

2020-2021
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Students from foreign countries

ULiège – Direction générale
Service Qualité de vie des Étudiants – Diversité Culturelle

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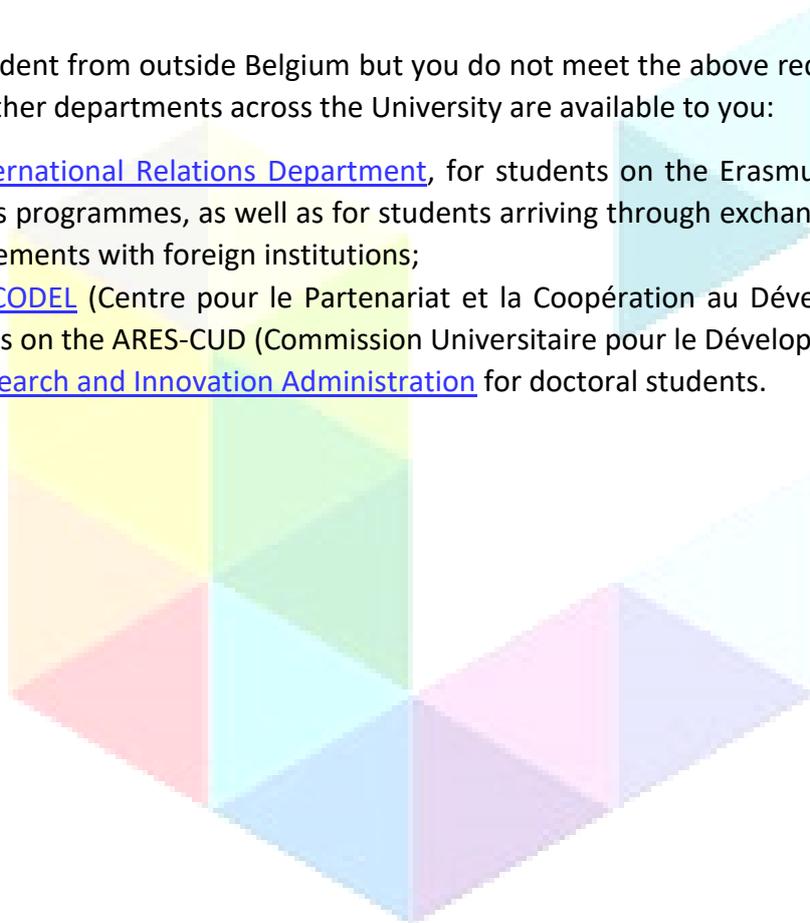
Preamble

Studying abroad involves immersing yourself in another culture, a new environment, meeting new people ... and finding yourself. This journey needs to be prepared in advance to ensure it goes smoothly.

This little “how to” brochure has been prepared for **students from foreign countries (EU and outside EU), who are registered (or are in the process of registering) for a Bachelors or Masters degree at the ULiège**. It aims to help you quickly find your feet in the university and your new environment: once you have settled in, you will be ready to learn, study and fully immerse yourself in a new culture.

If you are a student from outside Belgium but you do not meet the above requirements, you will find that other departments across the University are available to you:

- the [International Relations Department](#), for students on the Erasmus, and Erasmus Mundus programmes, as well as for students arriving through exchange programmes or agreements with foreign institutions;
- the [PACODEL](#) (Centre pour le Partenariat et la Coopération au Développement) for students on the ARES-CUD (Commission Universitaire pour le Développement);
- the [Research and Innovation Administration](#) for doctoral students.



“Cultural Diversity”, a ULiège service tailor-made for you!

Bienvenue ! Welcome! Welkom ! Willkommen ! Bienvenido ! Benvenuti ! Bem-vindo !

Witamy ! Добро пожаловать ! आपका स्वागत है ! Karibu !

You have come from another country and...

- **you are registered at ULiège (or in the process of registering) for a Bachelors or Masters degree course;**
- **you have 1,001 things to think about:** getting settled, adapting to the new culture, and you may have concerns, and will certainly have questions.

Remember that your well-being, in all aspects of your life, is our priority, throughout your whole time here!

We encourage you to prepare your departure from your country and your arrival in Belgium carefully; this will make your transition easier. We hope that gradually you will find your feet in this new environment, both inside your faculty and in your everyday life.

You are always welcome at our foreign student reception point, in the “Student Quality of Life” service (Cultural Diversity).

If the university is your first port of call when you arrive, feel free to leave your bags with us: it will make it easier for you to get through all the registration processes.

The "[Cultural Diversity](#)" service is your partner which can provide help settling into the ULiège and other aspects of your daily life.

Do you have any questions? Worries?

Feel free to send us an email, call us or come by and see us (preferably with an appointment)!

Contacts

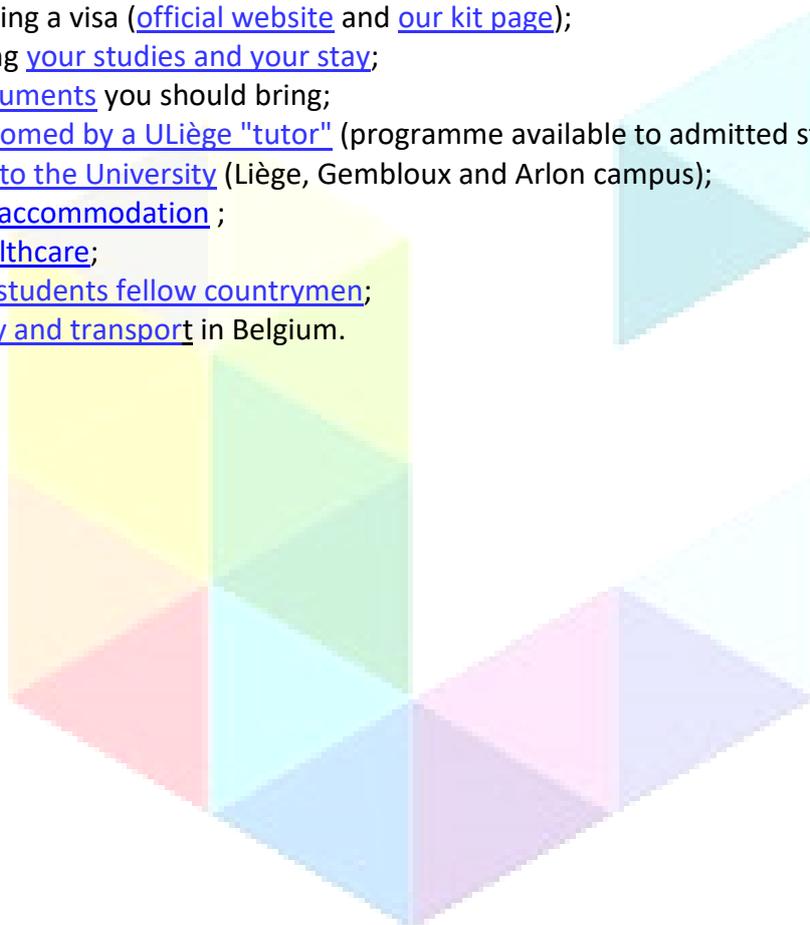
Email: diversiteculturelle@uliege.be

Tel.: +32 (0)4/366.53.61

Preparing for your arrival in Belgium and your entry to ULiège

A practical and useful **INFORMATION KIT** is available for you:

- the University of Liege: [introduction to courses](#);
- take a closer look at the towns on our [campus](#): [Liège](#) (centre and Sart Tilman), [Gembloux](#) and [Arlon](#);
- the [admission](#) procedure;
- [accompanying of joining](#) (family reunification);
- requesting a visa ([official website](#) and [our kit page](#));
- financing [your studies and your stay](#);
- the [documents](#) you should bring;
- be [welcomed by a ULiège "tutor"](#) (programme available to admitted students only);
- [getting to the University](#) (Liège, Gembloux and Arlon campus);
- finding [accommodation](#) ;
- the [healthcare](#);
- [ULiège students fellow countrymen](#);
- [mobility and transport](#) in Belgium.



Requesting a visa

Do I need special permission to stay in Belgium? What are the requirements for obtaining a visa? How do I request a visa? How much does it cost and how long does it last? What are the contact details of the Belgian Embassy and Consulate in your country? What are the contact details of your diplomatic representatives in Belgium? In other words: everything you need to know about [visas](#).

If your visa is taking too long to be issued and your requests (supporting evidence) are not getting you anywhere, you can call the [federal mediator](#). The federal mediator can't overturn decisions of the "*Office des Étrangers*", but it may be able to help speed up applications with the Belgian administrations (Consulates, Embassies, "*Office des Étrangers*", etc.).

Warning!

1. [The documents to be provided to apply for the visa](#) : BEFORE going to the Belgian Embassy or Consulate to request a visa, get hold of the list of specific documents required: an incomplete application can lead to your visa being refused or can make the process last longer, cost more and be more complicated than necessary.

2. [Cost](#) : in addition to the costs of preparing your application (any costs for translating documents, legalisation costs, etc.), fees of up to €350 may be required to cover the costs of processing a request for a study visa. For specific information on this subject, see [the Foreign Office website](#).

3. If you are a [non-EU national already residing in a country in the Schengen area](#) and you wish to reside and study in Belgium, you should get in touch immediately with the Belgian embassy or consulate in the Schengen country in which you are based. The residence permit you have been issued with by this country does not automatically allow you to reside in another country in the Schengen area, in this case Belgium.

Financing your studies and your stay in Belgium

Studying abroad is something which must take into account fixed expenses and economic realities. You must therefore have sufficient resources to ensure you can succeed in your studies and obtain a visa if your stay is subject to it. Go to our web page relating to the cost of living in Belgium and course fees at ULiège where you'll find a few [reference indicators regarding budgets](#).

A. Financing your studies

It's your responsibility to finance your living and study costs in Belgium. If you require a study visa, you will be issued one on the basis of [sufficient financial guarantees](#) to live and study in good conditions (funding plan: [undertaking to assume financial responsibility signed by the guarantor](#), study grant contract, etc.). For instance, for the academic year 2019-2020, the monthly amount considered necessary for a single student is EUR 666 net.

Here are a few **ways of financing** your studies; it is up to you to find out if you meet with the selection criteria:

- public grants for studying abroad, provided by your own country (for example government funded scholarship, CROUS in France);
- co-operation grants:
 - [ARES](#) – Académie de Recherche et d'Enseignement Supérieure – Wallonie-Bruxelles;
 - [Wallonie-Bruxelles International](#);
- [Belgian public grants \(Fédération Wallonie- Bruxelles\)](#);
- [financial support, loans and reduced *minerval* \(enrolment fee\)](#) at the ULiège;
- [international joint degrees](#);
- private scholarships (companies, philanthropic organizations...);
- student jobs (job offers are most often part-time).

B. The cost of living in Belgium

In addition to the [budget for your matriculation fees](#) (around €10,000/year) and the costs of your studies, do not forget to plan **an additional budget for your initial “set up” costs, such as for example ...** :

- [rental](#) deposit (1 to 2 months' rent, at least EUR 300 to 600) as well as the first month's rent;
- [activation](#) of a sim card, laptop (if you need to buy a new one: approximately EUR 500) and internet connection;
- small [purchases for your accommodation](#) (crockery, cleaning products, bed linen, etc.);
- opening a [bank account](#) (free for under 25 year);

- clothes suitable to our climate;
- registration/yearly fees for sports (ULiège offers [70 different sports](#) activities), artistic or other leisure activities;
- etc.

Documents you need to bring when you travel to Belgium

Below is a list of documents which are essential for entering Belgium, enrolling at ULiège and getting settled in Belgium:

- your **national identity card or your passport** if this document is required for entry into Belgium (with your [official address](#) mentioned on it or, if this isn't possible, bring any official documents showing your address in your country; this can make it easier to open a [bank account](#) if you are from a country outside the EU);
- your **letter of admission** to the ULiège; for information on all the steps to be taken in order to be admitted, please consult the [Registration](#) department;
- the **original of your education or employment certifications** (including start and end dates) for the past five years prior to your arrival in Belgium;
- your **grant contract, guarantee certificate or original document stating who is financially responsible for you** signed by the guarantor (if delivery of your [visa](#) is subject to this condition). **Warning!** Make sure that the words "*solvabilité suffisante*" (sufficient solvency) are stamped by the Belgian Embassy or Consulate on the financial responsibility document (otherwise your Belgian residence permit will be refused);
- a recent **family composition document** (official document issued by a local authority - such as the town hall for example - specifying the name of all people living at the same address and in the same household as you); this document should be accompanied by a translation if it is not drafted in French, Dutch, Spanish, Italian or English and will be required for all requests for [registration loans](#) or a [reduction in registration fees](#);
- a **certificate of income and taxation** for the individual(s) who was (were) financially responsible for you throughout **the year preceding your registration**. This document should be officially issued by the Finance Minister in your country; it should be accompanied by a translation if it is not drafted in French, Dutch, Spanish, or English and will be required for any requests for [registration loans](#) or a [reduction in registration fees](#);
- a recent **medical certificate** required for obtaining a visa and stating that you do not carry any diseases which are a public health concern; you will be asked for this during [registration](#) at the ULiège;
- a **health insurance in your own country** (for example, the European Health Insurance Card for EU students or insurance required by the Belgian Embassy to issue your [visa](#)). A [health care insurance policy](#) may, however be taken out after you have arrived in Belgium;

- **ANY documents required by [the Embassy or by the Belgian Consulate](#)** for delivery of the [visa](#) and not mentioned above;
- **ALL documents required by [the ULiège Admissions Department](#)** to complete your file which are not mentioned above;
- **ALL documents required by [the ULiège Registrations Department](#)** for your registration which are not mentioned above.

We highly recommend that:

- you **verify the perfect similarity of all your personal data** on all your official documents (e.g. spelling of your name and first name);
- if you are a student from a non-EU country, **you scan your documents** of identity (eID), journey (passport) and especially visa, and to send all these scans by email (from your personal email address) to YOUR Embassy in Belgium. Indeed, in case of loss or theft of your documents, it will facilitate the administrative procedures with your diplomatic delegation;
- you take out **repatriation insurance** in your own country;
- you bring the **International Non-proprietary Name (INN) of any medication** you are taking, specifying the chemical composition of your medication (this will make it easier for you to find similar medication in Belgium);
- you take **photocopie, scan or photo** of your official documents and some passport photos with you.

Travel advice!

- **Luggage:** always keep your luggage **in sight** and keep your travel documents, passport and money **on your person**, especially in airports, in train stations and on public transport.
If you travel by air, know that some airlines offer a free supplement of luggage to the "students". Contact your airline!
- **Money:** be careful when taking out cash. If you are not able to get hold of euros before your departure, exchange money at the airport. Your initial expenses ([transport](#), [accommodation](#), [cost of studies](#)) will have to be paid before you can open a bank account, as this procedure may take several weeks.

Mentoring scheme

At ULiège, having a mentor ... can make all the difference. Why, who and how to get involved in mentoring ?

Preamble

Students from foreign countries (outside EU), who are registered (or are in the process of registering) for a Bachelors or Masters degree at the ULiège are eligible for the mentoring scheme below.

