Travelling to KU Leuven

INTERNATIONAL STUDENTS AT KU LEUVEN BELGIUM
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Foreword

Dear Student,

You have been granted admission to study at KU Leuven, a world-renowned university located not only within the historic city of Leuven but now also in other campuses situated in ten other major cities in Flanders, Belgium that are members of the KU Leuven Association.

It is no simple matter to move to a foreign country for a while, one possibly very far from your own hometown. Many things have to be prepared not only prior to your departure but also especially upon your arrival in Belgium during the first weeks of your stay. You will be confronted with formalities and procedures that may be totally different from the normal way of doing things back home. With this brochure, ‘Travelling to KU Leuven’, we would like to acquaint you with the important steps in preparation for your travel and registration at KU Leuven.

Of course, ‘Travelling to KU Leuven’ may not answer all your other questions or solve all other problems, but at least it can help you find a solution. Please read it carefully and take into account all the practical information it contains.

We wish you a safe and pleasant trip to Belgium, and a rewarding stay at our university.

Prof. Dr. Rik Torfs
Rector

Visit our website: www.kuleuven.be/admissions
Overview

The information in this brochure is organised mainly on the basis of two essential points: your status as a student when you come to KU Leuven and your country of origin. This has to do with national legislation regarding the access to and the length of stay of international guests in Belgium.

Do familiarise yourself with the Overview of the procedures presented in table form below. The succeeding chapters in this brochure are structured according to the main divisions in the table in the Overview: the Administrative Formalities Prior to Departure, Arriving in Belgium and Accommodations, the Administrative Formalities upon Arrival, the required Insurances and the scholarship or financial administration. In effect, the chapters are an elaboration of the main items within the Overview table.

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

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

**EEA = European Economic Area member states:**
EU + Liechtenstein, Norway, Iceland

EEA citizens have, in principle, access to and may stay in all the other member states of the union. Non-EEA citizens need a visa or an authorisation to enter and stay in Belgium. Special arrangements apply for Switzerland while Monaco follows the French regulations.
The following categories below are considered under the status “Student” at KU Leuven:

1. **Exchange students**: Students enrolled in an exchange programme (mostly the LLP/Erasmus programmes of the EU)

2. **Bachelor’s, Master’s and Postgraduate Students**: Students enrolled in a Bachelor’s or Master’s or Postgraduate programme (mostly in Dutch) or in an International Master’s or Postgraduate programme (in English)

3. ** Predoctoral Students**: Students who are admitted to an ad-hoc programme of studies and research in order to evaluate their research competence, prior to admission to the doctoral programme (maximum 2 years for non-EEA citizens and maximum 1 year for EEA citizens)

4. **Doctoral Students**: Students admitted to a doctoral programme, which includes studies and research, independent of any employment contract, in order to obtain a Ph.D.

5. **International scholars**: Students admitted, usually in exchange programmes, for a programme of study and research of a maximum of 18 months, in preparation of a doctorate to be obtained at their home university, or in line with their studies and research activities at their home university

6. **Specialisation Students**: Students admitted into a programme of study and research in order to specialise in a specific academic field. In the Faculty of Medicine, for instance, these are individuals with a M.D. diploma who want to improve their skills by means of training as observer
### Nationality: Non-EEA

#### Financial means
- Scholarship or Self-supporting
- Student accommodations

#### Formalities prior to departure
- Application for an Authorisation for Provisional Sojourn as a student
- Work permit not required

#### Formalities upon arrival at the University and at City Hall
- Registration as a Student
- Inscription in the Foreigners’ Ledger
- Affiliation with a Belgian health insurance company
- In case of a scholarship: scholarship administration

#### Required Insurance
- Accident insurance
- Third-party liability for study related matters
- Professional liability
- Health Insurance
- Third-party liability for private life

#### Accommodation
- Student accommodations
## Nationality: EEA

### Financial means
Scholarship or Self-supporting
Student accommodations

### Formalities prior to departure
- None: free movement of people

### Formalities upon arrival at the University and at City Hall
- Registration as a Student
- Registration Certificate as EEA citizen
- In case of a scholarship: scholarship administration

### Required Insurance
- Accident insurance
- Third-party liability for study related matters
- Professional liability
- Health Insurance
- Third-party liability for private life (optional)

### Accommodation
Student accommodations
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Administrative formalities prior to departure

Belgian immigration law requires Students to complete the formalities listed below prior to their departure for Belgium. These formalities cover the requirements for applying for the proper visa in order to enter Belgium and do your studies or research.

Where

Belgian Consulate or Embassy in one’s home country or in the country where one happens to reside legally

When

At the latest 4 months prior to departure

Documents to Submit*

Non-EEA citizens

Apply for an ‘Authorisation for Provisional Sojourn’

• valid passport (with at least one year’s validity remaining)
• permission to enrol at KU Leuven
• proof of solvency (see further)
• certificate of good conduct (see further)
• medical certificate (see further)
• declaration signed by yourself, certifying that you will leave Belgium upon the completion of your studies.

To bring along one’s family, see further.

EEA citizens

No need to apply for any visa. Just bring your:

• valid passport or identity card
• proof of solvency (see further)
• European Health Insurance Card that proves you are affiliated with a health insurance in your home country

For one’s family: valid passport or identity card

Please consult the website of the Belgian Ministry of Foreign Affairs for more details: http://diplomatie.belgium.be/en/services/travel_to_belgium

Do you have any special medical needs or disabilities? Inform KU Leuven right away prior to your departure. See page 12 for the relevant contact information.
Authorisation for Provisional Sojourn (only for non-EEA citizens)

This particular type of visa (in Dutch: Machtiging tot Voorlopig Verblijf) allows the holder to stay in Belgium for a period longer than 90 days. This visa is also referred to as Visa Type D. For non-EEA Students, the Authorisation for Provisional Sojourn is also commonly known as the ‘Student Visa’ or ‘long-stay visa’.

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

ATTENTION: Students should not enter Belgium with a tourist visa if they intend to stay longer than 90 days. The Belgian State discourages applying for a change of status after entering Belgium with an incorrect visa. Neither will KU Leuven support such an application because it is a long and complicated procedure that will only inconvenience the person involved.
Proof of Solvency

For EEA citizens, any proof like your personal bank statements, personal bank card or credit card, or the bank statements and attestation of financial support from your parents will suffice. In case you can’t present this you will be asked to sign a declaration stating that you have sufficient financial means to complete your studies in Belgium.

