellent opportunities to meet and get to know other fellow international students and Belgian students as well.

In this regard, the Orientation Days likewise includes a Buddy Programme. To help you find your way around the university, Leuven and Belgium, you can request for a personal buddy: a Flemish student who can answer all your practical questions. Your buddy can also introduce you to Belgian habits and customs, and even to his or her own family.

All new students at K.U.Leuven are cordially encouraged and advised to attend and participate in the Orientation Days. You may even find the Buddy Programme fun and very helpful. Do visit the website for more concrete information and for registration.

www.kuleuven.be/orientationdays/
www.kuleuven.be/orientationdays/buddy.html
vesta@kuleuven.be



Relevant university services

Below, we list a number of offices and organisations within K.U.Leuven that are directly involved in assisting international applicants who are planning to come to Leuven for the first time. Note that there are other services and organisations within K.U.Leuven that offer particular help to students in other fields. These are listed in the brochure *Living in Leuven*.

International Office

INTERNATIONAL ADMISSIONS AND MOBILITY UNIT

This Unit forms the integral administrative body of the University's policy for all its international students. Thus to a large extent, the first contact between international students and K.U.Leuven happens via this Unit. Its responsibilities include the administration of applications for enrolment from international applicants for all University programmes including exchange programmes. It also takes charge of the administration regarding study grants awarded in the framework of development co-operation, exchange agreements or research activities, and the administration of the payments of these study grants. Finally, this Unit is responsible for the reception of international students and guests, working in close co-ordination with other services within the University mentioned below.

www.kuleuven.be/international/contact/

INTERNATIONAL POLICY UNIT

This Unit co-ordinates and supports the different forms of international co-operation in which K.U.Leuven is involved. In general, these take the form of bilateral contacts and formal agreements with universities abroad, and K.U.Leuven's membership in multilateral organisations and international networks of universities. Moreover, its regular contacts with international organisations ensure a close follow-up of new developments in the field of the internationalisation of higher education.

www.kuleuven.be/international/contact/

DEVELOPMENT CO-OPERATION UNIT

K.U.Leuven implements numerous co-operation programmes and development projects involving partner universities all over the world. Apart from this, members of the university community are regularly called upon to play an active part in regional, national and international development organizations.

A K.U.Leuven Mission Statement on university development co-operation has been developed by the Interfaculty Council for Development Co-operation (IRO). Basically, IRO is an advisory board, consisting of representatives from all faculties. It has a limited budget to support a series of well-defined IRO initiatives, such as doctoral scholarships.

In Flanders, University (Development) Co-operation is managed by VLIR, the Flemish Inter-university Council, of which K.U.Leuven is a member. K.U.Leuven actively participates in the VLIR's university co-operation programmes.

www.kuleuven.be/international/contact/

Human Resources Department

The HR Department offers a range of services to all staff across the university, e.g.

- Support and specialist advice
- Recruitment and selection
- Training opportunities
- A policy with regard to promotion and remuneration
- Conflict management
- Preparation of grant allocation agreements/employment contracts
- Maintaining staff records

Your main contact persons at the HR Department will be the HR Consultant Internationalization and your File Administrator at the Payroll Office.

The Payroll Office at the HR Department is responsible for the administrative service with regard to e.g. payment of salaries/scholarships, social security contributions, tax payment, child benefit, pensions, holidays, leaves of absence, certificates, etc.

Registrar's Office

Aside from being the office where all students complete their official registration or enrolment at K.U.Leuven, the Registrar's Office likewise offers other services. For instance, if your student card gets lost or stolen, the Registrar's Office can provide you with a new card. They issue official proofs of registration as a student at K.U.Leuven. Also, if you lose your diploma, the Registrar's Office can issue a duplicate diploma or an official attestation of having completed a programme of studies.

www.kuleuven.be/registration/

Study Advisory Centre

This Centre provides information on the different academic programmes at K.U.Leuven, both for Belgian as well as international students. Likewise, it provides a variety of forms of study counselling or guidance for students. This Centre helps students find information regarding employment possibilities and postgraduate training. Finally, it provides assistance for disabled students and co-ordinates all matters and facilities that grant them equal opportunities within K.U.Leuven.

www.kuleuven.be/studyadvice/

Housing Service

This Service provides general information on the various sorts of student accommodations within the University and in the private sector. Each year, a database of available student rooms, studios and apartments is compiled and made available on the internet. Likewise, this Service offers advice regarding rent contracts and the guarantee, fire insurance, your rights and duties as a tenant, and other legalities regarding rentals. If need be, this Service can mediate for you before the landlord on matters of the signing of the contract and of contractual conflicts.

www.kuleuven.be/accommodation/

Social Service for Students

This Service also aims at helping international students integrate themselves with ease within Belgian society during the course of their studies. It therefore provides assistance with regard to their questions on all sorts of practical matters including health insurance, third-party liability insurance, child-support, and on legislation in Belgium with regard to foreigners. For instance, international students can obtain some assistance from this Service in case of unexpected financial problems. A special feature of their service involves volunteers among the Belgian students who help their international counterparts with practical problems.

www.kuleuven.be/socialservices/

Pangaea

The name 'Pangaea' originally refers to the primordial, single continent which made up the entire land surface of the Earth some 175 million years ago. Taking inspiration from this phenomenon, K.U.Leuven established its Pangaea which is the international students' centre where students from other nationalities and Belgian students can meet socially. There are several facilities put at the disposal of its members: a spacious lounge with a coffee bar (free coffee for members) and a large assortment of foreign newspapers, a recreational room with table tennis equipment, a TV room with video and satellite TV, a kitchen and a terrace for relaxation during sunny days. Pangaea organises a variety of activities such as concerts, lectures, workshops and trips. Dutch, English and Spanish can be practised in conversation groups. Regular video movies are shown during the evening. And various trips or excursions are organised as well.

www.kuleuven.be/pangaea/

LOKO International

LOKO is the student council representing the interests of international students in the operation of the University. Unlike Belgian students, international students are often unaware of the major influence they could have on the policies of the University, their faculties and professors.