If you are a student from outside Belgium but you do not meet the above requirements, you will find that other departments across the University are available to you:

- the [International Relations Department](#), Erasmus students and those who are here within the framework of an exchange or mobility agreement. They benefit from a [separate mentoring scheme](#);
- the [PACODEL](#) (Centre pour le Partenariat et la Coopération au Développement) for students on the ARES-CUD (Commission Universitaire pour le Développement);
- the [Research Department](#) for doctoral students.

At ULiège, HAVING A MENTOR can make all the difference. Being supported by a **mentor** sounds like a wonderful opportunity, but maybe you have a few questions:

- Who can become a mentor?
- What is their exact role?
- Will they be able to meet my expectations? What are the limits imposed by mentoring?
- How long does their commitment towards me last?
- Will there be limits to what I can ask from them?

Below you will find a few answers that should help you to find your way, hand-in-hand with your mentor.

Who is your mentor?

Your mentor is a ULiège student who has been enrolled at the university for at least a year, in the same faculty as you if possible, and whose nationality will be different to yours.

The mentor's role

- Offer the mentee a warm **welcome** as soon as they arrive. **N.B.** According to our mentoring scheme, the mentor isn't required to meet their mentee at the airport or the station (unless the mentee would like them to).

- Help the mentee find their **initial reference points** when they "land" in their new environment (help them to find their way around town, understand how the public transport system works, discover out local customs and habits, etc.).
- Facilitate the mentee's **integration** at ULiège and their faculty, but also in everyday life (encourage them to meet people).
- Become a "**go-to person**" for the mentee.
- Introduce the mentee to **our culture and how we live**.
- Help the mentee understand our **communication codes**.
- **Be there** for the mentee in case they are feeling "down" because they are far from their family and friends.

In short, the **mentor** provides the new "ULiège-er" with a helping hand **so that they quickly feel "at home" with "us"!**

The mentoring charter (objectives, means and shared commitments)

What is mentoring about?

- **Mutual respect:** no constraints or authority in the relationship, listening to the mentee's needs and expectations within the limits of what is reasonable.
- **Openness towards the other person:** the mentor encourages a feeling of mutual trust thus facilitating communication. The mentor must be aware that the change of environment can lead to a real culture shock and possible communication "hiccups".
- **Autonomy:** the mentor and the mentee are free to choose the pace and terms of their relationship.

What does mentoring involve?

- The **first contact** between the mentor and the mentee is established very quickly **by the mentor** (if possible, before the student arrives in Belgium). However, the mentee can also take the initiative to make contact first.
- **Mentoring is voluntary and free** (no costs involved). Mentors offer to share their time, their personal experience as a student at ULiège, their competence and their energy. It is based on the desire to help and support other people.
- **Meeting the mentee's expectations** within the limits of what is reasonable (both in terms of support and the mentor's availability).
- Mentoring **involves no financial commitment whatsoever** towards the mentee.
- The mentor **must react as quickly as possible**.
- The mentor's main role is to act as a **relay** between ULiège's various competent "in" services (faculties, support services, administration, etc.) and "out" services: they aren't or don't have THE answer to all their mentee's questions or requests.
- Through their motivation and commitment to the scheme, the mentor is there to help the student as much as they can, but **they aren't under any obligation to deliver results** (either on an academic level or regarding the mentee's daily life).

- The ideal duration of the mentoring is **6 months** (or more according to whatever the parties choose).
- Both partners (mentor and mentee) are asked for their **feedback** at the end of the experience, in order to encourage the scheme's continuous improvement.

The role of the Cultural Diversity Service in the mentoring scheme

- Pairing (mentees/mentors).
- Listening to questions and any difficulties the mentors and mentees may encounter – looking for the best solutions with both parties.
- Organising an annual mentors/Cultural Diversity Service meeting.
- Organising an annual mentors/mentees meeting.
- etc.

The Cultural Diversity Service leaves the mentor/mentee relationship to develop freely. If need be, it is available to provide information, advice, support and can sometimes act as a mediator.

Useful information

Your mentor will undoubtedly be able to answer many of your questions. However, they obviously can't know everything. Their role is to provide a relay between the service or the person who has the information you need, or to guide you towards the appropriate website.

Every mentee will experience their first moments in THEIR own way; what might be a problem for one mentee, won't be for another. However, the first questions asked by new arrivals are often the same. They generally concern:

- **the first steps in everyday life.** How to get to the university; where they will sleep when they arrive and how to find accommodation; what administrative issues need to be sorted out and in which chronological order how to get their residence permit; opening a bank account; health insurance; buses; where to buy food and warm clothes; mobile telephony; laundry; where to meet other young people; sports facilities; going to the cinema or theatre; travelling in Europe, etc. You can find [basic information and answers](#) (not exhaustive!) to these commonly asked questions in our practical information section;
- **discovering the university and the faculty.** How to enrol; questions about the courses or the teaching system; how the faculty is organised; student support services; learning languages, etc.

Interested in the mentoring scheme?

If you have already received your letter of admission from ULiège AND have obtained your residence permit from the Belgian embassy in your country, contact us before you leave your country or as soon as you arrive in Belgium, via the following email address: diversiteculturelle@uliege.be

Please tell us:

- your surname and first name;
- your course title at ULiège;
- the number written on your ULiège admissions file;
- the training program you've chosen.

... or simply your full name and matriculation number if you are already registered at ULiège! We will then send you an access link for the online form and will send you as quickly as possible the contact details of your mentor.

*The mentoring scheme at ULiège: a "World of differences",
a wealth to be shared, a partnership to be created.*

Compatriots, Friends and Student circles

Whatever the geographical distance separating your country of origin from your host country, and whether you have come here through choice or necessity, leaving your country to come and study in Belgium can be an overwhelming experience and requires the ability to adapt to change (climate, customs, language, food, everyday habits, being away from your family and friends, teaching system, etc.).

However, it is a great opportunity to learn about another culture, create a network of friends and open your mind to other realities.

Compatriots... and Others

Being welcomed by **compatriots**, getting together, talking in your mother tongue or local dialect, and enjoying the "tastes of home" from time to time, can be reassuring. It can help you overcome isolation or homesickness, make it easier to understand your new environment or, as a student from Burundi told us, "it's a breath of fresh air that helps to keep you on track".

The Cultural Diversity Service is a "relay", or a "bridge", that facilitates interactions between students, but also between students and members of the university community, or between students and people from "outside", in order to meet a wide variety of demands (e.g. an Iranian student would like to meet fellow Iranians studying at ULiège; a lecturer is looking for Portuguese-speaking students to spend time with a Brazilian intern who is feeling isolated due to their lack of French; two Indian PhD students are offering to form a cricket with any students who might be interested; a journalist from RTBF needs an urgent translation of a report from French into Kirundi; a Belgian student is looking for Chinese students to practice the language and learn about cultural aspects before her trip to China; etc.).

You're someone who would like to meet:

- ULiège students from your home country?
- ULiège students from your region?
- ULiège students who speak your language?
- ULiège students who share other points in common with you?
- Etc.

We can help you make contact with them! Here's how:

You...

send us an email to the following address : diversiteculturelle@uliege.be,

- providing us with the following information (for the Service's use only): your surname, first name and ULiège registration number (or your "admissions" file number if you aren't already enrolled);

- and include the following **sentence**: "I hereby authorise the Cultural Diversity Service to send my email address to ULiège students ... (indicate profile)";
- and write your **first name and last name** at the end of your email.

We...

Will send all the students who correspond to your request **an email in Bcc** (the email addresses are hidden thus guaranteeing the confidentiality of the information and respecting privacy) or we will publish a **"Message" on "myULiège" (intranet)** for the attention of the students concerned, stating that you would like to make contact with them (your surname, first name and email address will be mentioned). This announcement will of course be visible to all members of the university community. You will receive a copy of the message we have sent out. The students who are invited to contact you are completely free to respond.

***N.B.** Before sending out any emails or posting a message, the Cultural Diversity Service will assess the relevance of the request. Other than offering to facilitate contact with other people, the Cultural Diversity Service isn't responsible.*

Student circles at ULiège

Did you know that there are **Circles**, officially recognised by the [Fédé](#), and clubs for students who might be interested in the same project, a humanitarian cause, come from the same continent, share the same hobby, etc., or who might simply attend the same faculty?

There are a number of inter-faculty circles which bring together students from the same culture: when we are thrown into another country, either willingly or not, it is sometimes comforting to make contact with bits of our own culture. There are a number of circles, such as the circle of Madagascan students, the circle of African students and friends, the Circle of Luxembourgish students... These groups are an opportunity to share your personal experience and perhaps help you feel a little less isolated!

Would you like to join a [Circle](#) that already exists? Or would you like to form a new circle with other students and request recognition from the Fédé? Look at all the [benefits](#)!

Getting to the ULiège sites

Preamble

Your Luggage... be careful!

Never leave your baggage unattended and don't entrust it to anyone you don't know. On board the train, keep your luggage in sight and don't leave it in the entrance/exit area of the train. Always keep your travel documents, passport and money on your person (pickpockets do like trains, airports, public places and of course they go unnoticed!).

You won't see "porters" in our stations, nor even trolleys to help take the weight of your luggage. You alone will have to carry your luggage from the airport to your destination.

The platforms can be reached by stairs, escalators... and elevators (although these might not be clearly marked or visible in some stations); elevators are the most comfortable if your luggage is heavy or bulky!

Trains

- **Best price rates.** Ask the cheapest rate at the ticket desk (for example the special offers or, for travel between two Belgian stations, [the one-year multiple journey card](#) (1 way ticket would cost only EUR 5.30 or 8.30, based on your age).
- **Routes.** BE CAREFUL! The train which you get on **may split into two parts, each going to different places**; make sure with the person who checks the tickets that you are sitting in the coach which is going to YOUR destination.
- **Food on board.** The journey may be long (waiting for connections, all kinds of unforeseen events on the rail network), especially if you come from a distant country, so you should take your own food and drink with you: there are no food or drinks services on board Belgian trains.

Taxis

You decide to take a taxi. Advice and useful information:

- before getting into the taxi, tell the driver exactly where you want to go and as for an estimate of how much the journey will cost;
- the price is for the vehicle; you will pay the same price if you are travelling alone, or if there are other passengers in the car;
- when you pay, ask the driver for a "reçu" (receipt);
- night journeys might be at a higher rate;
- the amount of traffic may affect the price of the journey;
- the number of bags you have has no effect on the price of the journey.

Also consult the street map [around](#) the Faculty.

Getting to the ULiège site in Liège

By aircraft

If you arrive from an EU or non-EU country, it is very likely that you will land in one of the following three Belgian [airports](#): Brussels-Zaventem, Charleroi-Brussels-South or Liège, unless you arrive via Paris, Dusseldorf, Amsterdam or Maastricht. All roads lead to Belgium!

By road

- **Car**: consult our [maps and directions](#).
- **Taxi**: because of the high cost, **taxis should be avoided for long distances**. Current rates are approximately €2.10 per KM. Prices can vary widely from one taxi company to another and also depending on the time of day (day or night), the amount of traffic, etc.

The car journey between Brussels-Zaventem airport and Liège is about 100km, so work out what a taxi transfer is going to cost you! ... especially if you have not made a prior reservation or if you are “caught” by a taxi driver as you leave the airport (see more [taxi](#) information above).

By train

- **International high speed train** (TGV, Thalys, Ice ...): if you are arriving from Germany, France or the Netherlands, your destination station is "**Liège-Guillemins**" (or **Luik-Guillemins** in Dutch and **Lüttich-Guillemins** in German).
- **Intercity train**: it is easy and cheap to get to Liège by train. The destination station is "**Liège-Guillemins**" (or **Luik-Guillemins** in Dutch and **Lüttich-Guillemins** in German).

Train timetables and routes of trains are given on www.sncb.be:

- **leaving Brussels**: there are many stations in Brussels, but you can only board trains heading for "Liège-Guillemins" if you are at the Brussels "Midi" (Zuid), "Central" (Centraal) or "North" (Noord) stations;
- **leaving the Brussels-Zaventem airport**: the station is inside the airport on the -1 floor. Your destination is "Liège-Guillemins" (Luik/Lüttich). As there are no direct trains from Brussels airport to Liège-Guillemins, you should take the train to "Louvain" ("Leuven" in Dutch) or "Bruxelles-Nord" (Noord) and then change train for "Liège-Guillemins". **Be careful!** In addition to the ticket rate, a EUR 5.50 tax called [Diabolo](#) (applicable rate in April 2020) will be charged for journeys from or to the international airport;
- **leaving the Charleroi-Bruxelles-Sud airport**: when you arrive at the airport, you can buy a [special ticket](#) (outside the airport - Gate 2) which covers the bus journey to the railway station at Charleroi Sud as well as the train journey from

this station to that of "Liège-Guillemins". This special ticket is only sold on line or at the airport (dispenser ticket machine next to the door n° 2).

... and how to get from "Liège-Guillemins" to the ULiège or to your accommodation?

- **Bus transfer:** before going to the bus platforms in front of the station, go to the [TEC](#) desk on the ground floor of the station to find out which bus line goes closest to your destination; buy a card (the "agglomération" card is economical) or a single journey ticket. Otherwise, make sure you have the right cash to pay for the price of the ticket (between EUR 2.5 and EUR 5.50; it depends on the distance - *applicable rate in April 2020*) which you can give to the bus driver in exchange for a ticket. *Remember! The driver may refuse notes over €5 or €10 if they do not have enough change.* At the desk next to the TEC desk, the Tourist Office will provide you with a free map of the town of Liège. To get to the University ("registration" site - place du 20-Août) you can take **bus 1 or 4 heading in the direction of the "centre ville"**, including the "Pont d'Avroy" stop. Then head by foot towards the University, situated at place du 20-Août, via the **Place Cathédrale** and the **Rue Charles Magnette** (about a five-minute walk). Remember that bus tickets from the Brussels region ([STIB](#)) and the Flemish region ([DE LIJN](#)) are not valid in the Liège network ([TEC](#)).
- **Taxi journey (for a short distance of a few kilometres).** In this last part of your journey, to get from the "Liège-Guillemins" station right to your destination (the University or your accommodation in town), taxis can be a more comfortable option, especially if you have lots of luggage or if you are arriving in Liège at night. Here are some **indications of price** (as of April 2020), for one-way only, bearing in mind that rates can vary from one taxi company to another:
 - from "Liège-Guillemins" station to ULiège, place du 20-Août ("registration" site): around EUR 7;
 - from "Liège-Guillemins" station to quartier Nord: around EUR 10;
 - from "Liège-Guillemins" station to Sart-Tilman village (near the university campus): around EUR 12.

Note

We advise you to get to the ULiège **in the morning** so you'll have enough time to visit the different departments ([Studies and courses information department](#), [Admissions and Registrations](#), [Welcome for foreign students \(Cultural Diversity\)](#), [Accommodation](#), [ULiège sports](#), [TEC](#)...).

Getting to the ULiège site in Gembloux

By aircraft

If you arrive from an EU or non-EU country, it is very likely that you will land in one of the following three Belgian [airports](#): Brussels-Zaventem, Charleroi-Brussels-South or Liège, unless you arrive via Paris, Dusseldorf, Amsterdam or Maastricht. All roads lead to Belgium!

By road

- **Car:** consult our [maps and directions](#).