For non-EEA citizens, there are three acceptable types of the proof of solvency:

1. An attestation from KU Leuven or another institution demonstrating that you have been awarded a financial allowance, a grant or a scholarship.

2. A proof of your own financial means by transferring a certain amount to KU Leuven. This procedure is recommended for self-supporting students. Kindly notify the International Admissions and Mobility Unit about your intention to make use of this procedure. The detailed instructions will be communicated to you afterwards.

   - To be completed and signed by, for example, your parents, relatives or your private sponsors in Belgium or in another country.
   - As guarantor, one declares that he or she agrees to shoulder the following: your medical expenses, your living expenses, your study fees, and your return to your home country, for at least one academic year or for the entire duration of your studies in Belgium.
   - The guarantor must demonstrate that he or she earns € 973 per month + € 611 per month to cover the living and study costs of the student + € 150 per month per person who is legally dependent on the guarantor. These amounts above are subject to increase per year according to the Belgian state’s index calculations.
   - If the guarantor resides in Belgium, then the Form must be legalised by the City Hall where the guarantor has official residence. If the guarantor resides in the same country as the student, then the Form must be legalised by the Belgian diplomatic or consular office in that country. If the guarantor resides in another country, then the Form must be legalised by the Belgian diplomatic or consular office in that other country. The City Hall or the Belgian diplomatic or consular office have the authority to require official proofs of the guarantor’s income and to investigate this accordingly. The guarantor must include these proofs already when submitting the form for legalisation.

In case of doubt, the Belgian Consulate or Embassy will inform you as to what form of the proof of solvency is acceptable and what procedures to follow.
Certificate of Good Conduct (only for non-EEA citizens)

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

Medical Certificate (only for non-EEA citizens)

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

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

Legally, the migration of students to Belgium is determined by the law of 15 December 1980. Recently in September 2011 the law has been revised concerning bringing along family members to Belgium. This procedure applies to the family members of Students who intend to stay with you in Belgium for a period longer than 90 days.

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

2. **For non-EEA citizens:**
   If your family members intend to stay with you in Belgium for the duration of your studies, i.e. for a period longer than 90 days, then they will have to apply for a special Authorisation for Provisional Sojourn, based on the legal principle of the re-unification of families, at the Belgian embassy or consulate in your home country.
   
   - It is impossible to apply for family re-unification visas before you travel to Belgium. If your family members intend to stay with you in Belgium for a period longer than 90 days, they should not travel to Belgium with tourist visas because it is a long and complicated procedure to apply for a change of status.
   - You need to travel to Belgium first, register at KU Leuven, register at City Hall to obtain a Belgian Identity Card or Residence Permit, and register with a health insurance company.
   - You need to find suitable housing for yourself and your family. Then you need to have a copy of your housing contract legalised at the Registratiekantoor (Registry Office of Leuven II) at the Philipssite 3A, bus 3, 3001 Leuven.
   - You need to obtain an attestation from your health insurance company stating that your family members will be covered by a health insurance in Belgium.

Send the legalised housing contract and health insurance attestation to your partner who needs to submit those documents, along with the other required documents (see below), to the Belgian embassy or consulate when they apply for their visas.
DOCUMENTS REQUIRED

- valid passports of your family members
- photocopies of your Belgian identity card or residence permit (front and back) and the identity page of your passport
- a legalised copy of your marriage certificate
- legalised copies of the birth certificates of your partner and children
- medical certificates for each member of the family
- certificates of good conduct for each adult member of the family
- proof that you have stable, regular and sufficient financial means of at least €1282,14 per month
- copy of your housing contract, legalised by Regie der Gebouwen office
- attestation from health insurance company

TRANSLATION OF THE DOCUMENTS

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

LEGALISATION OF THE DOCUMENTS

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

Upon their arrival in Belgium, your family members will need to register at City Hall. Afterwards, City Hall sends a police agent for a visit at your residence to see that all your family members are together with you. When this procedure is complete, they will receive the Certificate of Inscription in theForeigners’ Ledger.

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

For students coming to Leuven campus

It is not obvious to arrange accommodation from abroad. Because of the wide variety in prices, comfort, surface area etc., it’s very risky to make a choice without having viewed at least a few rental units personally. To avoid disappointments, it is recommended to visit Leuven beforehand to find accommodation. In the beginning of the rental season (during the month of June and the beginning of July) the offer will be the biggest. Since the supply of housing tends to shorten from mid August onwards, it is advisable to visit Leuven some time in advance.

After receiving the Letter of Admission to KU Leuven, make a reservation for temporary guesthousing for a few nights. Temporary guestrooms from the university and in the youth hostel cost approximately € 20 per night. Rooms in a B&B or hotel can vary from € 30 to more than € 100 per night.

Check this webpage for guesthousing availabilities: www.kuleuven.be/accommodation/guesthousing

For students coming to other campuses

Check the specific instructions on temporary guesthousing and accommodations on your Letter of Admission to KU Leuven.

You can also check the following webpage and select the campus where you will be studying: www.kuleuven.be/english/studentservices
Orientation Days and Buddy Programme

For students coming to Leuven campus

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

The activities normally included in the Orientation Days are:

- guided tours around Leuven
- introductory lectures on Belgium, Flanders, Leuven and the university
- all kinds of practical sessions (living in Leuven, transportation and traffic in Leuven, student jobs, computer facilities, etc.)
- activities to get to know Leuven and its surroundings (walks, bicycle trips, museum visits, concerts, ...)
- other social activities with new and old international and Belgian students

New students are introduced to the various relevant services for students in the university and in the city of Leuven. The Orientation Days are likewise excellent opportunities to meet and get to know other fellow international students and Belgian students as well.

To help you with your integration, KU Leuven also organises a Buddy Programme. To help you find your way around the university, Leuven and Belgium, you can request for a personal buddy: a Flemish student who can answer all your practical questions. Your buddy can also introduce you to Belgian habits and customs, and even to his or her own family.

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

Register for participation in the Orientation Days and register for a Buddy as soon as you receive the Letter of Admission, before your arrival in Belgium. Check this website: www.kuleuven.be/welcome

For students coming to other campuses

Check the specific instructions on local orientation days within your campus on your Letter of Admission to KU Leuven.

