

WELCOME TO UCL

2012-2013 ACADEMIC YEAR

www.uclouvain.be/en-inscription

LOUVAIN-LA-NEUVE | BRUXELLES WOLUWE | MONS
TOURNAI | BRUXELLES SAINT-GILLES | CHARLEROI

Office of the Registrar
Teaching and Training Department

UCL
Université
catholique
de Louvain

Dear student,

The Office of the Registrar is delighted to send you an official "Autorisation d'inscription" (offer of a place, enclosed) at the Université catholique de Louvain (UCL) and hopes to welcome you on one of its campuses very soon.

This leaflet describes what you need to do to prepare for your arrival in Belgium.

OUR CONTACT DETAILS

Université catholique de Louvain

Teaching and Training Department
Office of the Registrar
www.uclouvain.be/en-inscription

Louvain-la-Neuve Campus and Head of Office

Halles universitaires, 1st floor
Place de l'Université, 1
B-1348 Louvain-la-Neuve
Tel.: +32 (0)10 47 21 72
Fax: +32 (0)10 47 88 14
www.uclouvain.be/37782

Brussels Woluwe Campus

Promenade de l'Alma, 32
B-1200 Brussels
Tel.: +32 (0)2 764 45 22
Fax: +32 (0)2 764 45 20
www.uclouvain.be/402570

Mons and Charleroi Campuses

Office of the Registrar
Bâtiment I,
Chaussée de Binche, 151
B-7000 Mons
Tel.: +32 (0)65 32 33 27
E-mail: inscription@uclouvain-mons.be
www.uclouvain.be/402572

SUMMARY

- 1 What you need to do before leaving your home country
- 2 Arrival in Belgium and welcome service
- 3 What you need to do in Belgium
- 4 Studying at UCL
- 5 Living in Belgium
- 6 Useful addresses

Bruxelles Saint-Gilles Campus*

Chaussée de Charleroi, 132-134

B-1060 Bruxelles

Tel.: +32 (0)2 537 34 19

Fax: +32 (0)2 539 40 69

E-mail: loci-bruxelles@uclouvain.be

www.uclouvain.be/402573

Tournai Campus

Chaussée de Tournai, 7

B-7520 Tournai

Tel.: +32 (0)69 25 03 22

Fax: +32 (0)69 25 03 88

E-mail: loci-tournai@uclouvain.be

www.uclouvain.be/402575

* Moving planned in 2012. Please check on the Website.

1

WHAT YOU NEED TO DO BEFORE LEAVING YOUR

1.1

Obtain a temporary residence permit

To be able to stay in Belgium and enrol at UCL, all foreign nationals are required to have a temporary residence permit, with the exception of citizens of a member state of the European Union (EU) and of the following countries: Iceland, Liechtenstein, Monaco, Norway and Switzerland. You must apply to the Belgian Embassy or Consulate for this type of permit at the earliest possible opportunity. It differs from a tourist visa (which only entitles the holder to stay in Belgium for up to three months). A temporary residence permit is also required for each member of your family accompanying you to Belgium.

You will need to produce the following documents:

- ❖ your official “Autorisation d’inscription” at UCL (enclosed);
- ❖ the medical certificate required by the Embassy or Consulate;
- ❖ proof that you have the necessary funds to cover your tuition and subsistence costs in Belgium: grant confirmation or undertaking to assume financial responsibility or letter from a bank;
- ❖ a copy of your criminal record, if applicable, or a certificate of good conduct.

☞ We strongly advise you to keep a certified copy of each of these documents.

1.2

Collect the necessary documents for tuberculosis screening

If you wish to enrol at UCL and have lived in a country where tuberculosis is endemic (mainly African, Asian, Latin American and Eastern European countries), you will need to have a chest X-ray before enrolment. You can have this done in your own country and submit the X-ray, together with the accompanying report if possible, to one of the UCL doctors (see 1.4). You can find full details of the procedure, as well as a list of the countries concerned, at www.uclouvain.be/en-366786.

HOME COUNTRY

1.3

Find accommodation

Please visit our web page www.uclouvain.be/en-326656, where you will find tips to help you find somewhere to live. The University has student accommodation on its different campuses. Various options are available ranging from your own room in shared accommodation for single students to a flat or studio for students wishing to live with their partner or family. On all campuses, private landlords and estate agents have rooms to rent.

1.4 Documents required

- ❖ Your official “Autorisation d’inscription” at UCL (enclosed)
- ❖ Your passport with a temporary residence permit (non-EU students)
- ❖ Your national identity card (EU students)
- ❖ Five recent passport-sized colour photos with a white background (45x35 mm and of professional quality)
- ❖ European Health Insurance Card (EHIC) issued by your health insurer (EU students)
- ❖ Insurance with international cover, for nationals of countries that issue this type of insurance
- ❖ Where applicable, your grant confirmation or a certified copy of an undertaking to assume financial responsibility
- ❖ Marriage certificate (for married students coming with their spouse)
- ❖ If available, the report and chest X-ray carried out after 1 May 2012. The X-ray must mention your full name and the date it was done.