Taxi: because of the high cost, **taxis should be avoided for long distances**. Current rates are approximately EUR 2.10 per KM. Prices can vary widely from one taxi company to another and also depending on the time of day (day or night), the amount of traffic, etc. The car journey between Brussels-Zaventem airport and Gembloux is about 45km, so work out what a taxi transfer is going to cost you! ... especially if you have not made a prior reservation or if you are “caught” by a taxi driver as you leave the airport (see more [taxi](#) information above).

By train

- **International high speed train** (TGV, Thalys, Ice ...): if you are arriving from Germany, France or the Netherlands, your destination station is "Gembloux". Find out how to reach the final destination station, “Gembloux”, on the www.sncb.be site.
- **Intercity train:** it is easy and cheap to get to Gembloux by train. **Train timetables and routes** of trains are given on www.sncb.be:
 - **leaving Brussels:** there are many stations in Brussels, if you are at the Brussels "Midi" (Zuid), Brussels "Central" (Centraal), Brussels "Nord" (Noord), Brussels "Schuman" or Brussels "Luxembourg" stations, you'll be allowed to board trains heading for Ottignie;
 - **leaving the Brussels-Zaventem airport:** the station is inside the airport on the -1 floor. Your destination is Gembloux (change trains in Namur or Ottignie). Please note there are no direct trains from the airport to Gembloux
***Be careful!** In addition to the ticket rate, a EUR 5.50 tax (applicable rate in April 2020), called [Diabolo](#), will be charged for journeys from or to the Brussels-Zaventem airport;*
 - **leaving the Charleroi-Brussels South airport:** when you arrive at the airport, you can buy a [special ticket](#) (outside the airport - Gate 2) which covers the bus journey (20 min) to the railway station at “Charleroi Sud” as well as the train journey from this station to that of "Gembloux".
This special ticket is only available online or at the airport (automatic ticket machine located outside the airport, near door 2). There is no direct train from Charleroi airport to Gembloux. Here is the itinerary to follow and the train

changes to make: see down here the routes to be taken and the connecting trains to use:

- ✓ *bus, from Charleroi-Brussels South airport to Charleroi-Sud station;*
- ✓ *train, from Charleroi-Sud station to Ottignies station (or Jemeppe-s Sambre or Namur);*
- ✓ *train, from Ottignies station (or Jemeppe-s Sambre or Namur) to Gembloux station.*

... And how to get from Gembloux station to the university or to your accommodation?

- **Bus transfer.** Make sure you have the right cash to pay for the price of the ticket (around EUR 2.5) which you can give to the bus driver in exchange for a ticket. In front of the station, you can take the **bus 25, 144a et 148** heading in the direction of the University. Get down the bus at "**Aux Quatre Coins**" stop. Then head by foot towards the University (about a three-minute walk).
- **Taxi journey (for a short distance of a few kilometres).** In this last part of your journey, to get from the "Gembloux" station right to your destination (the University or your accommodation in town), taxis can be a more comfortable option, especially if you have lots of luggage or if you are arriving in Gembloux at night.

Getting to the ULiège site in Arlon

By aircraft

If you arrive from an EU or non-EU country, it is very likely that you will land in one of the following three Belgian [airports](#): Brussels-Zaventem, Charleroi-Brussels-South or Liège, unless you arrive via Paris, Dusseldorf, Amsterdam or Maastricht. All roads lead to Belgium!

By road

- **Car:** consult our [maps and directions](#).
Taxi: because of the high cost, **taxis should be avoided for long distances**. Current rates are approximately EUR 2.10 per KM. Prices can vary widely from one taxi company to another and also depending on the time of day (day or night), the amount of traffic, etc, so work out what a taxi transfer is going to cost you! ... Especially if you have not made a prior reservation or if you are "caught" by a taxi driver as you leave the airport (see more [taxi](#) information above).

By train

- **International high speed train** (TGV, Thalys, Ice ...): if you are arriving from Germany, France or the Netherlands, your destination station is "Arlon" (on the Luxembourg

line)...

Find out how to reach the final destination station, "Arlon", on the www.sncb.be site.

- **Intercity train:** it is easy and cheap to get to Arlon by train; the destination station is "Arlon", on the Luxembourg line. **Train timetables and routes** of trains are given on www.sncb.be:
 - **leaving from Brussels:** there are many stations in Brussels, but you can only board trains heading for "Arlon" if you are at the Brussels "Midi" (Zuid), "Central" (Centraal) or "North" (Noord) stations;
 - **leaving from Zaventem airport:** the station is inside the airport on the -1 floor. Destination station: Arlon (Luxembourg line). Please note there are no direct trains from the airport to Arlon: you should take the train to "Bruxelles-Nord" and then take another train destination "Luxembourg". *Be careful! In addition to the ticket rate, a EUR 5.50 tax (applicable rate in April 2020), called [Diabolo](#), will be charged for journeys from or to the international airport;*
 - **leaving the Charleroi-Bruxelles-Sud airport:** when you arrive at the airport, you can buy a [special ticket](#) (outside the airport - Gate 2) which covers the bus journey to the railway station at Charleroi Sud as well as the train journey from this station to that of "Liège-Guillemins". This special ticket is only sold at the airport;
 - **leaving from Liège, Gembloux or any other Belgian station:** check how to get on to the "Luxembourg" destination, stopping at Arlon station.

... and from the station to the faculty?

- **Urban buses** assure the connection between the station and the Faculty. The bus stop to be specified to the driver: "hospital" (just in front of the Faculty).
- **Taxi journey (for a short distance of a few kilometres).** In this last part of your journey, to get from the Arlon station right to your destination (the University or your accommodation in town), [taxis](#) can be a more comfortable option, especially if you have lots of luggage or if you are arriving in Arlon at night.

Distances and travel times by train

If your course takes place in more than one location, see below for distances and average travel times between the two:

- Liège and Gembloux:
 - Distance: 75 km
 - Average train journey time: around 1 hr
- Liège et Arlon:
 - Distance: 130 km
 - Average train journey time: minimum 2 hrs 30 mins
- Arlon et Gembloux:
 - Distance: 150 km
 - Average train journey time: around 2 hrs

The following may also be of interest:

- Bruxelles et Gembloux:
 - Distance: 45 km
 - Average train journey time: between 50 mins and 1 hr
- Bruxelles et Liège:
 - Distance: 100 km
 - Average train journey time: around 1 hr
- Bruxelles et Arlon:
 - Distance: 190 km
 - Average train journey time: around 2 hrs 40 mins

You have arrived safely at your destination! ... what now?

- initial [administrative formalities](#) (registration with ULiège, stay permit, bank account, health insurance policy, embassy)
- [administrative and legal matters relating to foreign nationals legislation](#)
- the [student support services](#) to help you get your bearings
- a Social Service for students in [Liege](#) and in [Gembloux](#)
- special care to students with specific situation (The ULiège special status for [student living with disability](#) but also for [entrepreneur](#), [sports](#) or [artist student](#))
- finding [accommodation](#)
- the [healthcare system](#)
- [useful phone numbers](#) (emergency relief, safety...)
- [income taxes statement](#): legal requirement for all students
- [student job... and its regulations](#)
- [learning of languages](#)
- [socialization and leisure activities](#)
- [to facilitate your everyday life](#): questions and answers/everything you need to know... and also social contacts, cultural and leisure activities
- [mobility and transport](#) in Belgium
- [food](#) and [adequate clothing](#) (Belgian weather)
- [for "living well together" with my neighbours](#): rules and practices in Belgium
- [ULiège students fellow countrymen](#)
- [make a note in your diaries!](#)

The edition of the free brochure "**Bienvenue à Liège**" (**Welcome to Liège**) is available [on line](#) and at [Center J](#): a source of practical information and useful advice!

Initial administrative formalities

4 important steps which need to be taken in the following order:

- [register](#) with ULiège (before or after you've found an accommodation);
- register with the [communal administration](#);
- ask to open a [bank account](#);
- take out a [health insurance policy](#).

We highly recommend that you register with [YOUR EMBASSY](#) in Belgium or with your [Consulate](#) in Liege, in order to let them know you are in the country (this may be useful in some circumstances).



"Route" of registration at ULiège

1. The admission

Please read your ULiège letter of admission carefully. If your registration is dependent upon a request for admission, remember to bring **all the missing documents in your file**. Firstly, you must go to the [Admissions Service](#) (place du 20-Août, Liège).

2. The registration

Depending on what you have chosen to study, find out where your Faculty is based. Check your admission letter for where your classes will take place (Liège, Gembloux or Arlon) and how and where to register. This information is crucial because it will determine where you are going to live (where you need to look for accommodation):

- [Liège](#), a city situated in the east of the country, about 20km from Germany and the Netherlands;
- [Gembloux](#), a town in the centre of the country, on the road linking Brussels to Namur;
- [Arlon](#), a town to the south-east of Brussels, close to the Luxembourg border.

Check out:

- [maps and how to get to](#) (modifier par ce lien-ci : each of these towns;
- indications in terms of [distances and travel times](#) (train) between these three towns.

...and **make your way to our "registration" offices in [Liège](#), [Gembloux](#) or [Arlon](#)!**

Moreover, the [Students' social service](#) checks the student's right to a reduced *minerval* (enrolment fee).

3. A special support on the Campus of Liège!

Various [student support services](#) ([university Guidance](#), [university orientation service](#), [Social Services](#), [students with special circumstances](#)...) are available. Take this opportunity to find out about the support that they can give you during your studies.

Your residence permit in Belgium

Important to know

REGARDLESS OF YOUR SITUATION, YOU MUST REGISTER WITH THE COMMUNAL AUTHORITY FOR THE PLACE WHERE YOU LIVE.

Where should you go?

- if you live in Liège: go to the Service des Étrangers at the “Espace Guillemins”, Rue des Guillemins 26, 4000 Liège (just next to the Town Hall) – Tel.: +32 (0)4/221.82.45. (Note that a special office is open to students from September to January);
- if you live in [Gembloux](#);
- if you live in [Arlon](#);
- if you live in another town, go to the communal authority for the place where you live.

Within a **week** of arriving (or as soon as you've found accommodation; **at the latest before the term of your visa**), you must personally go to the communal administration of the place where you are resident in order to declare your presence in the area (and start proceedings for registering on the register of foreigners if your status so requires). **WARNING!** This step must be taken **BEFORE YOUR VISA RUNS OUT**, if you are a student who is required to have an visa to enter Belgium.

*Remember : if you are a **minor** you must provide parental authorisation.*

Students who live in Liège should check the official website of the [City of Liège](#), which deals with the registration of foreign students.

Another step which is strongly recommended: register with [YOUR Embassy](#) in Belgium or with your [Consulate](#) in Liège, to indicate your presence in the country (which can always be useful in specific circumstances).

Remember: at the end of your stay, it is crucial FOR ALL FOREIGN STUDENTS to go to their communal authority to report their departure from the country (and if they were domiciled in the country, remove their name from the Register of Foreigners). See [other administrative steps](#) to follow at the end of your stay in Belgium.

Are you a student from a country neighbouring Belgium (Holland, Germany, France or Luxembourg)?

You have two options:

1. **simply declaring your presence on the town's administrative area.** A residence document, valid for one year, entitled "Annex 33" will be issued to you. You must the following documents:

- your identity document (passport, national ID card, residency card etc.);
- your rental contract or a certificate from the houseowner;
- the certification of registration at the ULiège for the current academic year;
- two passport photographs;
- EUR 8 (current price in Liège).

If this is a **renewal**, you must, in addition to the documents below, provide your Annex 33 from the previous year, your rental contract or a certificate from the houseowner – if you've moved to another place. This will then only cost €3.

It should be noted that students covered by an Annex 33 (who are not listed in the Register of Foreigners) and who are living in accommodation equal to or bigger than 28m² must pay a ["secondary residence" tax](#) which costs:

- €300 for between 38 and 70m²;
- €450 for up to 100m²;
- €696.72 above 100m²

2. **registered address (registration on the foreigners' register).** A residence document entitled "Annex 8" or an electronic "E-card" (valid for 5 years) will be issued ("Annex 19", which is valid for three months, will be issued until your "Annex 8" is issued). You must submit the following documents:

- your national ID document or your passport;
- the certification of registration at the ULiège for the current academic year;
- your address in the city (if private accommodation) or a certificate of residence (if you live in the university residence);
- a statement of good faith that you have sufficient income to live and study in Belgium;
- a [healthcare insurance certification](#) (European card or private insurance);
- your driving licence;
- 2 passport photos (3 if you have chosen the electronic card);
- EUR 8 for the A4 paper format and EUR 19 for the electronic card (current prices in Liège).

Rem: it is careful to verify if this registered address in Belgium can have repercussions for you or your family on fiscal, social or insurance matters, in your country of origin.

Another step which is strongly recommended: register with [YOUR Embassy](#) in Belgium or with your [Consulate](#) in Liège, to indicate your presence in the country (which can always be useful in specific circumstances).

Are you from an EU country (or from a country outside the EU but are resident in an EU country) not bordering Belgium?

You should take steps to register your official address (see the point "2" above).

Please read the following information carefully:

If you are a national of a non-EU country and are already living in a Schengen country, and you want to life and study in Belgium, please get in touch immediately with the Belgian Embassy or consulate in the Schengen country in which you are living. The residence permit issued by this country does not automatically allow you to live in another Schengen country, in this case, Belgium."

Another step which is strongly recommended: register with [YOUR Embassy](#) in Belgium or with your [Consulate](#) in Liège, to indicate your presence in the country (which can always be useful in specific circumstances).

Are you from a country outside the EU?

You must be registered in Belgium and have a residence permit. You will be issued with a "Carte A" allowing you to stay for the duration of your studies. This is renewable each year. You must provide

- your passport (including the "D" visa);
- your financial guarantee document (financial guarantor or certificate of a study grant);
- your ULiège registration certificate for the current academic;
- your address in the city (if private accommodation) or a certificate of residence (if you live in the university residence);
- 3 passport photographs;
- EUR 8 for the A4 paper format and EUR 22.20 for the electronic card (current prices in Liège).

Another step which is strongly recommended: register with [YOUR Embassy](#) in Belgium or with your [Consulate](#) in Liège, to indicate your presence in the country (which can always be useful in specific circumstances).

Extending your stay

NEW regulation since 2018!!

When should you apply to extend your stay?

The application to extend your residence permit MUST BE submitted NO LATER THAN 15 DAYS BEFORE YOUR RESIDENCE PERMIT RUNS OUT.

In other words, if your residence permit expires on 31 October 2018, you should apply for a renewal no later than 15 October 2018.

If you exceed the 15 day time period before your residence permit runs out, you will have to pay an additional fee of €358 (amount in effect on 1/06/2019).

BEFORE the 15 days preceding the end of your residence permit, go to the Service Étrangers of the communal authority where you live. Take:

- your valid passport;
- your Carte A;
- the « formulaire standard », a certificate of your academic results, duly completed by the University;
- a certificate of your registration at university for the current year and a certificate and a certificate of presentation of the examinations (or of not presentation for valid reasons). The Foreigners Office does not accept any more medical certificates;
- a certificate of health care coverage in Belgium (certificate from your insurance company (“caisse mutuelle”) or private company);
- a proof of sufficient means of subsistence:
 - extension of your study grant or loan being sufficient (EUR 666 per month for 2019/2020)
 - proof of coverage by your guarantor (annex 32)
- 1 passport photo less than 6 months in accordance with the O.A.C.I principles;
- €22.20 (rate applicable in Liège).

Late extension ...