You can also check the following webpage and select the campus where you will be studying: www.kuleuven.be/english/studentservices
Arriving in Belgium

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Arriving in Belgium

For students coming to Leuven campus

Check out our KU Leuven Podcasts for new incoming students:
www.kuleuven.be/travelpodcast

At Brussels National Airport (Zaventem)

Students may or may not have a welcoming party awaiting them at the airport when they arrive. Therefore, if you are not being met at the airport, or if you somehow miss the welcoming party, there are two ways for you to continue your journey on to Leuven.

1. The simplest but most expensive way: take a taxi from the airport. This will cost around € 70.
2. An alternative and less expensive method: take the Leuven bound train at the airport itself. This will cost around € 8.80. These trains usually have Luik (Liège, in French) as its final destination but they stop in Leuven en route. The Brussels-Leuven trip takes about 20 minutes by express train.
3. Do not take the train going to Louvain-la-Neuve since this will bring you not to Leuven but to the French-language university, Université Catholique de Louvain in Ottignies.

At Brussels South Charleroi Airport

Students who arrive in Brussels South Charleroi Airport have the following option:

1. Take the shuttle coach that leaves the airport every hour to take you to the main Brussels railway station (Brussels South). The shuttle coach stop there is at the crossing of rue de France and rue de l’Instruction. The shuttle fare costs € 11 and tickets are sold inside the airport terminal. The trip lasts around one hour. At Brussels South railway station, you may take the train to Leuven.
2. Do not take the train going to Louvain-la-Neuve since this will bring you not to Leuven but to the French-language university, Université Catholique de Louvain in Ottignies.

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

In Leuven

After arriving in Leuven, proceed to your temporary guesthousing where you can rest and leave your belongings safely. Afterwards, depending on the time you arrive, proceed to the International Admissions and Mobility Unit at Naamsestraat 63, to start your registration. You may take the bus or the taxi from the train station of Leuven, or simply go on foot. For further information, please consult:
www.kuleuven.be/transportation
For students coming to other KU Leuven campuses

Check out our KU Leuven Podcasts for new incoming students: www.kuleuven.be/english/podcast

At Brussels National Airport (Zaventem)

Students may or may not have a welcoming party awaiting them at the airport when they arrive. Therefore, if you are not being met at the airport, or if you somehow miss the welcoming party, the best way to continue your journey to your campus is by train.

1. Go to the train terminal is located underground, below Brussels Airport.
2. The departure schedules for main cities like Brussels, Mechelen, Antwerp and Gent are given at the underground terminal itself. You can also check the schedule online: www.belgianrail.be

At Brussels South Charleroi Airport

Students who arrive in Brussels South Charleroi Airport have the following option:

1. Take the shuttle coach that leaves the airport every half-hour to take you to the main Brussels railway station (Brussels South). The shuttle coach stop there is at the crossing of rue de France and rue de l’Instruction. The shuttle fare costs around € 14 and tickets are sold inside the airport terminal. The trip lasts around one hour. See: www.charleroi-airport.com/en/raccourcis-booking/brussels-city-shuttle
2. At Brussels South railway station, take the next available train to your campus. You can also check the schedule online: www.belgianrail.be

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

In the city of your campus

After arriving in the city of your campus, proceed to your temporary guesthousing where you can rest and leave your belongings safely. Afterwards, depending on the time you arrive, proceed to the university college campus to start your registration. Check your Letter of Admission and other specific information provided by your university college.
Administrative formalities upon arrival

- Intake interview, diploma check and registration at KU Leuven
- Accommodation in Leuven
- Accommodation in the other campuses
- Registration at (Leuven) City Hall
- Student insurance and Health insurance in Belgium
- Students with special medical needs
- Students with disabilities
Administrative formalities upon arrival

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

<table>
<thead>
<tr>
<th>Administrative formality</th>
<th>Where</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>• for self-supporting students: intake interview and diploma check</td>
<td>International Admissions and Mobility Unit (IAM) (Leuven campus only) or Student Administration Office (other campuses)</td>
<td>as soon as possible after arrival</td>
</tr>
<tr>
<td>• for students with a scholarship: intake interview, diploma check and scholarship briefing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• registration as a student</td>
<td>Registrar’s Office (Leuven campus) or Student Administration Office (other campuses)</td>
<td>as soon as possible after preliminary briefing and receipt of approval stamp for registration</td>
</tr>
<tr>
<td>• for non-EEA citizens: inscription in the Foreigners’ Ledger</td>
<td>Foreigners Office at City Hall of your place of residence*</td>
<td>after having secured a permanent address in Belgium</td>
</tr>
<tr>
<td>• for EEA citizens: Registration Certificate for Belgium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• opening a bank account (especially if you are granted a scholarship or financial allowance)</td>
<td>any bank in Belgium</td>
<td>as soon as possible after registration at the City Hall</td>
</tr>
<tr>
<td>• for non-EEA citizens: affiliation with a Belgian health insurance company</td>
<td>any recognised health insurance company in Belgium (see, e.g. <a href="http://www.cmleuven.be/students">www.cmleuven.be/students</a>)</td>
<td>as soon as possible after registration in the university</td>
</tr>
</tbody>
</table>