☞ The documents listed above are essential for fulfilling the formalities required upon your arrival in Belgium.

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ARRIVAL IN BELGIUM AND WELCOME SERVICE

2.1

Access to UCL campuses

You can find full details about how to get to all our campuses at www.uclouvain.be/en-acces. Whether you are arriving by plane, train or car, UCL's six campuses are easy to reach by public transport. You might also find it useful to take a look at the Brussels Airport site (www.brusselsairport.be/en) and the Railtime site, where you can find train timetables (www.railtime.be).

2.2

Welcome service

At Louvain-la-Neuve and Brussels Woluwe, a special welcome desk is set up for international students during the month of September. You can find details on the web page "First steps as a degree student", www.uclouvain.be/en-355099.

☞ **At Louvain-la-Neuve**, an International Welcome Service is located in the "Galerie de la gare" on the ground floor of the Halles universitaires. In addition, the Office of the Registrar organizes an International Desk on the third floor of the Halles universitaires to help foreign students with all the enrolment formalities.

☞ **At Brussels Woluwe**, you are invited to go to the Office of the Registrar. At Mons, you should go to the Office of the Registrar, or the PhD Office if you are a PhD student. **At Tournai and Brussels Saint-Gilles**, the Office of the Registrar is your first port of call (the addresses of these places are on page 2).

☞ **At Louvain-la-Neuve and Brussels Woluwe**, UCL's International Student Council (CGEE) offers help on line (see www.cgee.be, in French only), escorts on the day of your arrival and an emergency telephone number open 24 hours a day from the end of August to mid-October (0473 – 95 32 71).

3

WHAT YOU NEED TO DO IN BELGIUM

3.1 Sort out your accommodation

You need to give priority to sorting out your accommodation (before even enrolling). If you have reserved UCL accommodation, go to your campus' Accommodation Office without delay (see www.uclouvain.be/en-logement). If you are still looking for accommodation, visit www.uclouvain.be/en-326656 for tips to help you find something.

3.2 Enrolling at the University

Please note that if you are required to pay international fees (this is specified on your official "Autorisation d'inscription"), you must do so a few days before enrolling. Standard fees may be paid after enrolment (see www.uclouvain.be/402550).

To enrol at UCL, go to the Office of the Registrar on your campus and take the following documents with you:

- ✦ A copy of your official "Autorisation d'inscription"
- ✦ Any missing documents mentioned in this document
- ✦ Your completed enrolment form, which can be downloaded from www.uclouvain.be/en-362863
- ✦ Your passport with a temporary residence permit (non-EU students)
- ✦ Your national identity card (EU students)
- ✦ Two recent passport-sized colour photos with a white background

Additionally,

- ✦ If you are a grant holder, your study grant confirmation
- ✦ If you are required to pay international fees, proof of payment
- ✦ If you have had to be screened for tuberculosis, the TB medical certificate issued by UCL's "Service d'Aide" (Student Support Office) (see www.uclouvain.be/en-366786).

Once you have enrolled, you will immediately be issued with a provisional student card and the relevant documents you will need to obtain reduced fares on public transport. Later, you will also receive an access card (smartcard). Upon payment of your standard enrolment fees, you will be given your permanent student card, a certificate to enable you to join a health insurance scheme (mutuelle, see 3.2) and a study certificate for the local council (see 3.3).

3.3 Joining a health insurance scheme

All students must have health insurance cover. The health insurance scheme (mutuelle) covers a proportion of medical, pharmaceutical and hospitalization costs. Registration with such a scheme is compulsory, except for EU nationals who hold a European Health Insurance Card (EHIC) or anyone who has international insurance covering risks abroad. More Information: www.uclouvain.ne/en-326646

3.4 Registering with the local council

Once you have enrolled at UCL, go to the local council in your place of residence, taking the following documents with you:

- 📄 your passport
- 📄 three recent passport-sized colour photos with a white background
- 📄 the grant confirmation or undertaking to assume financial responsibility
- 📄 the lease agreement for your accommodation
- 📄 proof of membership of a health insurance scheme
- 📄 the study certificate issued by UCL
- 📄 marriage certificate (for married students coming with their spouse)

It's your first visit to Louvain-la-Neuve? A little video shows you the main places where you have to go to carry out the first formalities. See

🔗 www.uclouvain.be/en-etudiant-international-decouverte

4.1 The academic calendar

| | |
|--|--------------------|
| Beginning of the Academic year | 17 September 2012 |
| 1ST SEMESTRE | |
| End of 1st Semester | 22 December 2012 |
| 1st examination session preparation | |
| Beginning of 1st examination session | 7 January 2013 |
| One week holiday | 20-27 January 2013 |
| 2ND SEMESTRE | |
| Easter Holiday | 1-12 April 2013 |
| 2nd examination session preparation | From 18 May 2013 |
| Beginning of 2nd examination session | 3 June 2013 |
| Academic Holiday | From begin July |
| | |
| Beginning of the 3rd examination session | 19 August 2013 |
| End of the 3rd examination session | 7 September 2013 |

The University is closed on the following dates (public holidays): 1 January, Easter Monday, 1 May, Ascension Day, Whit Monday, 21 July (national holiday), 15 August, 27 September, 1 November, 11 November and 25 December.