If you apply for a residence permit extension after the 15th day preceding the end of your residence permit, your request will be considered as being “late”, which means you will have to pay a fee of €358. Be careful and plan ahead!!!

... your request will be considered as being submitted late and will therefore be inadmissible. If your application is inadmissible and the validity of your residence permit has expired, you must apply for an extension on the basis of exceptional circumstances in accordance with Art. 9bis. You will have to pay a fee (€358). Be vigilant and think ahead!!!!

Travelling and/or staying in a third country (inside or outside the Schengen area) when you have a student visa for Belgium

Be careful!

A. Check with your local authority in Belgium and with the Embassy of the country you wish to visit:

1. if your **Belgian residence permit** authorises you to travel and/or stay in this third country;
2. if **this third country authorises** you to access its territory and/or live in it, and if so, under what conditions;
3. if you can **return to live in Belgium** without difficulty at the end of your stay/journey outside Belgian territory.

If the answer to any of the three questions above is "no", check with the relevant authorities (local government and/or embassy) on the conditions for granting a "special permit".

B. Students travelling abroad for educational purposes may take out [assistance insurance](#) with the ULiège Legal Department (under the section "stay abroad") (intervention in the event of repatriation, health care, hospitalisation costs,...). The cost, **payable by the student**, varies depending on the place and length of stay.

"Student exchange" outside Belgium

If you are a non-EU student and you want to leave Belgium for several months during your course in Belgium (for instance, within the framework of a student exchange programme such as ERASMUS, etc.), you must:

- **renew your residence permit in Belgium before 31/10** of the academic year in question;
- appoint a person of trust to access your **post** in Belgium.

Short-term stay in another EU country or in a non-EU country?

Check with the diplomatic representatives of the country you are visiting for the conditions of access to the territory of that country.

Before you leave, get in touch with the healthcare insurance company that will cover you during your stay in Belgium (the **Caisse Mutuelle** in Belgium or **relevant body in your country**), to ensure that your insurance will apply to the country you are visiting. Finally, if you are going abroad as part of teaching activities, you can take out an "**Ethias Assistance Privilège**" insurance with the [legal department](#) (intervention in the event of repatriation, healthcare, hospital costs, etc.). The cost, **to be covered by you**, will depend on where you are going and how long you are staying.

If you are staying in a country likely to be declared a "risk" for health and/or political reasons

You must consult the [website of the Ministry for Foreign Affairs](#) for all travel to countries likely to be declared at risk, in health, economic or political terms. Students going abroad as part of a teaching programme may sign up for a "Ethias Assistance Privilège" insurance with the ULiège legal service (intervention in the event of repatriation, healthcare, hospital costs,...).



Opening a bank account

Foreword

Having a bank account allows you to use a bank card, which has become practically unavoidable in Belgium and abroad for making payments, withdrawing money from cash points, internet banking etc.

Public and private banks as well as the banking services provided by [BPOST Banque](#) offer a complete range of services. Find out more information and compare the pros and cons of each in order to find the services which are best suited to your needs (for example, chose a branch which is near to either your home or your University).

While you are waiting to open a bank account (a process which, for students from outside the EU may take several weeks, because it is connected with being granted a residence permit), rapid money transfers are possible from abroad notably through **international money transfer agencies** (e.g. [Western Union](#)). **Warning!** Remember to compare the transaction costs at the various agencies!

Visa, MasterCard and American Express cards are credit cards which have the advantage of being used around the world. **Warning:** credit cards are only issued under certain conditions.

Documents required for opening an account

- If you are a **Belgian or other EU student** : your national ID card mentioning your home address
- If you are a **student from OUTSIDE the EU**:
 - your passport mentioning your address in your home country (or failing this, another official document such as your identity card, driving licence or residence certificate);
 - your residence permit as issued by the commune administration (or "Annex 15" mentioning your address in Belgium or your accommodation certificate). **Warning:** because opening a bank account depends upon a residence permit being granted, it may take several weeks. Many students bring significant sums of money (sometimes thousands of euros) when they leave their country of origin in order to cover the initial costs of registering and getting settled, as well as living costs, sometimes for the whole academic year. Be careful ... especially during the transitional period when you don't yet have your own accommodation. Check with the reception desk of the Youth Hostel or hotel where you are staying, whether you can leave this money in a secure safe;
 - your grant contract if you receive a grant.

It is possible to open an account online. However, you will be required to go to your bank to sign the documents which make this official.

Costs of opening and holding an account

- **Students under the age of 25:** free services (except for credit cards, loans, and overdraft).
- **Students over the age of 25:** compare the offers and rates offered by the different banks; the amounts may vary widely depending on the services offered (from €20 to more than €70).

Precautions to take to ensure correct use of your bank card

- Sign your bank card as soon as you receive it.
- Memorise your pin number (don't leave any physical trace of it).
- Do not lend your card to anyone.
- Take care when withdrawing money from a cash dispenser or when using it to pay in a shop or online.
- Keep your card on you; don't leave it in your car or in your luggage.
- Only use your card on secure internet sites.
- Regularly check your bank statements and keep them: these will act as proof should you so require.

If your bank card is lost or stolen

- Immediately call "Card Stop" (+32 (0)70 344 344): your bank card will be blocked and no-one will be able to take money out of your account. This call will enable you to ask for any money which is withdrawn to be refunded. "[Card Stop](#)" is available **24 hrs a day in Belgium and in other countries.**
- Let your bank know.
- Make a complaint to the nearest police station.

To your good health!

Taking care of yourself, your body and your mind is a priority!

To find out more about and understand the health care system in Belgium and acquire the right habits (in terms of insurance and healthcare), read the following sections carefully:

- insurance:
 - healthcare insurance: compulsory and supplementary insurance
 - health insurance and university civil responsibility insurance, personal injury and workplace accidents (during work placements);
- medical treatment;
- prevention.

Health insurance

In Belgium, healthcare insurance is legally required and allows you to have your healthcare costs partially refunded. This insurance is used in particular for the partial reimbursement of medical visits and hospitalisation, and limits the cost of some medications.

Before leaving your country, don't forget to bring the following documents which may be useful:

- the European Health Insurance Card, issued by your country, or private insurance to cover you during your stay in Belgium;
- your repatriation insurance contract;
- a medical certificate;
- the INN (International Non-Proprietary Name) of any medical treatments you are taking, which will enable you to find the same medication in Belgium.

We strongly recommend you look at the official Belgian website on social security which is aimed at anyone coming to live in Belgium from abroad: <https://www.coming2belgium.be/>

How to join a “compulsory insurance” scheme?

A. You are an EU student who is not resident (not officially registered) in Belgium and your stay in Belgium is already covered by a "healthcare" policy taken out in your own country

Don't forget to ask your insurance provider for a European Health Insurance Card (EHIC). When you arrive in Belgium, you can register **free of charge** with the insurance provider of your choice, which will allow you to receive partial reimbursement (subject to the regulations in place) of medical and pharmaceutical costs encountered during your stay in Belgium.

Any additional coverage (if your foreign coverage is wider) should be requested in your home country using proof of payment.

B. You are an EU student without a valid "healthcare" insurance policy in Belgium

or

you are a student from OUTSIDE the EU

Remember: if you come from a country outside the EU, check with the Caisse Mutuelle Belge to see if any special **agreements** have been signed between your country and Belgium.

If you are [officially resident in Belgium](#) (registered on the national register) **AND** if you do **not have any income in Belgium** (or if your **income is modest** (amounts to be specified by your insurance provider), you will be offered to be classified as "resident": you will then be fully covered by the insurance and you will have no contributions to pay (or you will be eligible for contributions based on your revenue).

In order for your file to be opened, take:

- your certificate of Belgian residency;
- any proof of income.

If **you do not meet the TWO conditions above** ([resident](#) and revenue): registration in the "student" category will be offered, leading to quarterly payments (EUR 60.23 in 2017). *To open your file, make sure you take proof of your University registration.*

N.B. Do you want to travel in a [European](#) Union country (or Iceland, Switzerland, Norway or Liechtenstein) during your stay in Belgium? If you are covered by the compulsory healthcare insurance (as a "student" or "resident"), **don't forget to go and get your [European Health Insurance Card \(free\)](#) from your health insurance fund before you leave Belgium.** If you need urgent medical care in the country you are visiting, show your card and part of the costs incurred should be taken care of by this country or reimbursed when you return to Belgium. Make sure you keep all medical certificates.

"Additional" insurance?

Alongside the "compulsory" insurance (same refund regardless of the insurance provider which you have chosen), additional insurance by payment (of around EUR 10 per month), offers various advantages depending on the insurance provider. Take a good look at the advantages on offer for each provider before choosing the option which is best suited to your needs.

- The "**compulsory**" insurance. All the insurance providers offer that "compulsory" insurance are subject to the same regulations regarding coverage and reimbursement of expenses.
- The "**additional**" insurance (around EUR 10 per month) is legally required by all the insurance providers except the governmental social security office (CAAMI) which does not offer these policies.

Remember to check with your insurance provider whether there are any **agreements** which have been signed between your country (OUTSIDE the EU) and Belgium.

List of [insurance providers](#)

Students in Gembloux? See the special [web page](#) regarding the social department.

Civil Liability, physical accidents and workplace accidents (internship) ULiège insurance

As a ULiège student, you automatically benefit from this [insurance](#) which covers you in the event of an “accident” occurring exclusively as part of university activities (organised by the university and supervised by a professor), in Belgium and abroad, or on the way from your home to the university. The affiliation fees are included in your ULiège registration fees.

Remember:

*- if you are participating in **a university activity in an EU country**, take your “[European health insurance card](#)” with you. This is issued to you by your mutual insurance organisation in Belgium and will guarantee that the costs of emergency care provided in the destination country will be (partially or totally) refunded. This healthcare coverage will be most useful **in the event of an accident in this European country, outside of academic activity.***

*- if you are involved in **a university activity in a non-EU country**, it is essential that you to take out, on a personal basis and before leaving Belgium, “[assistance insurance](#)” (emergency medical care, repatriation) **for any disaster occurring in that country, outside your university activity.***

The University can act as an intermediary between you and the private insurance company, which offers [personal insurance at a modest price.](#)

*- **in case of stay in a country currently considered to be a country that is "at high risks"** on the sanitary and/or political plan, also read our [information](#) (insurances, form for agreement of the university authorities, the useful addresses and the special recommendations).*

Medical care

The general practitioner or "médecin de famille"

- is the person with whom you have **first contact** if you are ill or injured
- provides **general medical care** (for all kinds of health problems)
- **directs** patients to [medical specialists](#) (see list below) in the event of more specific health problems
- cares for patients after **a hospital stay**

How and when can I find a doctor?

- You can contact doctors at their surgeries, without an appointment, during their consultation hours.
- You can also get hold of one by appointment outside these consultation hours.
- They can come to your home if you so request (by telephone) if you are not able to go to them and if your doctor agrees to visit you.

How can I find a general practitioner near my home?

- Take a look at the [ordre des médecins](#) site (section on "specialités" => "médecine générale").
- Call 1307 (information service).
- Ask your local pharmacist.

What about in the evenings, at night, at weekends and on public holidays?

An on-call doctor is assigned per region; call 1307.

112 is a number reserved for **medical emergencies**.

For students living in the town of Liège (postcodes 4000-4020-4031), there is also the [Maison de Garde](#) at 25 Quai Van Beneden, 4020 Liège (at the foot of Pont Kennedy (near the Aquarium) - phone: 04/341.33.33). This is open during the week from 7pm and at weekends from 7pm on Friday until 8am on Monday.

Warning! *These medical appointments at the on-call service are reserved for emergency situations which cannot wait for your usual doctor to see you. They are invoiced at an increased rate.*

Specialist doctors

Examples of medical specialities: dermatology, gynaecology, ophthalmology, cardiology, orthopaedics, gastro-enterology, psychiatry, etc.

How can I find a specialist doctor?

Take a look at the [ordre des médecins](#) site.

A “private” appointment with a specialist doctor may be proposed in a hospital or clinic where they are based.

- **In Liège**

- 1) At the **Liège CHU**¹ upon presentation of your ULiège student card, you will pay a SINGLE payment for the consultation which will be entirely refunded through your healthcare insurance provider in Belgium. **Beware:** this “special rate” (connected to an exemption from user fees) only applies to the medical **consultation** and to the **emergency department** and not to any medical procedures (taking blood samples, scans etc.). **It is COMPULSORY to make an appointment** by telephoning 04/242.52.52. When you arrive at the CHU, go to the "registration" desk and present a valid Student ID card and a registration certificate for the current academic year.
- 2) *Remember: dentistry and cosmetic surgery specialities are not covered by this special rate.*

- **At Gembloux**

Consult [the special page](#)

- **At Arlon**

The [Cliniques sud-Luxembourg](#) or contact the ULiège-FUL (+32 63 230 811 – arlon.accueil@uliege.ac.be).

Hospitals and emergency services

In the event of an **emergency** (accidents, serious pain, etc.), go immediately and without an appointment to the Accident and Emergency Department of a hospital or a clinic. The CHU emergency service applies a **special “ULiège student” rate** under the same conditions as those mentioned above (with the exception, of course, of having to make an appointment).

Family planning

In a [family planning centre](#), for a modest price you can access:

- medical, legal, social, psychological and gynaecological advice;
- information and documentation as well as contact with a professional to answer all your questions (emotional life, AIDS, family relationships, sexual identity, student life etc.);
- tests for diseases or pregnancy tests.

One example of family planning advice: the [SIPS](#) (*Service d'Information Psycho-Sexuelle*), a ULiège partner.

¹ CHU group : Hôpital du Sart Tilman, CHU Ourthe-Amblève, Polyclinique Centre-ville Lucien Brull, CHU N. D. des Bruyères, Polyclinique d'Aywaille, CNRF (Centre Neurologique et de Réadaptation Fonctionnelle) de Fraiture.

The "maison médicale"

A "maison médicale" is a **healthcare centre** which offers:

- general medical care and, depending on the centre, the services of a multidisciplinary team (physiotherapists, nurses, social workers, dentists, psychologists, etc.);
- preventative care (information and targeted action).

The "maison médicale" work either through:

- a system of **traditional payment** (fee-based): you have to pay for your medical consultation personally at the end of it;
- a "**fixed rates**" system (*paiement forfaitaire*), which is the most common: you do not pay for medical consultations. A contract is established between the patient, the "maison médicale" and the insurance company; you are obliged to go to the same "maison médicale" for all general medical consultations. Every month, your insurance provider directly pays the "maison médicale" a fixed amount (whether you use the service or not, and regardless of how often you use it).

How can I find a *Maison Médicale* near my home?

- Check the website of the [Fédération des Maisons Médicales et des Collectifs de Santé francophones](#). Be patient, some of them have very long queues before you can be admitted. They are indeed very successful.
- For all questions relating to "maisons médicales", take a look at the Frequently Asked Questions (FAQ) page of the above site.
- At Arlon, the [Maison Médicale "Portes Sud ASBL"](#) is accessible during the week and on Saturday mornings – phone: 063/23.59.63 - 26 Rue Léon Castilhon.