* Special arrangements for registration at the City Hall of Leuven apply in the months of August and September, the details of which will be supplied to you upon arrival
<table>
<thead>
<tr>
<th>What to submit</th>
<th>What you receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>• letter of admission from KU Leuven</td>
<td>• instructions for registration at the Registrar’s Office</td>
</tr>
<tr>
<td>• valid passport or identity card</td>
<td>• (for students with a scholarship) a cheque for the first month of the scholarship (subsequent payments will be transferred automatically every month to your bank account in Belgium)</td>
</tr>
<tr>
<td>• original diploma(s) and transcript(s) of records previously obtained</td>
<td></td>
</tr>
<tr>
<td>• letter of admission from KU Leuven with approval stamp for registration</td>
<td>• university student card, which provides you access to all university libraries, cafeterias, and sports facilities and cultural events (if applied for)</td>
</tr>
<tr>
<td>• valid passport or identity card</td>
<td>• a certificate of registration intended for the City Hall</td>
</tr>
<tr>
<td>• scholarship attestation (only if you receive a scholarship)</td>
<td>• a certificate of registration intended for the health insurance company</td>
</tr>
<tr>
<td>• a copy of your housing rental contract (if possible)</td>
<td>• an invoice for the payment of the tuition fee, the mandatory third-party liability insurance of € 13, and the fee for the use of the sports facilities and cultural events</td>
</tr>
<tr>
<td>For non-EEA citizens:</td>
<td></td>
</tr>
<tr>
<td>• valid passport or identity card</td>
<td>• during the first visit to City Hall you will receive the document Annex 15; City Hall will send a police agent to confirm your address; you will then need to pass by the City Hall three more times to complete the registration procedure.</td>
</tr>
<tr>
<td>• the Authorisation for Provisional Sojourn stamped in your passport before coming to Belgium (for non-EEA citizens only)</td>
<td>For EEA citizens:</td>
</tr>
<tr>
<td>• three recent passport size photographs</td>
<td>• EEA citizens are not obliged to apply for an electronic residence permit for Belgium; upon submitting all required documents they receive a Registration Certificate; City Hall will send a police agent to confirm your address</td>
</tr>
<tr>
<td>• certificate of registration at KU Leuven</td>
<td></td>
</tr>
<tr>
<td>• the official European Health Insurance Card which proves your affiliation with a health insurance company in your home country (for EEA citizens only)</td>
<td></td>
</tr>
<tr>
<td>• a proof of solvency or scholarship attestation (for non-EEA citizens only)</td>
<td></td>
</tr>
<tr>
<td>• € 12.50 fee</td>
<td></td>
</tr>
<tr>
<td>For non-EEA citizens:</td>
<td></td>
</tr>
<tr>
<td>• valid passport or identity card</td>
<td>• a bank card and a bank account number</td>
</tr>
<tr>
<td>• official document that proves your address in Belgium</td>
<td>• you are kindly asked to provide the IAM with the bank account number and the BIC and IBAN codes</td>
</tr>
<tr>
<td>For non-EEA citizens:</td>
<td></td>
</tr>
<tr>
<td>• valid passport or identity card</td>
<td>• information booklet and (yellow) stickers as proof of affiliation with the health insurance company</td>
</tr>
<tr>
<td>• certificate of registration at KU Leuven</td>
<td></td>
</tr>
</tbody>
</table>
Intake interview, diploma check and enrolment at KU Leuven

For students coming to Leuven campus

After your arrival in Leuven and after you have been able to settle in your temporary guestroom, all Students are requested to proceed first to the International Admissions and Mobility Unit for their intake interview and for the diploma check. After the diploma check for Students, you will get an approval stamp for registration. You will also receive the necessary documents and information for your registrations within the University and the City Hall. International Admissions and Mobility is generally open for consultations from 9:00 a.m. to 12:30 p.m., Mondays to Fridays. During the official registration period, International Admissions and Mobility is open from 9:00 a.m. to 5:00 p.m.

You must enrol in person at the Registrar’s Office at the University Hall, Naamsestraat 22. The official registration period starts in mid-August and ends by October 15. You can enrol on workdays from 9:00 a.m. - 5:00 p.m. only until the first Monday of October. After that date, you can enrol only during the morning from 9:00 a.m. - 12:30 p.m.

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

For students coming to other campuses

Check the specific instructions on the registration procedure on your Letter of Admission to KU Leuven.

You can also check the following webpage and select the campus where you will be studying: www.kuleuven.be/english/studentservices
Accommodation in Leuven

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

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

Housing Service

Van Dalecollege
Naamsestraat 80 - box 5415, B-3000 Leuven

Webpage: www.kuleuven.be/accommodation

Opening hours: From 1 June until 30 September: every weekday from 9:00 am - 12:00 noon and from 2:00 - 5:00 pm
From 1 October until 31 May: every weekday from 2:00 - 5:00 pm

e-mail: housingservice@dsv.kuleuven.be
phone: +32 16 32 44 00  fax: +32 16 32 88 20

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

If you will stay in Leuven for a full academic year you can look for housing using the online search programme Kotwijs, in which you will find a detailed survey of private rental accommodations. Addresses vacant for the new academic year are advertised from June 1 onwards. Throughout the summer period, the programme can be consulted locally in the computer hall of the Housing Service. You can enter your requirements regarding type of accommodation, facilities, maximum rent, etc., and the system will display a selection of suitable addresses, together with the landlord's details. Kotwijs is constantly updated: rented rooms are removed and new ones are added. After having performed a search it is best to view the rooms as quickly as possible. There are three types of accommodation:

Rooms: Single students generally rent a room (or kot in Dutch) in a student house shared with around 5 to 15 fellow students. Rooms are mostly for 1 person and furnished. The average size of a room is 12 m². Bed linen and kitchen utensils are not provided. Each room has a private sink, but showers, toilets and kitchen are shared. Access to the internet is widely available in private student accommodations. Rooms are rented per academic year (10, 11 or 12 months), or for a shorter period. The average rent is approximately € 350 to € 450 per month, including expenses for heating, electricity and water (utilities). The price depends on the rental term, size and the private comfort of the room. Landlords who rent for shorter periods usually ask a higher rent than the average.

Studios: 'Studio' is the word commonly used in Leuven to refer to a one-room flat, with a private bathroom and kitchenette. Studios usually come furnished and have an average size of 18 m². According to government regulations the size of a studio for 2 persons needs to be at least 27m². The size of the bathroom is not included. A studio for 2 persons is not always suitable for 2 friends because it is often equipped for a couple (e.g. it has a double bed). The common rental period for a studio is 12 months but some studios can be rented for a shorter period. The average rent is approximately € 480 per month for a studio for 1 person and € 600 for a studio for 2 persons. The cost for heating, electricity and water (utilities) is usually not included. Landlords who rent for shorter periods usually ask a higher rent than the average.

Apartments: Apartments are suitable for couples and families. In addition to a kitchen and bathroom, apartements have a living/dining room and at least one separate bedroom. Furniture is not always not provided. The common rental term for an apartment is at 1, 3 or 9 years. The rental price of a one-bedroom apartment is generally € 600 to € 800; a two or three-bedroom apartment will cost € 800 or more per month. The cost for heating, electricity and water (utilities) is usually not included. In most cases the tenant needs to conclude a contract with the energy and water companies. International students who wish to bring their family to Leuven should take into account that the surface area of an apartment for 2 persons must be at least 27m² and for 3 persons at least 40 m². The surface area of the bathroom is not included. The offer of apartments rented for a period less than 3 years and suitable for families with children is very limited.
University residence halls

KU Leuven reserves about 20% of its housing units (i.e. rooms for single students, studios and apartments for families) in subsidised university residence halls. Only a small number of students from a developing country holding a modest Belgian scholarship are eligible for these accommodations. In case no subsidised rooms are available at the moment of arrival, students are referred to the private housing market. For subsidised studios and apartments there is always a waiting list. Students who arrive in Leuven together with their families will not be given priority on the waiting list, but will be referred to the private housing market.