For instance, Belgian students have a say in the drawing up of the exam schedule. It is clear that in the long run, international students could develop a similar influence within the University. Secondly, LOKO tries to make international students feel at home in Leuven. Studying abroad is not only about obtaining a degree, but also about experiencing other cultures and, as a result, achieving a better understanding of one's own culture. In addition, LOKO helps out international students on an individual basis. Problems can range from the interpretation of information leaflets about prescription drugs to problems with a professor. Finally, LOKO International publishes its own newspaper, The Voice.

<http://international.loko.be/>

International Contact Club

The overall aim of this organisation is to build bridges of understanding to promote cultural exchange across boundaries and to make international guests at K.U.Leuven feel at home.

ICC was started in 1971 by former K.U.Leuven Rector P. De Somer. It is sponsored by the academic authorities and operated by a group of volunteers, mostly the spouses of academic staff. It is an organization where visiting professors together with post-graduates and postdoctoral researchers from abroad can meet Belgian people regularly.

www.kuleuven.be/icc/



Other information sources about the K.U.Leuven

Living in Leuven

A practical brochure about the general features of student life in Leuven is called **Living in Leuven** and is compiled and provided by the City Hall of Leuven in collaboration with the institutes of higher education in Leuven. Aside from providing essential background information on life and culture in Belgium in general and in the city of Leuven in particular, it also lists the main groups of student organisations within the different institutes of higher education in the city, the examination systems, and interesting and very useful names, addresses and tips on day-to-day life in Leuven. Important items covering health care, medical clinics and pharmacies, banking and money matters are thoroughly discussed in this brochure. International students and scholars receive a copy of this brochure upon their enrolment or registration in K.U.Leuven.

www.kuleuven.be/english/living.html/

Studying in Leuven

A concise introduction to the academic system of K.U.Leuven and the range of study options available to international students are presented by the brochure **Studying in Leuven**. If and when you have a more concrete idea of the kind of academic training you would like to pursue within our walls, you will find in this brochure an explanation of the requirements for admission and, where applicable, the language requirements for particular courses. To help you finalise your plans for study, the brochure discusses the concrete financial information that covers matters from tuition fees to study grants and a basic idea of the living expenses in the city of Leuven. This brochure can be obtained from the International Office.

www.kuleuven.be/english/teaching/

CampusInsight

Information about academic activities, research projects and daily life at K.U.Leuven can be found in the University newspaper **CampusInsight**. To receive this newspaper, please contact the Communication Office or, alternatively, you may download its electronic edition from the following website: www.kuleuven.be/ck/international/

Internet information sources

Finally, all of the information provided by the above-mentioned brochures and newspaper can also be found in the K.U.Leuven's English language website: www.kuleuven.be/english/
Weekly news items and activities at K.U.Leuven are also reported in our electronic newsletter: www.kuleuven.be/newsletter/



Who's who and where?

NAME	ADDRESS AND TELEPHONE
International Office	Atrechtcollege Naamsestraat 63 bus 5410 3000 LEUVEN www.kuleuven.be/international/
- International Admissions and Mobility Unit	fax + 32 16 32 37 73 admissions@kuleuven.be
- International Policy Unit	tel. + 32 16 32 40 46 - fax + 32 16 32 40 22 an.huts@int.kuleuven.be
- Development Co-operation Unit	tel. + 32 16 32 40 17 - fax + 32 16 32 40 22 martine.dekoninck@int.kuleuven.be
Orientation Days	Ms. Klaartje Proesmans Intercultural Officer International Office tel. + 32 16 32 37 46 - fax + 32 16 32 37 73 vesta@kuleuven.be www.kuleuven.be/vesta
Registrar's Office	University Hall Naamsestraat 22 bus 5401 3000 LEUVEN tel. + 32 16 32 40 40 - fax + 32 16 32 37 76 sa@kuleuven.be www.kuleuven.be/registration/
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- HR Consultant Internationalization	Ms. Annemie Dumoulin tel. + 32 16 32 83 05 - fax + 32 16 32 83 20 annemie.dumoulin@pers.kuleuven.be
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Communication Office	University Hall Oude Markt 13 bus 5005 3000 LEUVEN tel. + 32 16 32 40 10 - fax + 32 16 32 40 14 info@kuleuven.be
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LOKO International	Vesaliusstraat 34 3000 LEUVEN tel. + 32 16 32 33 95 - fax + 32 16 32 33 90 international@loko.be http://international.loko.be/
International Contact Club	Atrechtcollege Naamsestraat 63 3000 LEUVEN www.kuleuven.be/icc/

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The International Office provides information and advice on all aspects concerning the stay, the studies and the research of international students and scholars at K.U.Leuven. All the information in this brochure has been carefully checked by K.U.Leuven. Due to the rapidly changing nature of the legislation governing higher education, however, no guarantee nor warranty, express or implied, is given as to the accuracy, completeness or reliability of the said information. Moreover, in many cases the application of regulations will depend on a student's specific circumstances. The readers are themselves fully responsible for the choice of information they consult in this brochure and for the consequences of using this information. K.U.Leuven accepts no liability or responsibility in respect of the information herein and reserves the right to update the information on an ongoing basis.

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