Emergency numbers

- Ambulance and medical help: 112
Warning ! *The cost of ambulance transfer is high. A partial reimbursement of the costs of this transfer will be granted:*
 - *in the event of "emergency" transport recognized by your insurance company (mutual health insurance company) ; priority to calls for 112*
 - *in the event of "non-emergency" transfer only to patients holding 'additional insurance'.*
- [Poisons Unit](#): 070/245.245
- [On-call pharmacies](#): 0903/99.000
- Police: 101 (or 112, but you risk losing precious time). The federal police are there to protect **your safety**; do not hesitate to call on them if needed (violence, threats, theft, burglary, etc.).

Check out our page which contains [useful phone numbers](#), for a full list.

N.B. For alternative therapies (homeopathy, acupuncture, osteopathy, chiropractice etc.) and specific healthcare (dental care, home nursing care, pedicures, psychotherapy etc.), check with your insurance provider for preferential rates and offers for complementary insurance.



Administrative matters and the rights of foreigners in Belgium

During your stay in Belgium, you will probably have to deal with various **administrative matters** linked to your status as a foreigner, for instance:

- the **reception** process for **newcomers**;
- your "**Schengen**" **visa** doesn't allow you to study in Belgium (e.g. tourist visa initially issued for the Schengen area or for a specific type of stay in another European country);
- documents from abroad to be translated into French by a **translator** (sworn or not);
- your name spelt wrongly on **official documents when they were drawn up**;
- **family reunification** plans;
- reflection concerning **nationality**;
- a residency extension which takes a long time to be confirmed by the Office for Foreign Nationals;
- etc

or **events** concerning you leading to various consequences:

- a crisis situation in your country (natural disaster, conflict, etc.);
- a family event;
- etc.

Specialised services are available to provide you with information, guide you, help you with the steps you need to take, represent you, listen to you and support you if necessary. Here are some of them:

- **at ULiège**
 - the [Cultural Diversity Service](#) – your partner throughout your study programme: welcome, help with integration, daily life;
 - the [Student Quality of Life Service](#): listening and support, in strict confidentiality;
 - the [Student Social Service](#): social information, support, financial support;
 - the [Legal Affairs Service](#): legislation and legal advice;
 - etc.
- **outside ULiège**
 - [your embassy \(or your consulate\) in Belgium](#);
 - [ADDE \(Association pour le Droit des Étrangers\)](#) in Brussels: legal service specialised in the **rights of foreign nationals** (hotline);

- [CRIPEL](#) (Centre Régional d'Intégration de la Personne Étrangère ou d'origine étrangère à Liège): legal information and translations for foreign nationals;
- [Cap Migrants](#) in Liège: issues concerning stay, asylum, repatriation, family reunification, etc.;
- etc.

For more information, we recommend you look at the official Belgian website on social security which is aimed at anyone coming to live in Belgium from abroad:
<https://www.coming2belgium.be/>



The accommodation

Stay with a family or in university accommodation? In town or on campus? In a furnished room, with a roommate or in a studio? What is the monthly cost? **Visit our [Accommodation Service](#) website to find out how student accommodation is organised in [Liège](#), [Gembloux](#) and [Arlon](#).** The range of available accommodation is obviously greater between June and September.

WARNING! If you have not yet arrived in Belgium,

- do not sign any rental contracts remotely. Visit the accommodation yourself!
- automatically refuse any offer of housing that requires you to pay an amount of money (first rent or rental guarantee) via Western Union or any other financial intermediary (many scammers operate on websites).

Temporary accommodation when you arrive in Liège

While you are trying to find the accommodation which best suits your requirements, there is:

- a [Youth Hostel](#);
- [hotels of all standards](#);
- guest houses;
- [families who take in lodgers](#);
- temporary accommodation ("chambres de courte durée")
- [Airbnb housing](#)

Make sure you plan a **budget** for your accommodation for the first few days in Liège and, ideally, book this "temporary" accommodation **BEFORE** you leave your country.

Turning your accommodation into a "home": how to find accommodation?

Looking for accommodation can be stressful: there are many potential tenants, the academic year is approaching or classes may already have started.

However, choosing a home that meets your needs and expectations is a crucial step.

Don't let yourself be destabilised by the possible pressure exerted by some eager owners to rent their property.

There are 1001 reasons (especially climatic) why we don't live in the same way in India, Germany, Niger, Sweden, Brazil, etc., or in Belgium: the rules on renting accommodation but also living habits can be very different from one country to the next!

Bearing this in mind, **take the time to visit the accommodation yourself** BEFORE you sign the rental contract, if you can, rather than entrusting this task to another person: the amount of light, insulation (temperature and external noise), gas and electrical installations, ventilation (risk of damp), emergency exits, as well as the immediate environment, neighbourhood, bus

stops etc., are all important factors that need to be checked to make sure you'll be safe and happy in your accommodation.

Good to know

Some useful ways to search for accommodation

- [ULiège Accommodation Service](#)
- [Centre J](#) (Liège)
- Faculty "valves" (notice boards used for information and various announcements)
- Notices for "Chambre", "Kot" (student rooms, either furnished or unfurnished) or "Studios" to rent, stuck on windows of houses in the town
- [Websites](#)
- [Compatriots](#)
- [Inter-generational accommodation](#) (no direct domiciliation possible): "1 toit 2 âges"

Registered address (registration on the foreigners' register)

BEFORE signing the rental contract, check whether it's okay with the landlord to register this place as your "official address" (i.e. you're administratively and officially registered as living at this address). This "official address" is compulsory for certain international students to obtain their [residence permit](#).

Rental contract (compulsory)

Reflection period: Read the terms of the contract carefully and ask for additional information to the houseowner if you need it. The rental contract is a commitment. **BEFORE** signing it, read it carefully and submit it, for advice, to the [Centre J](#) who will check whether it is legally correct.

- The [Centre J](#) can advise you and [read the contract](#) over with you before you sign.
- [Registering the rental agreement](#): this administrative formality must be conducted within two months of signature at the records office of the Finance Ministry; in principle it is the owner's responsibility to do so. If the contract is registered it has more weight in legal terms in the event of any dispute between the owner and yourself.
- **Legal rent guarantee** (deposit): not compulsory (except if planned in the contract) an amount equal to two months' rent, which can be paid to a locked bank account in the student's name. Look at the [regulations](#). Ask for a receipt for any money you pay.

Remember, for students from outside the EU: opening a bank account is conditional upon official registration on the Register of Foreigners. The waiting time before effectively opening an account may take several weeks. Explain the situation to the owner and ask if they can either wait for the deposit or agree in writing to transfer to your future bank account blocked in your name, the cash sum that you give them by means of a deposit. Ask for a receipt for any money you pay.

Inventory of fixtures: written document, established at the latest 15 days after the entrance and describing the conditions of rented rooms (mainly the imperfections and the identified problems). The possible expenses of this inventory realized by an expert are to be shared between the owner and the tenant. If the inventory of fixtures is not realized immediately, it cannot be made at the departure of the tenant, except when the owner can bring the proof of an attributable problem to the tenant.

- **Carbon monoxide:** the silent gas killer! Read attentively our [page](#) which will explain you this present risk in numerous housing in Belgium.
- **Rental bills** (water, gas, electricity, oil) **and communal charges** (lighting and cleaning of communal areas, entry phone, lift, etc.) are these included in the amount which is paid to the owner?
 - **Rental bills and communal charges are included in the rent:** it is then preferable to ask the landlord to identify, on the contract, the amount of the rent and the amount of any bills. Make sure that the heating can be in use on weekends and during the autumn, winter and spring holidays. Also check whether or not additional costs may be claimed from you when calculating the annual regularisation of energy bills on the basis of your energy use.
 - **Rental bills and communal charges are not included in the rent:** chose a competitive energy provider in terms of bills and keep a precise record of how much is recorded when you enter (with the preceding renter), and when you leave (with the next renter).

In the interests of the planet and your own wallet, learn how to consume energy moderately: choose energy saving light bulbs, avoid using electric radiators... and put on a pullover!

- **Internet:** is there already an internet connection in the building? Are connection and/or subscription charges payable by you? It is important to check all these points with the owner, to avoid any nasty surprises later.
- **At the end of the contract, conditions for leaving early:** is this set out in the contract? Breaking the contract before it reaches the end of its term may have serious consequences (for example, fees for breaching the contract, the need to find another tenant to take your place, and legal proceedings to make you pay despite the fact that you have left). Address these points with the property owner, **before** signing the contract.
- **Subletting:** in agreement **written** with the owner, you can sublet your accommodation, but do not forget that you remain completely responsible and have to assume your duties and obligations towards the owner.

Insurance against tenancy risks (fire, water damage...)

This insurance can be taken out with any insurance company.

Warning! The amount to be paid and the coverage offered can vary greatly from one company to another, so do not hesitate to compare different offers before making your choice.
Rem.: check whether other insurance policies, such as any held by your parents if they live in another EU country, can be extended to cover your student accommodation).

Local tax

Find out from the communal administration of the area you live in: these taxes differ from town to town.

In Liège, these taxes, under certain conditions, are to be paid by the tenant:

1. "[The urban tax](#)" ("*taxe urbaine*"). Payment notification is normally sent in spring or summer:

- **Who pays?** Students who [live in Liège and who are registered on the Registry of Foreigners](#) (holding an "Annex 8", an E card, a CIRE or an A card) on 1 January of the year of registration.
- **How much?** EUR 100/single person, reduced to EUR 30 based on a written request within a specific time frame and under certain conditions. For households with more than one person, the amounts are respectively EUR 165 (full amount) and EUR 45 (reduced rate). *Current fees in March 2018.*
- **How, when and where to request a reduction?**
 - Read the tax assessment carefully (Annex) relating to the urban tax, which was sent to you by post;
 - Attach your request for a reduction:
 - **the documents cited in the Annex**, accompanied by the tax assessment for the urban tax;
 - **evidence of your status for EVERY preceding calendar year**, i.e.:
 - if you were a student in Belgium or abroad, attach a certificate of registration that you can obtain from the educational establishment you attended (if you were a ULiège student, the certificate is issued by the Reception Office for Registrations);
 - if you worked in Belgium or abroad, the tax assessment for income tax, tax certificate, or certificate of income (prepared by the Consulate of the country where you worked) for the year in question.
 - Remember: if you were not already a ULiège student in the year in question, we recommend you explain in writing (a sworn statement) as clearly as possible, your situation in Belgium or abroad, during that year. Date and sign this declaration.*
 - written applications for reductions should be **submitted or sent**, to the following **address** within **40 days** of the tax assessment for urban tax being sent:
City of Liège – FISCALITÉ COMMUNALE – Cellule urbaine
Féronstrée 86, 4000 Liège (BELGIUM)
For further information: +32 (0)4/221.89.00

2. The "[secondary residence tax](#)" ("*la taxe seconde résidence*") if the tenant [is not resident in Liège](#) **AND** lives in accommodation in Liège with a surface area which is equal to or more than 28m²; the amount of the tax is set according to the surface area of the accommodation (between EUR 300 and 700).

For more information:

Service de la fiscalité communale – îlot St-Georges

Féronstrée 86-88 (3^e étage), 4000 Liège (Belgium)

Email: taxes@liege.be

Phone: +32 (0)4 221 88 88

Do you want to know more about these taxes? Go to the [official City of Liège website on taxes](#).

WARNING!

Some taxes (see below) must be paid by the owner. It is not your responsibility to pay them:

- tax on [reduced and “furnished” housing](#)
- tax on [urban second residences and “kots”](#)

Furniture in a kot

A “kot” (furnished room) is often equipped with a mattress, sometimes blankets or a duvet. (If not, you will need to buy a mattress and duvet). But in any case, from your very first night onwards, remember to use bed linen, which is standard in Belgium for hygiene reasons (and the things you will need to buy that you didn’t bring with you): a pillowcase for your pillow, a sheet to protect the mattress, a cover to protect the duvet or a sheet to separate you from the blankets.

Tips and tricks to [“Live in harmony” in your building](#). Because it's far nicer to learn to live in harmony with your neighbours if you're sharing a house or certain areas.

Where to obtain legal advice concerning "accommodation"

- in **Liège**: at [Centre J](#) or the [Info-Conseil–Logement de la Région Wallonne](#) department, located at Espace Wallonie, place St-Michel 86, 4000 LIÈGE. Call for an appointment: 04/250.93.30;
- in **Gembloux**: ask at the [Service d’Aide à la Vie Étudiante](#) (Student Support Service) ;
- in **Arlon**: call the Cultural Diversity Service email: diversiteculturelle@uliege.be. Tel.: +32 (0)4/366.53.61. Skype name: ULiège – Diversité culturelle – Université de Liège).

“Living together” in my building is also my business!

Making your “kot” a pleasant place to live and study, in harmony with the other tenants, the environment and yourself, involves mutual respect, solidarity between neighbours and simply rules of cohabitation! *Always remember: “Live and let live!”*

Cohabiting or living alongside one another?

Clearly you can choose to live without any contact with your neighbours, but **small, simple gestures** can improve the daily lives of those who share the same building: smile and say hello when you meet on the stairs, introduce yourself if you are new to the building, take opportunities to show an interest in your neighbours, discretely without imposing yourself on them ... Exchange small services, which can lead to solidarity among neighbours, or even to friendship.

Good to know: the annual Neighbours festival takes place in the spring on a specific date (usually the last Friday of May); this is an opportunity to get together with neighbours in the same building or same quarter, to invite or respond to an invitation simply to share an informal snack where everyone brings something along... A mixture of flavours and good HUMOUR are guaranteed!

Good neighbourly relations are often fragile

Our floor is the neighbour’s ceiling!

Noise is generally the main cause of conflict between neighbours, especially if these neighbours don’t have the same lifestyle and sleeping patterns.

Communal regulations strictly regulate acceptable noise levels, during the day and at night. Fines may be issued for excessive noise at night (from 10pm to 6am), excessive noise from motor vehicles (exhaust pipes) and even, on certain days, the noise of tools or gardening equipment.

Do you want to know more about these communal regulations? Find out more about the regulations in [Liège](#), [Gembloux](#) and [Arlon](#).

Shared spaces

Entry hall, stairwell, lift, cellar ... these are also all part of your “home”. These spaces, which must be shared, can sometimes also become unexpected and friendly places to bump into neighbours and chat, if they remain clean and are not cluttered with personal possessions and “forgotten” letters and junk mail.

Move large objects without damaging the walls and stairs, report any operational problems (such as lighting), breakdowns (lift) or damage to the owner, and clean any mess you

inadvertently made (spilled drinks, etc.). These are little things that show respect for the work carried out by the person who maintains the building.

Good to know! **Keeping the pavements clean** (dealing with them if icy (putting down salt) and clearing snow without hindering pedestrians or putting snow on your neighbour's pavement) is an obligation on the person renting the ground floor of the building. Any pedestrians who slip are under the responsibility of that person, if the accident was caused. Any pedestrian who falls on the pavement can hold the ground floor occupant responsible by not clearing snow and this may lead to a fine in addition to any medical costs incurred.

Kitchen: this is where you prepare and share meals, do the washing up ... in other words, activities which lead to discussions and communication, and therefore to more harmonious cohabitation.

Regular cleaning guarantees hygiene and wellbeing

Preparing meals can sometimes, however, disturb the neighbours: the noise of saucepans late in the evening or at night, unusual and lingering cooking smells, loud conversations around the table ... this can disturb their sleep and may cause difficulties! Think about it!

Little "tricks" to promote a good understanding between roommates : Draw up a list of different household tasks and how they are shared between different flatmates, establish a "kitty" (shared fund) to pay for cleaning products and, above all, think positively about these little "maintenance" activities!