KU Leuven also reserves about 300 of its 1500 non-subsidised university residence rooms to house international students. For more information about accommodation for international students in non-subsidised university residence rooms, visit the following website: www.kuleuven.be/accommodation

Families with children

The university does not provide guestroom facilities for families with children and the offer on the private housing market is limited. For this reason, students should plan to arrive in Leuven alone at first and have their spouse and children travel to Belgium later, only after suitable permanent accommodation has been found.
Practical information on renting student accommodation

The rental contract
Legally, every rental agreement has to be in writing. Anything that has been agreed upon orally will, in practice, be difficult to prove. It is advisable to use the standard KU Leuven rental contract, which is recognizable by the logo of KU Leuven. Standard contracts are freely available at the Housing Service. Alterations are possible but are seldom to your advantage and both parties must always sign them. Every rental contract will be valid if both tenant and landlord sign it. If the landlord insists on his own type of contract, please drop by the Housing Service before you sign it. The housing officers will read it through, translate parts of the contract and let you know whether it is reliable or not. Contracts will not be translated by email. Generally, the rental term will be concluded for 10, 11 or 12 months. There is a limited offer of accommodation for a shorter period. Rooms, studios and apartments that become available during the academic year will be rented out for the remainder of the initial rental term. According to Belgian law, a contract once signed cannot be terminated before it expires, unless stated otherwise in the contract.

The deposit
When you conclude a contract, the payment of a deposit is required. For rooms, a deposit of one or two months’ rent is usual. For studios and apartments, deposits generally amount to two months rent. This sum can never be considered as rent and can only be used to compensate for damage to the rented property caused by the tenant or by third parties to whom the tenant has granted access. The deposit or its balance will be reimbursed within one month after the end of the agreement, taking into account that the landlord should have the opportunity to draw up the final bill for heating, electricity, etc. before he can return the balance of the deposit. The landlord can charge an extra cost if the keys are not returned in time and/or the room has not been cleaned thoroughly.

Supplementary expenses
If the cost of heating, electricity, water, etc. is not included in the rent, the contract should clearly state how these costs will be calculated. Many contracts state that the tenants have to pay a monthly advance for the costs, over and above the cost of the rent. At the end of the agreement, a settlement of the total costs is made, taking into account the advance payments. The calculation of these costs should be submitted to the tenant in a separate, detailed bill. The landlord provides this calculation at the latest within one quarter after the end of the rental period. If each housing unit is equipped with an individual electricity and gas meter, the tenant and the landlord should make a note of the meter reading at the beginning and at the end of the rental term. When the final bill is submitted, tenants are entitled to see the individual invoices for the various costs. Some contracts state that the tenants have to pay a fixed amount for the supplementary expenses. In this case no calculation will be made at the end of the contract. Tenants of apartments and houses normally have an individual contract with the gas, electricity and water companies. In this case they will receive the invoices directly from the company.
City tax
Tax is levied on the owner of every housing unit in Leuven used as a second residence:

- If on the 1st January of the tax year the tenant is not registered in the municipal register of Leuven or the waiting register, and
- if on the 1st January of the tax year the tenant is not in the possession of annex 33 (for international students from countries bordering Belgium) and for whom no application of registration was done yet.

The tax amounts to € 750 per second residence per year for 2014. Most landlords stipulate in their contracts that they will recover this sum from the tenant.

No second-residence tax is due on accommodations rented by students registered at the address of the rented property in the municipal register or the wait register, or by a student who is in the possession of or applied for annex 33 for international students from countries bordering Belgium on 1st January of the tax year.

This is particularly the case for international students residing in Leuven for more than 90 days. International students staying in Leuven for more than 90 days need to register at the municipal register of Leuven or need to be in the possession of annex 33. On the request of the landlord the student should hand over proof of registration (annex 8 or 15) or annex 33.

Students staying in Leuven for more than 90 days and not registering in the municipal registry can submit proof of enrolment at an educational institution offering full-time day courses in order to pay a reduced tax of € 90. Do not forget to deregister when you are leaving Leuven.
Fire insurance
When you rent a property, you are responsible for damage caused by fire, water, or explosion, except in circumstances beyond one’s control (i.e. “force majeure”). You should subscribe to an insurance policy to cover these risks. Whether tenants should take out an individual insurance policy or if they are insured by the policy of the landlord depends on what has been agreed upon in the rental agreement. Since landlords have insured their building for fire and related risks, electrical and water damage, they usually include an insurance on behalf of the tenant in this policy, which covers the tenant’s liability towards the landlord and towards third parties. In the contract the landlord can stipulate that the tenant must pay his/her share in the fire insurance premium. The tenant’s personal belongings, however, will never be covered by the landlord’s insurance policy. To insure damage to his/her own property, the tenant needs to subscribe to a separate insurance policy. If the contract does not stipulate that the tenant’s liability is insured through the landlord’s policy, which is usually the case for tenants of apartments and houses, the tenants need to take out individual insurance to cover the risks of damage both to the landlord’s property and to their personal belongings. An individual policy is obviously more expensive, depending on the coverage and the value of the property and furniture insured. When you rent a room from another student (subletting) you can sign in on a fire insurance policy offered by the KU Leuven that covers your liability towards the landlord and third parties, as well as your personal belongings. This fire insurance policy costs € 25 per year.

What to do in case of problems?
Whenever you have difficulties in understanding your contract or any other document related to your rental accommodation, you can seek the advice of the Housing Service for translation and interpretation of the contents. Contracts will not be translated by mail but in person or by telephone. In case of a conflict with the landlord, the Housing Service can help to solve the problem or mediate between the tenant and the landlord. Complaints about the conditions of the property should be reported to the landlord first, so he can undertake action. If the landlord does not respond or reacts insufficiently, students can turn to the Housing Service. If necessary, a housing officer will visit the accommodation to assess the housing situation on site and advise the tenant of what procedure should be followed.

Accommodation in the other campuses
Check the separate information on accommodation and housing possibilities provided by your contact person at the university college campus.

You can also check the following webpage and select the campus where you will be studying: www.kuleuven.be/english/studentservices
Registration at (Leuven) City Hall

Students are required to register at the Foreigners Office (in Dutch: Dienst Buitenlanders) at the City Hall of their place of residence after their registration at KU Leuven.