4.2 Your study programme

You can consult the full study programme at www.uclouvain.be/en-programme-etudes.

To draw up your course programme, contact the office of the faculty where you wish to study as soon as possible. You can find the contact details of each Faculty Office via www.uclouvain.be/en-facultes.

4.3 Examinations

UCL organizes three examination sessions: in January, June and September. Students choose the exams they wish to take during each of these three sessions.

Students must register for exams within their own faculty. It is advisable to spread exams over the January and June sessions, saving the September session for resits if necessary.

Students may only sit the same exam twice during the course of a single academic year. Each session is preceded by an exam revision period, during which there are no classes.

 Please note that if you have had to demonstrate your knowledge of French (cf your official “Autorisation d’inscription”), you may only sit exams during the June or September sessions if you have passed the French exam. See www.uclouvain.be/204100.

5

LIVING IN BELGIUM

5.1

Currency and payment methods

The currency used in Belgium is the euro (€). Prices shown include all taxes. While you are in Belgium, you may find it useful to open an account at a bank of your choice.

5.2

Characteristics of the country and its climate

Belgium covers an area of 32,545 km² and has a population of approximately 11 million. The climate is temperate and highly variable. Temperatures range between +12°C and +30°C (summer) and -10°C and +15°C (winter). You are advised to bring both warm, waterproof clothing and light garments.

5.3

Living costs

The cost of living in Belgium is quite high. Before leaving their home country, students must therefore ensure that they have the necessary financial means (plan on an annual average budget of around €9,500 for a single person). This also applies to recipients of a study grant, which must be sufficient to cover living expenses. In Belgium, it is not easy to work while pursuing studies. Further information about living costs and paid employment can be found at www.uclouvain.be/en-353491.

5.4 Shops and public services

- ❖ Shops are usually open Monday to Saturday, from 9 in the morning to 6 or 7 in the evening. Some are also open on Sundays.
- ❖ Public services are open from Monday to Friday. Office hours vary, but are often from 9 am to 5 pm. It is sensible to check the hours of business before going to a public service office.
- ❖ Banks are generally open on weekdays from 9 am to 3 pm.

5.5 Water / electricity

Water is safe to drink everywhere, unless otherwise indicated. The voltage is 220 volts.

5.6 Religion

In Belgium, everyone is free to practise their own religion. This also holds on UCL campuses.

USEFUL ADDRESSES

Office of the Registrar

 www.uclouvain.be/en-inscription

Help is on hand to answer any questions concerning your enrolment and the processing of your file.

Student Support Office (“Service d’Aide”)

 www.uclouvain.be/aide.html

Our team is there to help you by providing you with welfare, psychological and educational support on the Louvain-la-Neuve and Brussels Woluwe campuses. Social workers are also available on the Mons, Brussels Saint-Gilles and Tournai campuses. At Louvain-la-Neuve and Brussels, you can meet the team at the “Points de repère” (see below).

Point de Repère:

At Louvain-la-Neuve  www.uclouvain.be/28758

At Brussels Woluwe  www.uclouvain.be/28757

Here, you will receive useful advice and information to help you find your way around while you are at UCL. The staff can also arrange appointments with the various teams at the Student Support Office.

General Student Council (AGL)

 www.aglouvain.be

The AGL is the body that represents the interests of UCL students. All students enrolled at UCL are automatically members.

International Student Council (CGEE)

 www.cgee.be

The CGEE is the body that represents the interests of all international UCL students to the University. Here, you will receive help settling in and becoming part of life at Louvain-la-Neuve and Brussels Woluwe. At Mons, the AMIFUC (contact: amifuc@uclouvain-mons.be) gives the same help to foreign students.

Placet Centre

 www.uclouvain.be/258018

The main purpose of the Placet Centre, a hostel approved by the Directorate-General for International Cooperation (DGCI) and located in Louvain-la-Neuve, is to house certain foreign students who are grant holders or internship students. It also offers various related services and activities, including language training.

For further information, explore our web pages specifically intended for international students

www.uclouvain.be/en-etudiant-international



www.uclouvain.be/en-acces



CHECK OUT THE VIDEO OF EACH OF UCL'S SIX CAMPUSES

Louvain-la-Neuve

www.uclouvain.be/en-lln

Brussels Woluwe

www.uclouvain.be/en-woluwe

Mons

www.uclouvain.be/en-mons

Tournai

www.uclouvain.be/en-tournai

Brussels Saint-Gilles

www.uclouvain.be/en-stgilles

Charleroi

www.uclouvain.be/en-charleroi