Security in your building: All for One and One for All!

If everyone checks to lock the entrance door to the building, doesn't allow access to unknown people and reports any unusual situations to the neighbours or owner, everyone in the building undoubtedly feels safer.

[Fire prevention and safety](#) is also crucial for you and your neighbours.

A pet? Why not, but...

Does your rental contract allow pets? If so, this is obviously on the condition that they do not bother the other renters (noise, smells, damage and dirt in communal areas) and will remain silent when their master is not there...

Good to know! if you have a small pet **there are also communal regulations** that you should know about. Find out more from the communal authority of the place where you live.

Look after your environment

Recycling (household waste and other things)

[Recycling](#) is **COMPULSORY in Belgium**, but may **be organised differently from one town to another**.

All citizens must know about the specific recycling procedures in their town (recyclable and non-recyclable waste, biodegradable and non-biodegradable waste) and must comply with them. Non-compliance can result in a fine.

Recycling may appear like a burden but the benefits are significant: by limiting our consumption of disposable products, packaging and plastic bags and by encouraging the use of recyclable products, we are protecting the environment we live in now and in the future!

Heating, water, electricity ... that's a big cost for our budget and our environment!

In Belgium, **approved distributors** supply the buildings with water, electricity and natural gas, 24 hours a day. However, the cost of this energy continues to increase for consumers, encouraging them to make more responsible and moderate consumption choices.

Unless the owner informs you otherwise, the water in the kitchen is safe to drink. The **electrical sockets and plugs, the voltage (220 volts)** and the electrical current must meet European standards; please be careful if you are using equipment which comes from another continent.

Are your energy costs covered in your rent? Great, but given the increase in rates which has been announced, it is highly likely that these bills will be more expensive in the future (rent increase) and the owner may claim additional energy costs at the end of the year. So, be careful when planning your annual budget.

Your neighbours consume too much; why should you try to be a responsible consumer? Respecting the environment is everyone's business, so do your bit, regardless of what your neighbour does. However, discussing with your neighbours in the same building how to collectively reduce energy costs is another good way of getting to know one another.

Good to know! And few 'tips' on...

- *reducing water consumption:* 1 shower = 60L of water and 1 bath = 150L, turn the tap off when you are not using it (there's no need, for example, to leave the tap running when brushing your teeth or washing your hands), check regularly that there are no leaks (check the water meter before going to bed and when you get up, if no water has been used the same figures should be displayed).
- *reduce your electricity consumption:* don't leave audio-visual equipment on stand-by, choose low energy consuming white goods (class A or B), regularly defrost your fridge, remember to turn lights off in the shared parts of the building.
- *control your use of heating:* block unnecessary air gaps around windows and doors, reduce the temperature of the heating when you are away (keep a minimum temperature to avoid freezing and the walls getting too cold, because it will use more energy to heat them up again later), do not overheat your accommodation (an average of 19°C (16°C at night): overheating is also bad for your health (dry skin and throat, headaches, thermal shock when you go outside and, therefore, greater risk of falling ill), regularly air your accommodation (15 minutes every day or five minutes two or three times a day) in order to change the air, make it circulate, reduce the CO2 level and reduce humidity in the air (it is more difficult to correctly heat a humid room).

Establish a relationship of trust with the owner of the building.

The following points should be taken into consideration before you rent a kot: visit the kot (check security and well-being), domiciliation (if necessary for you), the various aspects of the rental contract (deposit, inventory, rental costs, internet, sub-renting, ending the contract early and recording the contract), insurance against rental risks (fire, water damage), taxes (urban tax, “secondary residence” tax, provincial tax).

Renting accommodation is an adventure for everyone, but when you arrive from abroad, it is even more complicated because the rules and habits around renting in Belgium may be very different from those with which you are familiar.

Before signing a rental agreement, read it carefully, find out about the regulations on renting as well as about the expectations, rights and responsibilities of each party (the owner and the renter).

BE CAREFUL! Take a quick look at the information on our [website](#)

Discussing things with the owner also encourages a positive relationship and can avoid a number of misunderstandings...

Where can I receive legal advice on “accommodation” issues?

- **in Liège:** at [Centre J](#) or the [Info-Conseil-Logement de la Région Wallonne](#) service, situated at Espace Wallonie, Place St Michel, 86 – 4000 LIÈGE. For appointments: 04/250.93.30
- **in Gembloux**, find out more from the [Social and financial aid](#)
- **in Arlon**, call the “Cultural Diversity” service

We want you to feel at home in your kot and to enjoy your time there!

Recycling and waste disposal (household and other)

Everything you need to know about sorting waste, which is COMPULSORY and regulated in Belgium but also organised differently from one town to another: how to sort your waste? How is waste collected from your home? How to get rid of "large" items? Etc.

How do I recycle and dispose of my waste?

For **responsible recycling in line with the law** in the towns where our university sites are based, read the relevant information on our website carefully:

- [Liège](#)
- [Gembloux](#)
- [Arlon](#)

Home collection for the following waste is organised according to a specific schedule which varies in different parts of the town and according to set rules: either a green container is made available by the owner or standard bin bags are provided, depending on where you live (bin bags will be provided by the owner or sent to you by communal post if you pay the [urban tax](#)). Additional bin bags can be purchased in supermarkets. They are collected at the same time as the PMC (blue bags).

List of waste **collected from homes**:

- **organic waste** (food scraps or garden waste, tissues and kitchen roll, nappies) in the green container provided by the owner or in the standard bin bags;
- **PMC** (**P**lastic bottles and containers **M**etal packaging and **C**ardboard drinks packages) in the blue bags;
- **paper and cardboard, paper bags, cardboard boxes, magazines and newspapers, junk mail**, leave them in a cardboard box or tied together;
- **residual household waste**.

Glass bottles and jars, without their caps or lids must be **put into public bottle banks** located across the town.

And what do I do with large items?

Find out more online on how to correctly dispose of items which are too large to fit in a bin bag (e.g. mattresses, bed bases, linoleum, wallpaper, mirrors, etc. at:

- [Liège](#)
- [Gembloux](#)
- [Arlon](#)

Specific provisions for disposing of the following products:

Type of waste	➔	Waste disposal points
Out-of-date medicines		Pharmacy
Used batteries		BEBAT boxes (supermarket)
Chemical products (syringes, neon light bulbs, pain, etc.)		Recycling centre
Construction waste		Recycling centre
Old electrical/electronic items and Reusable textiles (clothes, shoes...)		Recycling centre, “second hand” shops or “collection” bins

Taxes: compulsory declaration whether you have an "income" or not

Foreword

You are living in Belgium but you aren't "[registered as living here](#)" (in other words, you haven't requested and been registered in the Foreigner Register in Belgium) or you have been registered as living in Belgium AFTER 1st January of the current calendar year?

If either of these two situations apply to you, you DON'T HAVE TO FILL IN a tax return for natural persons; therefore, the following information DOESN'T CONCERN YOU.

However, if you were already "[registered as living](#)" in Belgium on 1st January of the current calendar year, please read the following information carefully.

The proceedings

In spring of the current calendar year, you will have received by post:

- either a **simplified draft return** which you will have filled in or not, according to the instructions [on the relevant web page](#);
- or a brown envelope containing a **form to be filled in concerning your tax return** for the previous calendar year (from 1st January to 31st December). Below you will find useful information to help you understand how to fill in this form.

Beware!

- A. If you have two addresses in Belgium: only the address where you are officially [registered](#) as living will be taken in to account.
- B. You haven't received or don't have access to the expected letter? There may be various reasons:
 1. You weren't [registered](#) as living in Belgium on 01 January of the current calendar year
As already mentioned, you aren't obliged to make a tax declaration. You have nothing to fill in and nothing to send off.
 2. Did you already fill in your tax return online on Tax-on-web last year? In this case, you won't receive a "paper" copy anymore and you will have to file your return online on [Tax-on-web](#) as well.
 3. Have you received a "simplified draft return" (see above)? This one replaces the usual form that has to be filled.

Other situations may, however, be more complicated:

4. Have you recently moved and your post doesn't seem to have been delivered to your old address?
5. Are you going abroad temporarily (e.g. ERASMUS) and will you no longer have access to this tax return before the deadline for sending back the form to the tax office (29 June 2017)?
6. Other reasons.

If you are in one of the situations mentioned in points 4, 5 or 6 above, please inform your Tax Office **immediately** (email is undoubtedly the easiest way: you will save time and there will be proof you have taken action). Because the tax return is personalised, it is only issued by the competent tax office.

Tax offices details

- If you live in **Liège**
 - helpdesk: during the whole month of June, from Monday to Friday, from 09:00 to 15:00. Hundreds of people come here every day during this period. If you need to go there, choose a quiet period: lunchtime.
 - address:
Tour Paradis, Bureau central de taxation Liège IPP,
Rue de Fragnée, 2 (box 81),
4000 LIEGE (Guillemins area)
 - department your file is linked to:
 - ✓ if your surname starts with the letter A up to JEP:
Centre "particuliers" de Liège - Gestion Team 1
email: p.liege.team1@minfin.fed.be
phone: 0257/86850
 - ✓ if your surname starts with JEQ up to Z:
Centre "particuliers" de Liège - Gestion Team 2
email: p.liege.team2@minfin.fed.be
phone: 0257/86860
- If you are a student at **Gembloux Agro-Bio Tech** and are finding it difficult to fill out the return, don't hesitate to ask for an appointment with Madame Françoise DECAMP, a social worker for the [Student Support Services](#)
- If you are living in **Arlon**, this is the email address of the competent service: contr.cd.arlon1@minfin.fed.be

If you live **anywhere else**, click [here](#) (faire le lien sur : or go to the offices of your local authorities to ask them for the details of your Central Tax Office.

Beware! If you don't fill in this tax return, you risk paying a fine! Filing your tax return is a LEGAL OBLIGATION even if:

- you are a student from a foreign country (EU or non-EU);
- you were registered as living here at the end of the previous calendar year;

- you didn't receive any income in the previous calendar year (professional or other);
- you only received a modest income in the previous calendar year which isn't taxable;
- you weren't in Belgium between 1st January and end June of the current calendar year (deadline for sending in your tax return).

Declaring your income or how to complete your declaration

Read the [FPS Finance's](#) dedicated page, especially the following points:

1. **Taxable income:** salaries (e.g. student job), food allowance, etc.;
2. Paper **return**? Or online (Tax-on-web)? [Who](#) can help you fill it in? Deadlines? Calculation?
3. **Tax assessment;**
4. Payment or **tax rebate;**
5. **Complaints;**
6. Etc.

Questions? [FPS Finance - website](#).

But if I have no income, how can I complete the annual tax declaration?

Preamble

You are an international student officially enrolled at ULiège on a bachelor's or master's course, and your family or a guarantor provides you with financial support to live in Belgium, or you receive a government grant (Belgium or your home country) or a non-governmental grant.

If you don't receive any other income than the abovementioned (for instance, income from a student job, a food allowance from your parents, etc.), the tax return is very easy to [fill in \(click here\)](#).

Don't worry, you won't be asked to pay any taxes!

If you don't have any other income than the abovementioned (e.g. work income, food allowance, etc.), you don't have to pay taxes in Belgium but you are obliged to fill in a tax return and send it to the Federal Public Service Finance **before the end June of the current calendar year:**

- either by going to the Front Office (see contact information below);
- or by filling in the form and by returning it to the FPS Finance.

The tax return is easy to fill in; just follow the instructions below.

What does the declaration contain?

Beware! Take the time [to go through the contents](#) of the **large brown envelope** addressed to you. You will find:

1. an original white form with text printed in red. This form should be duly filled in and sent back (see below);
2. an original white form with text printed in green. This form will accompany your annexes and must be sent back (see below);
3. a form entitled "Document préparatoire à la déclaration..." (draft tax return), which you need to keep. In order to avoid crossing anything out on the documents you have to send back, and in order to keep a copy of what you have sent, we strongly advise you to fill in the "Document préparatoire à la déclaration..." form and keep it (see below). **N.B.** Documents where things have been crossed out won't be accepted. There is only one solution if you need to cross something out: carefully apply white correction tape or fluid (such as Tipp-ex) and correct your mistake;
4. a brown envelope so that you can send back the two original forms as well as the annexes.

Instructions

Here are the instructions on how to fill in your tax return.

- Fill in the form entitled "**Document préparatoire**":
 - look for the identification sections on the form printed in red (registration number, national number) as well as the details of the tax department in charge of processing your tax return. Write this information on the "*document préparatoire*" (draft document) which you need to keep. **N.B.** The national number, or NN, is indicated on your residence permit. It begins with your birth date as follows: YY/MM/DD);
 - in Box I, on the "*document préparatoire*", write your phone number;
 - in Box II, point A ("*Renseignements d'ordre personnel*" [personal information]), put a cross in the small square corresponding to your status ("*célibataire*" [single]? "*marié*" [married]? etc.);
 - date and sign this document (at the bottom of the last page);
 - enter the number "2" (or "3") corresponding to the number of annexes you have enclosed (see below).
- Compiling your **annexes**:
 - Write a letter in French about your income on a separate sheet that will be enclosed with your tax return. E.g.:

"Madame, Monsieur, vous trouverez ci-joint ma déclaration de revenus. Étudiant(e) étranger(e) en provenance de ... (specify your home country), je poursuis depuis ... (date when you first enrolled at ULiège) des études à l'ULiège et je perçois une aide de ma famille/ une bourse d'études (choose the option that concerns you) pour ma subsistance.

Recevez, Madame, Monsieur, mes salutations très distinguées".

+ date and sign this letter

+ write "annex 1" in the upper right-hand corner

- enclose with the tax return: original enrolment certificates for ULiège for the previous calendar year (if you were already a student at ULiège during this academic year) and the current calendar year. Entitle them "annex 2" (and "annex 3" if you are enclosing two certificates).

You can get these certificates from the "Inscriptions" reception desk (Place du 20-Août); if you ask, they can be sent to you by post (it might be a few days before you receive them). Allow yourself enough time!

- Copy the information that you have written on the "*document préparatoire*" (phone no, status [see possible options at the top of the page])" onto the "**formulaire de déclaration**" (**tax return form, printed in red**). Don't forget to date, sign and copy the number relating to the number of annexes.
- Carefully follow the instructions on the **green printed form (information relating to the annexes)**.
- Make a **photocopy** of all the above mentioned documents (the annexes) and keep them at home along with the "*Document préparatoire*".
- Put the **two original forms and the annexes** in the brown **envelope** provided especially for this purpose (the duly completed white document with red text will contain the white document with green text followed by the numbered annexes with your name on them. Fold the whole lot in two).
- Go to the post office to have your envelope weighed and send it by first class post ("**prior**") (**2 stamps**), **BEFORE the deadline of the end June of the current calendar year**. You don't have to send it by registered post.

BEWARE! The following address must be visible through the envelope's "window":

SPF Finances - Centre de Scanning - BP 51000
5100 JAMBES (and NOT your own details!).