For students coming to Leuven campus

If you arrive in the months of August and September, special arrangements for registration at the City Hall of Leuven apply, the details of which will be provided during the intake interview.

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

For non-EEA citizens:

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

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

For EEA citizens:

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

For students coming to other campuses

Your contact person at the university college campus where you will be studying will provide you with the information for registration in the City Hall.
Student insurance and Health insurance in Belgium

Student insurance

All students are insured by KU Leuven for the following matters:

- student accidents; doctoral students with a doctoral scholarship that is subject to social security are covered by the accident insurance as an employee for work-related accidents
- third-party liability for study-related matters
- professional liability
- non-EEA students have to subscribe upon registration to the third-party liability insurance for private life and pay €13; EEA students may subscribe to this insurance plan; this insurance covers the entire family of the student

KU Leuven itself does not provide health insurance. Below, you will find more details about health insurance and affiliating with a Belgian health insurance company.

Health insurance

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

SELF-SUPPORTING STUDENTS

EEA students and EEA exchange students in the LLP/Erasmus programme:

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

If you don’t have an EHIC, you are required to follow the same procedure as non-EEA students and take out health-insurance coverage in Belgium.
Non-EEA nationals who are self-supporting or students whose scholarship does not include health insurance: Self-supporting students, or those with a scholarship that does not include health insurance, should take out a health-insurance policy. If you arrive before 1 July, you will have to obtain temporary private health insurance (see below). The cost of private insurance is € 41.15 per month for men and up to € 60.49 per month for women and children. If you arrive after 1 July, you can wait until the start of the university’s registration period. With your certificate of registration, you can subscribe to a health insurance policy at the insurance company of your choice. However, it may be useful to know that KU Leuven has excellent relations with 'CM - Leuven' (Christelijke Mutualiteit, a major health-insurance company). CM organises information and sign-up sessions about the affiliation with the health insurance company. See their website.

The documents to submit:
- passport
- Belgian identity card/residence permit (if you have it already) or Annex 15
- the certificate of ‘family composition’ (which you can obtain at City Hall) if you have family members to be insured
- bank account number
- the registration certificate that you will obtain automatically upon registration at the KU Leuven Registrar’s Office (this is not the same as your student card).

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

During the first quarter of your stay as a student in Belgium you will be eligible for health insurance as a 'student'. This costs around € 74.49. Once you have received your identity card at the City Hall you will be eligible for health insurance as a 'resident'. This means a cost of € 16.50 per quarter.

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

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

Information will be provided during the intake interview and you can immediately register for health insurance after the interview at the International Admissions and Mobility Unit.
STUDENTS WITH A SCHOLARSHIP

Scholarships not subject to social security: If you hold a KU Leuven scholarship or grant as a Master’s student, predoctoral student, international scholar or specialisation student, it is not subject to Belgian social-security contributions. You will be provided with health insurance, usually via the ‘CM – Leuven’ (a major health-insurance company). In general, the health insurance costs are included in the scholarship. Your case administrator at the International Admissions and Mobility Unit will take care of all the formalities related to the subscription and the reimbursement procedures.

Doctoral students who hold a KU Leuven doctoral scholarship: Doctoral scholarships are subject to partial or full social security, in compliance with Belgian law. EEA nationals and non-EEA nationals from countries with which Belgium concluded a bilateral social security agreement are entitled to full social security coverage.

Belgium has concluded a bilateral social security agreement with: Algeria, Australia, Bosnia and Herzegovina, Canada, Chile, Croatia, Israel, Japan, Macedonia, Montenegro, Morocco, the Philippines, San Marino, Serbia, Tunisia, Turkey, the United States, India, South-Korea and Uruguay.

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

You are required to affiliate with a Belgian health insurance fund, but the choice of the insurance company is up to you. The cost amounts to approximately € 16.50 per quarter.

If you are a non-EEA national, the International Admissions and Mobility Unit will affiliate you with a Belgian health insurance company. For non-EEA scholarship holders, the costs are included in the scholarship and will be paid by the International Admissions and Mobility Unit.

If you receive the highest possible amount for a doctoral scholarship (100% of the net salary of an assistant), the cost for the Health Insurance is no longer included in the scholarship.

If your family needs to be insured as well, your partner has to visit the health-insurance company in person because he/she must sign the relevant documents personally. Partners of non-EEA nationals can be covered from the moment they have a Belgian identity card/residence permit (partners of EEA nationals can obtain coverage immediately).
Students with special medical needs (for students coming to Leuven campus)

If you have a medical condition that requires follow-up in Leuven, please make arrangements in advance and bring all relevant documentation (recent report from your home doctor). The Student Health Care Center can assist you in getting this organized.

- Student Health Care Center
  tel. +32 16 32 44 20  fax +32 16 32 44 14  
e-mail: mcs@dsv.kuleuven.be  
www.kuleuven.be/medicalcentre

Students with disabilities (for students coming to Leuven campus)

Students with disabilities are welcome at KU Leuven. Our university offers facilities to students with hearing or vision impairment, physical disability, chronic illness, learning disability (including dyslexia, dyscalculia,…), psychiatric disability (including ASD and AD(H)D) relating to instructional settings and exams. You need to be recognized by the Service for Students with Disabilities in order to be eligible for facilities. To fulfil this, we ask you to bring current (medical) documentation answering our requirements. Therefore we strongly advise you to contact the disability officer of this Service before travelling to Belgium.

- Service for Students with Disabilities  
  Van Dalecollege  
  Naamsestraat 80, box 5415  
  B-3000 Leuven  
  Tel. +32 16 32 44 26  Fax +32 16 32 43 30  
e-mail: studfunctiebeperking@dsv.kuleuven.be  
www.kuleuven.be/disability
Fees and financing

Tuition Fees
Monthly/Yearly budget
Scholarship Administration
Fees and financing

Tuition fees

Tuition fees at KU Leuven are determined on the basis of the Codex of 20 December 2013 concerning Higher Education in Flanders, Belgium. For the most recent information please consult: www.kuleuven.be/registration

KU Leuven reserves the right to adjust the tuition fees accordingly.

BACHELOR’S AND MASTER’S PROGRAMMES

The tuition fee for EEA students amounts to a fixed amount of € 61.90 + € 9.30 per study point. This means that a full-time programme of 60 study points amounts to € 619.90.