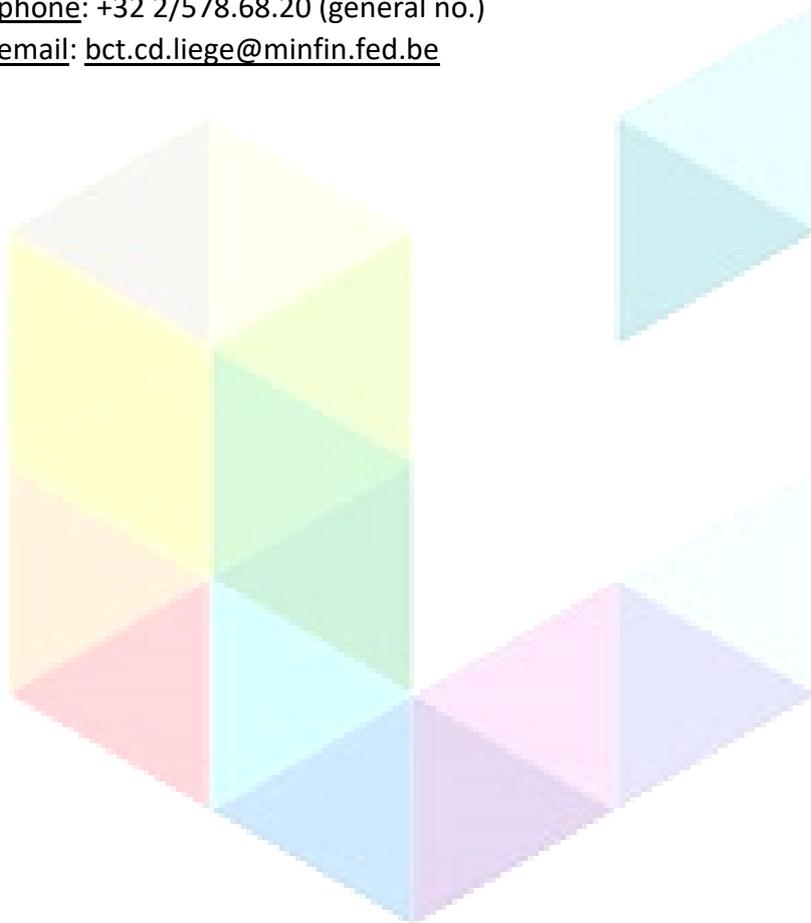
The sender's details (i.e. your details) must be written in the specially provided space on the left of the envelope.

Do you have a special situation? Would you prefer to ask a competent person to help you fill in the form? There are two ways someone can help you for FREE:

- [a local office especially set up to help people fill in their tax return](#) – the nearest one to your home;
- special offices are sometimes opened in [Shopping Centres](#).

For more information, don't hesitate to go to:

- the [FPS Finance website](#);
- the Bureau Central de Taxation (mentioned on the declaration that you have been sent);
- or, if you are dependent on the **Liège tax office**:
 - address: Tour Paradis - Bureau central de taxation Liège IPP
Rue de Fragnée, 2 - box 77 - 4000 Liège (Gare des Guillemins neighbourhood)
 - helpdesk: open throughout June, from Monday to Friday, from 09:00 to 15:00.
Hundreds of people come here every day during this period. If you need to go there, choose a quiet period: lunchtime.
 - phone: +32 2/578.68.20 (general no.)
 - email: bct.cd.liege@minfin.fed.be



Student jobs with a contract, at ULiège or elsewhere

Yes, it's possible to work during your studies!

At ULiège, you can find [information points and students' jobs](#). Belgium also has specialised companies that play the role of intermediary between job applicants and companies looking for temporary staff to replace employees who are off work. These companies are called "[agences d'intérim](#)" ([temping agencies](#)) and are based in towns throughout the country. Some of them specialise in student job offers.

If you are thinking about [working at ULiège](#) or elsewhere, be careful: your studies must remain your priority. In your first few months at university, it's best to take your time to settle into your new environment and get to grips with our teaching system before looking for work.

Also, be careful about the type of job, working patterns and working hours: all this must remain compatible with your primary role as a student. In short, you must allow yourself enough time and energy for your studies, so that your memory is in perfect working order and your mind is clear.

In Belgium, student work contracts are subject to different rules depending on whether you are a Belgian student or an EU citizen, or a non-Belgian or non-EU student.

For a simplified overview of these rules, consult the website of the [competent ministry](#).

Please be careful! It's not always easy to find a student job because these jobs are very often casual and too few to allow all student jobseekers to work. If you respond to a job offer that **doesn't comply with the regulations**, you are putting yourself at risk. This could seriously compromise your study plans as well as your authorisation to stay in Belgium (undeclared work, i.e. work that isn't declared by the employer, in part or in full, could lead to abuse by the employer: insufficient wages, no insurance in case of an accident, dangerous work conditions, etc.). Illegal work can, of course, lead to serious consequences for the employer, but also for the student.

Learning languages

Why not make the most of your stay in Belgium to perfect your French, learn a new language or improve one you are already familiar with? If you do want to enrol in one of the courses below, please make sure you register in time !

At ULiège

A wide range of language courses at ULiège:

- [Institut Supérieur des Langues Vivantes](#) offers:
 - [seminars and activities](#) to prepare for the first year of your bachelor's degree;
 - [language classes](#) as part of your curriculum;
 - [evening language classes](#);
 - [online](#) courses;
 - [summer](#) courses.
- French-German, French-Italian and French-Dutch [conversation classes](#).
- [Institut Confucius](#) teaches Chinese language and culture classes.
- ULiège's [Centre d'études japonaises](#) organises Japanese language and civilisation classes.

Elsewhere

Other opportunities to learn languages, including:

- [classes, conversation classes](#), etc., in Liège and in the Province of Liège;
- an [e-learning platform](#) (called Wallangues) offering a free method to learn French, Dutch, German and English.

Internet and social media

Nowadays, the internet and social media are everywhere. They can be an inexhaustible source of information and are an opportunity to keep in touch with your friends and family wherever you live. ULiège also uses the tools that the web can offer, through its internet site and the myULiège intranet site, the key platform for all registered students.

However, as fantastic as the internet is, it can also represent a risk for all users, to different degrees:

- cyber-addiction;
- cyber-bullying;
- fraud and scams;
- non-respect for private life or slander;
- involuntary exposure to violent or shocking images;
- misinformation and fake news;
- plagiarism
- ...

Do you want to know more? Get advice on how to stay safe? Know the steps to take when you are connected? Read more on our “internet” theme on [our website](#).



Studying abroad: it's not always plain sailing

Studying abroad is a great experience that many students are keen to do: it allows them to make new cultural discoveries and new friends, opens the mind, helps them learn new languages, travel, ... but also to find out more about themselves, to grow and mature. However, it is not always easy to live far from home and family and to adapt to a new environment. Depression, stress, loneliness... everyone can run out of steam sometimes! But remember, you are not alone: the Student Quality of Life service can help you get over these hard times and only remember the very best about your stay in our country!

Loneliness

When you arrive in Belgium, there is so much to be done, because you have to make sure everything is ready in record time: finding your way about, looking for emergency accommodation, getting settled in, registering at university, discovering the campus, taking part in academic activities, getting through all the private and university administrative procedures ... It's certainly important to make contacts and socialise quickly, but when you first arrive, it is difficult to find the time and energy to do so. However, the faster you make contacts and meet new people, the faster you will be able to integrate. The Cultural Diversity Service helps with this integration process by:

- being there to welcome you and listen to you;
- establishing a [mentoring](#) scheme for students in your Faculty;
- being a point of contact for [student circles and circles of compatriots](#)

Feeling homesick

Leaving home to go and settle temporarily in another country, another culture, another language perhaps, is an exciting opportunity which can quickly give rise to mixed feelings, feelings of nostalgia, melancholy and even, for some, stress combined with a loss of appetite ... in other words, it's easy to get the blues, this may last for a little while. It's normal, don't worry about that! What is less normal is when this lasts for a longer period.

Here are a few tips to limit the possible impact of culture shock:

- Prepare your arrival: find out about your destination, the culture, the habits ... you will know what to expect and might better understand and be able to decipher behaviour and habits in the country.
- Socialise and communicate: seek out the company of other students or young people, a mentor, a flatmate, take part in sport, join in with activities organised by the Faculty circles, meet other people from your [country](#).

- Keep in touch: ideally find the right balance between keeping in touch with your family and friends at home and the time you spend creating a new network here which will help you to integrate better and find your feet here.
- Bring a few personal items: once you are settled in your new accommodation, these familiar objects will help you deal with the unknown.
- Occupy your body and your mind: take part in lots of leisure activities, outings and physical activities.
- Learn more about your host country: find out about your new environment, be curious and explore, you will soon feel more at ease!
- If you have the time and the resources, take advantage of long weekends or holiday periods to go back home: this will give you a break from your new daily life and real breath of fresh air!

And above all ... stay positive! Feeling down can disappear as quickly as it comes, but if it becomes a problem, call us! We will help you find ways to get over it.

Stress

Your new life as a student from abroad will initially take up a lot of your physical and mental energy, and you need to have a great ability to adapt: adapt to the teaching activities, the pace of the classes, the new teaching requirements, the evaluation systems ... also adapting to your whole new environment, the climate, the food, In other words, all your habits and points of reference have changed, which can cause concern and anxiety. The University is aware of this and can help you manage your [stress](#).

Influence of the weather

The usual humidity in Belgium, the grey skies, and seemingly interminable periods of rain can sometimes have a negative effect on the mood and health of many residents, particularly students who come from hot countries: loss of energy, depression, physical aches and pains, lack of vitamins and even loneliness and isolation. Remember, you will survive this Belgian weather by getting things in perspective: our unruly climate is nothing compared to the difficulties facing certain countries hit by drought or plunged into insecurity, poverty and war. Our country has many other strengths and we might not appreciate as much as we should the opportunity we have to live in this part of the world, in Europe and in Belgium in particular. What about the rain? Remember, the rain is a precious resource which brings things to life! Accept that this is how things are, and try to adapt, while not forgetting your umbrella. You just need to adapt, don't forget your umbrella and develop new ways of [dressing](#) and [preparing your food](#). You will certainly find the things that suit you to boost your moral and maintain your psychological well-being: regardless of the weather, get outdoors, move, take part in sport, go to places where you can meet the locals and people from your own country and you will build your own ray of sunshine in your head.

Practical information for everyday living: questions and answers

As an international student, you're likely to have 1001 questions concerning everyday life when you first arrive: finding accommodation, where to buy food, clothes, receiving money from abroad... as well as making contact with other people, doing cultural activities and relaxing. To help you settle in, we've put together a list of useful information that should answer some of these questions.

Useful phone numbers

Important phone numbers: in case of an emergency, every minute counts! It's a good idea to print out the table below and save the numbers in your mobile phone!

SERVICES	Numbers
My doctor	...
My landlord	...
My neighbour	...
Emergencies and security at ULiège	04/366.44.44 (same no. for ULiège Liège, Gembloux and Arlon)
Urgent medical help and fire brigade	100
Police	101
SAME emergency number in all EU countries (police, medical help and fire brigade)	112
Card Stop (loss/theft of bank cards)	070/344.344
Hospitals	<ul style="list-style-type: none"> • Liège <ul style="list-style-type: none"> ○ CHR "Citadelle" Emergencies: 04/225.60.41 (ou 60 42 – 60 43)

	<ul style="list-style-type: none"> ○ CHU General services: 04/242.52.00 ● Gembloux Centre provincial de santé: 081/62.66.10 (ou 66.11) - Arlon Les Cliniques du Sud-Luxembourg: 063/23.11.11
Out-of-hours chemist's (evenings, weekends, national holidays)	0903/99 000 (1,5 EUR/Min)
Out-of-hours general practitioners (weekends, national holidays)	1733 But also hotlines in <ul style="list-style-type: none"> ● Liège: 04/341.11.33 ● Gembloux: 081/84.84.33 ● Arlon
Burns centre	General inquiries: 071/44.80.00 But also a number in Liège : 04/366.72.94
Miscellaneous emergencies: Listening - Help - Prevention Rape, AIDS, suicide, cancer, drugs, alcohol,...	
Poison centre	General inquiries: 070/245.245
Belgian rail (security in stations and trains)	General inquiries: 0800/30.230

Eating well

Eating habits and the range of products on offer may be completely different to those you are used to. Discover our meat, fish, seasonal fruits and vegetables, as well as our local recipes and ways of combining foods: it's a really nice way of diving into the flavours of our culture. So, be curious, open-minded and forewarned!

A little tip: ask local people - they will tell you how to choose the right products and how to cook them! Small shops, supermarkets, and local weekly markets offer a wide range of products and prices. Remember to compare products and prices! There are also alternatives to eating more healthily and responsibly, both when it comes to the environment and respecting

the work of the producers: greengrocers, organic shops, small local producers and craftspeople, online sales, group purchases of fresh products, vegetarian or vegan foods. It's up to you to select the products that suit you, remember that in Belgium there is an extremely wide variety of things to choose from: always remember to compare products and prices!

To eat more cheaply, go to "discount" stores and check out special offers. There are also "special offer" sections in some big supermarkets, which offer products at reduced rates because they are nearly at their sell-by or use-by date: if you are well organised, you can reduce your expenditure and save these products from being thrown away!

And if you are homesick, from time to time, cook meals that are familiar to you: they will comfort your taste buds and give you a boost if you are feeling down. You will find imported products (vegetables, spices, cosmetics, etc.), but watch out for their prices! In our big towns, foreign food shops are more and more common, offering a wide variety of products!

You'll find these shops in certain neighbourhoods in Liège, e.g.:

- products from North Africa, Sub-Saharan Africa: Ste-Marguerite, St-Léonard, Léopold, Outremeuse, Bressoux quarters, Leopold and Bonnes Villes streets;
- products from India, Sub-Saharan Africa: Rue du Pont and Rue de la Cathédrale, Place du Marché;
- products from China, Japan: Rue Régence, Rue de la Cathédrale, Rue Puits-en-Sock;
- products from Poland: Hors-Château;
- products from Greece: Rue Surlet;
- products from Italy and Spain: in our local markets and in the Saint-Léonard quarter;
- products from Turkey: in the Saint Nicolas quarter.

Accessibility: in town, most supermarkets and shops are open from Monday to Saturday - from 8am to 7/8pm (on Fridays, until 9pm). Shops are generally closed on Sundays. Supermarkets are open exceptionally on Sunday mornings and small local supermarkets can be open all day.

Find out more from our ["health" leaflet](#) which may be useful (balanced breakfast, eating well during study and exam sessions...)!

Eating at the University

The University campuses at Liège and Gembloux have a range of restaurants and/or cafeterias which are open at lunchtime from Monday to Friday: they offer varied choices (hot meals, salads, sandwiches, etc.) at "student" prices. At Arlon there is a cafeteria area where you can eat a sandwich or reheat a ready meal.

In town and around the University campuses, there are also snack bars, sandwich shops and restaurants catering for all budgets.

Clothing suitable for our climate

Belgium has four seasons and a variable climate which is humid and relatively rainy, with winters which can be cold or even very cold (temperatures below 0°C which can drop to, during the night, up to -15°C or -20°C) and warm or cool and rainy summers (average of 10 to 25°C but can go up to 35°C), the weather can change from day to day (sharp rises or drops in temperature).

In short, this surprising and highly changeable climate leads to different ways of dressing: “layered” clothing means you can add or remove layers during the same day as the weather and the temperature changes (also according to whether you are indoors or under shelter, in a well-heated area, or outside in the freezing cold).