Non-EEA students cannot register on a part-time basis.
For bachelor’s and initial master’s programmes, the tuition fee for students from non-EEA countries amounts to € 5600 unless they fall within the funding that is made available by the Flemish government. In the latter case the tuition fee amounts to € 16.30 + € 9.30 per study point, which totals € 610.60 for a programme of 60 study points.

The tuition fee for VLIR-ICP scholarship students from developing countries for master’s programmes, and for students from the VLIR-ICP country list registering for an ICP initial master’s programme, amounts to € 80.

DOCTORAL STUDENTS

First registration and final registration to defend the PhD dissertation: the tuition fee amounts to € 319.90 for all students.

SPECIAL TUITION FEES FOR ADVANCED MASTER’S PROGRAMMES

The special tuition fees for certain advanced master’s programmes are listed on our website: www.kuleuven.be/registration
## Special tuition fees

<table>
<thead>
<tr>
<th>Nationality</th>
<th>EEA</th>
<th>Non-EEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Abroad</td>
<td>Not applicable</td>
<td>€ 619.90 + additional registration fees collected by the programme</td>
</tr>
<tr>
<td>Programme in ECS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Scholar</td>
<td>€ 319.90, no fee for re-registration</td>
<td>€ 319.90, no fee for re-registration</td>
</tr>
<tr>
<td>Specialisation student</td>
<td>€ 319.90, no fee for re-registration</td>
<td>€ 319.90, no fee for re-registration</td>
</tr>
<tr>
<td>Predoctoral studies</td>
<td>€ 319.90, no fee for re-registration</td>
<td>€ 319.90, no fee for re-registration</td>
</tr>
<tr>
<td>Continuing education</td>
<td>€ 61.90 + additional registration fees</td>
<td>€ 61.90 + additional registration fees</td>
</tr>
<tr>
<td>Postgraduate studies</td>
<td>€ 61.90 + additional registration fees</td>
<td>€ 61.90 + additional registration fees</td>
</tr>
<tr>
<td>Dutch language year at the ILT</td>
<td>€ 61.90 + additional registration fees collected by the ILT</td>
<td>€ 61.90 + additional registration fees collected by the ILT</td>
</tr>
<tr>
<td>Guest student, distance students</td>
<td>€ 61.90</td>
<td>€ 61.90</td>
</tr>
<tr>
<td>Training in medical specialities</td>
<td>In a faculty: € 61.90; without a faculty: no fee</td>
<td>In a faculty: € 61.90; without a faculty: no fee</td>
</tr>
<tr>
<td>Exchange students</td>
<td>No fee</td>
<td>No fee</td>
</tr>
<tr>
<td>Interuniversity registration</td>
<td>No fee</td>
<td>No fee</td>
</tr>
<tr>
<td>Open University</td>
<td>No fee</td>
<td>No fee</td>
</tr>
</tbody>
</table>

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Travelling to KU Leuven | Fees and financing | Tuition fees
Monthly/Yearly budget

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

### Preparation and departure for Leuven: depending on country

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

<table>
<thead>
<tr>
<th></th>
<th>Single</th>
<th>With partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arrival</strong></td>
<td>€ 150</td>
<td>€ 300</td>
</tr>
</tbody>
</table>

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

### One-time (installation) costs

#### Housing

<table>
<thead>
<tr>
<th></th>
<th>Free use of telephone in computer room of Housing Service</th>
<th>Free use of telephone in computer room of Housing Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone costs for appointments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent deposit</td>
<td>€ 350</td>
<td>€ 700</td>
</tr>
<tr>
<td>Rent for 1st month (basic student room)</td>
<td>€ 350</td>
<td>€ 700 (2 person apartment)</td>
</tr>
<tr>
<td>Utilities costs: phone, water, electricity, fire insurance etc.</td>
<td>Included in estimated rent</td>
<td>Included in estimated rent</td>
</tr>
</tbody>
</table>

- **Bicycle rent and guarantee**
  - € 10/month or €38/year
  - € 10/month or €38/year

- **Health insurance**
  - around € 110
  - around € 110

These installation costs are normally spent once a year. The number of available accommodations in subsidised housing for KU Leuven scholarship holders is quite limited, and are governed by very strict conditions. Thus do not count too much on this. The estimated rent indicated above is the rent for housing in the private sector, which is considerably higher than in the subsidised housing.
### Yearly study costs

<table>
<thead>
<tr>
<th>Registration</th>
<th>See table</th>
<th>See table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fee</td>
<td>See table</td>
<td>See table</td>
</tr>
<tr>
<td>Third Party Liability insurance</td>
<td>€ 13</td>
<td>€ 13</td>
</tr>
<tr>
<td>Sport card (optional)</td>
<td>€ 20</td>
<td>€ 20</td>
</tr>
<tr>
<td>Culture card (optional)</td>
<td>€ 15</td>
<td>€ 15</td>
</tr>
<tr>
<td>Study materials</td>
<td>€ 500</td>
<td>€ 500</td>
</tr>
<tr>
<td>Academic activities</td>
<td>€ 350</td>
<td>€ 350</td>
</tr>
</tbody>
</table>

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

### Monthly living costs (total)

<table>
<thead>
<tr>
<th>Monthly living costs (total)</th>
<th>€ 750</th>
<th>€ 1350</th>
</tr>
</thead>
</table>

### Monthly costs housing

| Monthly rent for lodgings   | € 350 | € 700  |
| Monthly utilities costs     | included in rent | included in rent |
| Monthly living costs        | € 400  | € 650  |

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

### Preparation and departure for home country: depending on country

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

The table below reflects the different scholarship scales implemented at KU Leuven on the basis of one’s official status at KU Leuven and one’s corresponding research and study activity. It likewise indicates the different fiscal realities (social security, income tax, work permit) depending on an international student’s official status and citizenship. Lastly, the table mentions the respective office that is responsible for the administration of scholarships.

Please note that the information below is not a guarantee of a scholarship from KU Leuven.

<table>
<thead>
<tr>
<th>Category</th>
<th>Status in Belgium and in KU Leuven</th>
<th>Scholarship or Salary Scale based on Type of Research</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange Students</td>
<td>Student</td>
<td>Exchange programme</td>
<td>Scholarship</td>
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<tr>
<td>Bachelor’s/ Master’s Students</td>
<td>Student</td>
<td>Academic programme</td>
<td>Scholarship possible</td>
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<td>International Scholars Specialisation Students</td>
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<td>Independent, fundamental research (type BOF, IUAP, FWO)</td>
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<td>Doctoral Students</td>
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<td>Project oriented research under supervision (type industrial projects IWT and EU)</td>
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</tr>
<tr>
<td>Doctoral Students Scientific Collaborator</td>
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</tbody>
</table>
* Transition regulations for citizens from Bulgaria and Romania.
** Reduced Social Security covers health insurance, child allowance, occupational hazard and occupational illness. Citizens of non-EEA countries with bilateral agreements with Belgium on social security are covered with Full Social Security (see page 23).
*** Full Social Security covers health insurance, child allowance, occupational hazard, occupational illness and unemployment and retirement benefits.
**** 100%: no allowances / 90-95%: limited allowances / 75%: all allowances (e.g. installation allowance, housing allowance, shipping allowance)

<table>
<thead>
<tr>
<th>Category</th>
<th>Status in EEA Citizens</th>
<th>Belgium and in KU Leuven</th>
<th>Social Security</th>
<th>Taxes in Belgium</th>
<th>Work Permit</th>
<th>Health Insurance</th>
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<td>European Health Insurance Card (EHIC)</td>
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<td>Student</td>
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<td>Exempted for a max. of 4 years</td>
<td>No</td>
<td>With scholarship: As a Belgian employee Self-supporting: EHIC</td>
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<tr>
<td>Doctoral Students</td>
<td>Scientific Collaborator</td>
<td>Subjected to Full Social Security***</td>
<td>Yes</td>
<td>No*</td>
<td>As a Belgian employee</td>
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<tr>
<td>Category</td>
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<td>Non-EEA Citizens Taxes in Belgium</td>
<td>Work Permit</td>
<td>Health Insurance</td>
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<td>Specialisation Students</td>
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<tr>
<td>Predoctoral Students</td>
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<td>Subjected to Reduced Social Security**</td>
<td>Exempted for a max. of 4 years</td>
<td>No</td>
<td>With scholarship: As a Belgian employee Self-supporting: Cf. Student</td>
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<tr>
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<td>Subjected to Full Social Security***</td>
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<td>Yes</td>
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<td>Exchange Students</td>
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<td>International Admissions and Mobility Unit (IAM)</td>
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<td>Bachelor’s/ Master’s Students</td>
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<td>Specialisation Students</td>
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<td>Doctoral Students</td>
<td>Student</td>
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<td>Non-EEA: IAM</td>
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<td>Scientific Collaborator</td>
<td>Human Resources Department</td>
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</table>

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*** Full Social Security covers health insurance, child allowance, occupational hazard, occupational illness and unemployment and retirement benefits.
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Relevant university services and information sources

Leuven campus

- **International Admissions and Mobility Unit**
  Atrechtcollege
  Naamsestraat 63 bus 5410
  Tel. +32 16 37 98 84
  Fax +32 16 32 37 73
  admissions@kuleuven.be
  www.kuleuven.be/admissions/contact

- **International Office**
  Atrechtcollege
  Naamsestraat 63 bus 5001
  B-3000 Leuven
  www.kuleuven.be/international/contact

  **International Co-operation and Programmes Unit**
  Tel. +32 16 32 40 46
  Fax +32 16 32 40 22
  an.huts@int.kuleuven.be

  **Development Co-operation Unit**
  Tel. +32 16 32 40 17
  Fax +32 16 32 40 22
  martine.dekoninck@int.kuleuven.be

- **Orientation Days and Buddy Programme**
  Student Services
  International Students Cell
  Tel.: +32 16 32 42 74
  Fax: +32 16 32 43 30
  orientationdays@kuleuven.be
  buddyprogramme@kuleuven.be

- **Registrar’s Office**
  University Hall
  Naamsestraat 22 bus 5401
  B-3000 Leuven
  Tel.: +32 16 32 40 40
  Fax: +32 16 32 37 76
  sa@kuleuven.be
  www.kuleuven.be/english/registration

- **Study Advice Service**
  Van Dalecollege
  Naamsestraat 80 bus 5415
  B-3000 Leuven
  Tel.: +32 16 32 43 11
  Fax: +32 16 32 43 30
  www.kuleuven.be/studyadvice

- **Housing Service**
  Van Dalecollege
  Naamsestraat 80 bus 5415
  B-3000 Leuven
  Tel.: +32 16 32 44 00
  Fax: +32 16 32 88 20
  housingservice@dsv.kuleuven.be
  www.kuleuven.be/accommodation

- **Social Service for Students**
  Van Dalecollege
  Naamsestraat 80 bus 5415
  B-3000 Leuven
  Tel.: +32 16 32 44 36
  Fax: +32 16 32 84 12
  socialservice@dsv.kuleuven.be
  www.kuleuven.be/socialservice
• Pangaea
Vesaliusstraat 34 bus 5417
B-3000 Leuven
Tel.: +32 16 32 33 96
Fax: +32 16 32 33 90
pangaea@dsv.kuleuven.be
www.kuleuven.be/pangaea

• LOKO International
Vesaliusstraat 34
B-3000 Leuven
Tel.: +32 16 32 33 95
Fax: +32 16 32 33 90
international@loko.be
http://international.loko.be

• International Contact Club
Van Dalecollege
Naamsestraat 80, box 5415
B-3000 Leuven
www.kuleuven.be/icc

• KU Leuven Newsletter (online)
Weekly news items and activities at
KU Leuven are also reported in our
electronic newsletter:
www.kuleuven.be/english/news

• Living in Leuven (brochure, pdf
version on www.kuleuven.be/welcome)
This practical brochure presents the
general features of student life in
Leuven. It is compiled and provided by
the City Hall of Leuven in collaboration
with the institutes of higher education
in Leuven. Aside from providing
essential background information on
life and culture in Belgium in general
and on the city of Leuven in particular,
it also lists the main groups of student
organisations within the different
institutes of higher education in the
city, the examination systems, and
interesting and very useful names,
addresses and tips on day-to-day life
in Leuven. Important items covering
health care, medical clinics and
pharmacies, banking and money
matters are thoroughly discussed in
this brochure. International students
receive a copy of this brochure upon
their registration at KU Leuven.

Other campuses
Check the specific information about student services provided by your contact
person at the university college campus. You can also check the following
webpage and select the campus where you will be studying:
www.kuleuven.be/english/studentservices/
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International Admissions and Mobility Unit

Publisher: Marie-Thérèse Deloddere
Text: Edmund Guzman, Marie-Thérèse Deloddere

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