Students from tropical countries quickly learn to dress warmly when they go outside (scarf, socks, gloves and hat), to choose clothing in appropriate fabrics (in winter, wool, fleece and microfibres; in summer, linen or cotton which lets the skin breathe and doesn't hold the heat') and to wear pullovers at home to reduce the amount of heating needed (the best solution for your health and cheaper as well!).

Grab bargains during the “mid-season” sales and sale season (July and January)!

For example, here is a list of some:

- **supermarkets:**
 - [Liège](#)
 - [Gembloux](#)
 - [Arlon](#)
- **markets:**
 - [Liège](#)
 - [Gembloux](#)
 - [Arlon](#)

Laundry

It isn't always practical to wash your clothes by hand and dry them in your student accommodation in our cold and damp climate. There are [laundrettes](#) in town equipped with automatic washing machines. There is a charge to use them, of course, and most of them are open seven days a week, until late in the evenings. One machine = 9 kg of washing. Think "savings": what about sharing a machine with a flatmate or a friend?

Receiving/sending money?

[Open a bank account](#) and, for non-EU students, find a solution for [urgent money transfers](#) from another country as soon as you arrive in Belgium.

Mobility in Belgium?

Depending on your personal situation (where you are living, your budget, your physical condition...), there are various different ways of travelling, public or private:

- by bus for short distances ([TEC](#) in the Walloon Region, [STIB](#) in Brussels, [De Lijn](#) in the Flemish Region): multiple journey cards and season tickets make this a very cheap way of travelling. Students can also get special offers for regular travel by bus and train;
- by train ([SNCB](#)). An economical way to travel long distances (discounts for young people and others).
- by bicycle, scooter, motorcycle or car. A European driving license may be required (see [conditions](#)). If you live in a country OUTSIDE the EU and hold an international driving license, ask the relevant authorities in your country whether this licence is valid;
- by shared bike:
 - [at the station](#);
 - at the "[La Maison des Cyclistes](#)" (at Liège, Mons, Namur and Ottignies);
- by [shared car](#) and [car-pooling](#);
- by taxis which should be used occasionally as they are very expensive and there are not many of them outside the towns, but useful in certain situations. E.g.: flexibility regarding the route, takes you to your door, allows you to get home safely at night.

Are you interested in transport plans for the future? Here is what is [on offer at ULiège](#) and in the town where our university sites are based: [Liège](#), [Gembloux](#) et [Arlon](#).

Phoning and getting an internet connection

There are **several operators**. Take a look at the many service and price options online, so that you can compare and make the best choice. When you're ready to sign up for a subscription, make sure you have the necessary official documents to hand.

Connect to the internet for free at ULiège:

- **before enrolling at ULiège**
 - WIFI for laptops ("ULiège Open").
 - At [Fédé](#), place du 20-Août (computers available).
- **when you enrol at ULiège**
 - WIFI for laptops (on a secured network) at all the university sites.
 - [computer rooms](#).

Be careful! Make sure you check your emails every day: "@student.uliege.be" is the only official email address used by ULiège to send all its e-mails!

Cultural activities

Leisure activities are an excellent way of taking a break, meeting other people, learning, etc. "Leisure" can be enjoyed on a **"small budget", and even be "free of charge"**. Get out and about and discover Belgian and European culture, take part in events, find out what's going on and always remember to show your **student card** for any possible discounts!

Regularly visit ULiège's "[Culture](#)" website and read your ULiège emails: there are a lot of offers concerning events for ULiège students. Discover Liège's extraordinary cultural infrastructure.

Liège is a town which is buzzing with cultural activities. Here are a few highlights (sometimes in partnership with their peers in Gembloux and Arlon).

Music

- Orchestras: [ULiège's string orchestra](#) (student circle), [Liège Philharmonic Orchestra](#) (OPL) and the [Opera](#), with free or discounted events.
- The [Multimedia library](#)
- Concert halls in every part of the town
- Musical events throughout the year
- [Sunday morning concerts](#).

Theatre

- [ULiège's drama group](#) (students!)
- [Other theatre companies](#)

Cinema

- [ULiège student film club](#), the "Nickelodéon"
- Commercial cinemas ([Palace](#) and [Kinepolis](#))
- Not-for-profit association [« Les Grignoux »](#) (reduced-price tickets from the Cultural Diversity Service as of August)

Books and board games

- The [ULiège library network](#)
- [Liège and Province of Liège libraries](#)
- [Local libraries in Liège](#)
- [Games libraries](#) in Liège and in the provinces
- [Gembloux](#) municipal libraries
- [Arlon](#) municipal library

There is also a games library in [Gembloux](#) and one in [Arlon](#).

Museum

- [ULiège museums](#)
- [Liège museums](#) (FREE entry, every 1st Sunday of the month)

Socio-cultural associations

Belgian towns are brimming with socio-cultural associations offering activities and events. You can find out what's on by visiting the following websites:

- Liège: [Maison du Tourisme du Pays de Liège](#)
- Gembloux: [the town's website](#), [Centre Culturel](#)
- Arlon: [Maison du Tourisme du Pays d'Arlon](#), [Maison de la Culture](#)

Sports

[Practising a sport...](#) to achieve and maintain balance and well-being. At ULiège or elsewhere, there is a wide choice of sporting activities: do not hesitate to consult the various websites below to discover the offer and make the best choice.

- in Liège
 - [RCAE](#) (ULiège sports – 70 different sports at "student" prices)
 - municipal infrastructures in [Liège](#) and the [Province of Liège](#) (e.g. swimming pools)
 - sports clubs
 - [walks and jogging](#) organised in town, in the countryside, in the forest. (Click on the section "*Point Vert*"). Also look in the free newspapers
- in [Gembloux](#)
- in [Arlon](#)

Discover the country and its traditions... and travel through Europe

Make the most of your stay in Belgium to travel around and discover your environment. Don't forget the ecological footprint of your choices (in terms of transport, in particular).

Transportation

- **[The bus](#)** : practical, ecological and very economical
- **The train** is a practical and budget option. Several railroad companies connect Belgium with its bordering nearby countries: the [SNCB](#) (Belgian railroad company), the [Thalys](#) (high speed rail link between France, Belgium, Germany and the Netherlands) and the [Eurostar](#) (high speed underwater rail link, particularly between Brussels and London, with part of the route under the sea).

Great ideas for interesting destinations and special offers for:

- [a day out or a weekend break](#) to discover Belgian towns: a day at the sea (e.g. Ostend), in the city (Bruges, Antwerp, Namur, Brussels, Ghent), or the Ardennes
- mini-trips to European cities (Paris, Lille, Amsterdam, Luxembourg, Berlin, Vienna, London, Rome, Barcelona, etc.): go to the travel agents for info, consider package deals, cultural coach trips, and compare prices
- [festivals, concerts and events](#) (exhibitions, visits, etc.). Go to the "Agendas culturelles" on the following websites (non-exhaustive list):
 - Liège: [the town's website](#), [Maison du Tourisme du Pays de Liège](#)
 - Gembloux: [the town's website](#)
 - Arlon: [the town's website](#), [Maison de la Culture](#)
- **The plane:** depending on the airline company you use, there are three Belgian airports: [Brussels airport](#) (Bruxelles National-Zaventem), [Charleroi-Bruxelles-Sud](#) and [Liege airport](#)

Accommodation

For accommodation, you have many budget options: [youth hostels](#), [campsites](#), "[CouchSurfing](#)", [Airbnb](#), etc.

Attention ! Are you a non-EU student? Then you MUST go to your local authorities [to check access conditions to other countries \(Schengen and non-Schengen\)](#): do you need a visa or not?

Attention: don't forget to take your [European Health Insurance Card](#).

Getting involved in community services

[NGO](#), not-for-profit associations, assistance services, etc. There is a highly developed network of associations in Belgium. There is also a very active development NGO at ULiège: [ECLOSIO](#)
There's something for everyone!

Making friends

Seize opportunities to chat, meet and share with the people around you:

- "[mentors](#)" and their network of acquaintances, if they want to and they're happy to include their "mentee"
- [ULiège's student circles](#)
- places and events where you can meet and talk to people (e.g. places to go out in town, practising a sport or a hobby)
- activities organised by [compatriots](#) (students or not)
- the neighbourhood: your [neighbours](#) (why not take advantage of the fact you've just moved in to go and introduce yourself to them? Or invite them for a cup of tea?), take part in events organised in the neighbourhood, walk around the area, go to the local shops
- for worshippers, places of worship

Going out and relaxing

Take part in student activities...

Parties, outings, and student celebrations are an excellent way of relaxing and socialising. Students, [Mentors](#) and [Student Circles](#) are undoubtedly the best way of finding out information!

... but make sure you enjoy yourself while respecting others.

[Remain vigilant](#) : evening events can lead to excessive drinking and drug taking. The [AGEL](#), Association Générale des Étudiants Liégeois, is an example of one organisation which organises and manages “guindailles” (student celebrations) in keeping with university and public authority regulations.

Showcase my talents and demonstrate my passions!

[“Retrouvailles”](#) is the unmissable annual event the first weekend of September every year in the Parc de la Boverie in Liège: “leisure planet”, which provides a wealth of choices at the start of the academic year of the leisure activity that will suit you down to the ground.

Get your diaries out! (public holidays, annual events,...)

Organisation of the academic year in ULiège

The academic year is divided into three terms which alternate teaching activities, holidays, exam sessions and public holidays according to a precise [academic calendar](#).

This calendar is specific to ULiège; activities and public holidays are not always the same in the Hautes Écoles, secondary and primary schools,... it is useful to check the times of public transport (buses and trains) during “school holiday” periods (when secondary schools are on holiday).

Public holidays in Belgium

- 1 January: New Year’s Day
- Easter Monday (dates can vary; during March or April)
- 1 May: Labour Day
- Ascension Day (a Thursday sometime around May, dates may vary)
- Whit Monday (dates may vary: sometime around May or June)
- 21 July: National Holiday
- 15 August: Assumption Day
- 1 November: All Saints Day
- 11 November: Armistice of 1918
- 25 December: Christmas

These public holidays are civil, religious or commemorative holidays when no teaching takes place: they are an opportunity to study, relax or rest (looking for ideas? See the sections on [cultural and sporting activities and outings,....](#)).

Remember: on public holidays, banks, public authorities and services, schools and most shops are closed. The public transport network operates according to a weekend timetable.

Annual festive events in our towns and university sites

Liège is buzzing with activities throughout the year: the [“Mithra Jazz” festival](#), [Secret Gardens and Corners](#), [“Les Ardentes” electro-rock festival](#), [the 15 August festival in Outremeuse](#), [“Retrouvailles”](#) (leisure planet), the [Heritage Day](#), the [festival of Wallonia](#), [The Citadel Hills night festival](#), [the October Fair](#),... Lots of opportunities to get together with friends and immerse yourself in Liège culture!

You can also enjoy all the annual activities (traditional, cultural and sporting) organised by students, Faculty circles and the ULiège authorities. The calendar can be found on the homepage of the [ULiège website](#), the [‘culture’ page of the l’ULiège site](#), and through [“Le Quinzième jour”](#) (the ULiège monthly magazine), the [Fédé](#), the internet, social networks and through posters,...

Finally, female and male thinkers, philosophers, writers, scientists, and politicians discuss current affairs relating to ethics, politics, art and spirituality during the [Grandes Conférences Liégeoises](#) organised throughout the year.

At Gembloux, in addition to events organised in [Gembloux, the Association Générale des Étudiants de l’ULiège – Gembloux Agro-Bio Tech](#) is very active in this little town, which is strongly marked by the presence of the University.

At Arlon, [Arlon tradition](#) is very lively in the town,... but you can also enjoy [activities organised by and for the students](#).

Remember: see also the “cultural activities” section on our link “Participating in cultural activities”.

During these festivities, always be **careful**: take precautions to make sure you can [enjoy yourself safely!](#)

What you need to do before leaving ULiège and Belgium

Have you finished your course at ULiège and are you getting your bags ready to leave Belgium? Don't forget that there are a number of essential administrative formalities to fulfil.

At the University

Give the [registration department](#) your official address in the country you are going to. This address is our only means of getting in contact with you, in particular, to send you your certificate.

Join the [ALUMNI service](#): not just an association for former ULiège students but also an extraordinary network for ULiège students worldwide.

In terms of "residency"

Make an appointment at the [local authority](#) (administration communale) to ask to be removed from the Foreigners register (if you were registered as living in Belgium and the holder of "annex 8") or inform them of your departure from Belgium (if you simply declared your presence in Belgium and were a holder of "annex 33").

***N.B.** [If you leave Belgium for a short period](#) (e.g. placement abroad), check with the local authorities if this will have an impact on your stay in Belgium when you return (e.g. risk of being removed from the register owing to your absence from your Belgian address).*

If you told [your embassy or your consulate in Belgium](#) that you were in Belgium, please let them know of your departure.

In terms of housing

Student accommodation: give the keys back to the landlord, pay any remaining costs (rent and any charges owing) and ask them to return your deposit, if all the conditions for returning it have been met (e.g. if the inventory complies with the inventory that was done at the beginning of the rental contract);

- **House insurance:** tell the insurance company (fire and water damage) that you are leaving the country;
- **Energy suppliers:** take the exact metre reading (gas, water, electricity) with the landlord or the tenant who is replacing you, and give the information to your suppliers so they can provide you with the final bill;

- **Phone, internet:** ask, in good time (check the conditions of your contract), to be disconnected from the network and have your accounts closed;
- **Post:** make sure that a friend can send on any post delivered to your letterbox after your departure.
It's always nice to say goodbye to your neighbours who perhaps meant a lot to you during your stay – and vice versa!

In terms of health

Go to your Belgian **health insurance fund** (caisse mutuelle), and

- let them know you're leaving the country;
- return your European Health Insurance Card if you were issued one in Belgium.

Settle any outstanding health costs you may have (e.g. hospital fees that haven't been sent to you yet).

With your bank

Close your bank account and print out/collect all your last bank statements.

Your luggage ... and what you will not take home

If you're flying home, check with your airline company to see whether they offer "students" extra baggage allowance for FREE... and for all those things you can't take back, don't forget that you can always post a note on "myULiège": your items might just be what other students are looking for: furniture, crockery, small domestic appliances, as well as books, course notes, etc. Charities may also accept these objects which they can resell for a nominal cost to people with low incomes, such as, for example in Liège ["Les Petits riens"](#), [OXFAM](#), [FLEUR](#),...

Goodbye!

And thanks for sharing part of your culture with us! Once you're back home or off to a new destination, we hope that you will take a bit of our country and our culture with you and become a "**ULiège Ambassador**". You can share your experiences with other young people in search of training, or through your special personal and professional contacts.

*"Every culture is the result of mixtures, meetings and collisions.
 On the other hand, civilisations die when faced with isolation." (Octavio PAZ)*

We wish all of you a wonderful journey!

Are you an applicant for international protection, refugee, person benefiting from subsidiary protection, or a stateless person? A specific welcome awaits you!

ULiège has established [a personalised welcome and support programme](#) for university students who are applicant for international protection, refugees, persons benefitting from subsidiary protection and stateless persons. This includes a centralised Reception Office for the whole university, the contact details of which can be found below.

Contacts

Refugee Reception Office – Student Quality of Life

Email: actions-refugies@uliege.be

Tel.: +32 (0)4/366.50.75 - +32 (0)4/366.53.61

