

A young woman with long dark hair and a young man with short dark hair and a beard are standing outdoors in a park-like setting. The woman is wearing a dark blue polo shirt with orange trim on the sleeves and a white collar. The man is wearing a white t-shirt with a small red sun logo on the chest. They are both smiling at the camera. The background shows a grassy area with trees and a paved path.

Welcome

session for new international
students

September 21
Room AW1.124
3.30 PM

The missions of the International Welcome Desk

- Welcome international students and researchers;
- Manage blocked accounts;
- Create a welcome strategy and improve the arrival and integration of all new international students/researchers on campus.

We would like to remind you that the ULB International Welcome Desk can help you with questions relating to visas and residence permits. **However, we are not in a position to speed up the application process with the Immigration Office or the town halls.**

Who are we?



Delphine Dieudonné
*Head of the IWD and in
charge of welcoming
international researchers*



Alix Colomb
*Administrative assistant
at the IWD - Blocked
account administrator*



Rabia Bellaouadil
*Administrative assistant
at the IWD*



❖ Non-European citizen - Belgian VISA D holders

- **Make an appointment with your local town-hall** : visit the website of your town-hall to check how you should make an appointment (by phone, by email or online)
- **Required documents for your appointment:**
 - Passport
 - ULB registration letter
 - Proof of sufficient financial resources
 - guarantor;
 - scholarship;
 - or a blocked account
 - Health insurance certificate (*mutuelle*)



Annexe 15

- **The local police will visit** you and check that you do reside at the address you provided (do not forget to put your name on the bell and the letter-box)
- **Your residence permit** : you will first receive the codes of your residence card by post, and then you go to your local town-hall to collect your card (instructions for this will be provided with the codes)

Registration with your local municipality (*commune*)



❖ **European students**

Registration with the municipality is required for stays longer than 90 days.

Annex 1 requested by the Belgian authorities



Université libre de Bruxelles
Faculté de droit et de criminologie
Av. F. Roosevelt, 50 CP 137
1050 Bruxelles
T : +32 650 3874
E : brusselsllm@ulb.ac.be

Annexe 1 de l'arrêté ministériel du 28 mars 2022 déterminant les formulaires standard visés aux articles 99, 103 et 104/3 de l'arrêté royal du 8 octobre 1981 sur l'accès au territoire, le séjour, l'établissement et l'éloignement des étrangers.

Je, soussigné, Prof. Arnaud Nuyts,

En ma qualité de représentant de l'Université libre de Bruxelles (ULB) et de co-directeur du LL.M. in International Business Law de l'ULB

Confirme que l'étudiant(e) ci-dessous :

Nom :

Prénom :

Date de naissance :

Nationalité :

Est admis(e) aux études en vue de suivre des études supérieures à temps plein durant l'année académique 2025 - 2026 avec comme date ultime d'inscription le 15 Septembre 2025.

Intitulé du grade académique correspondant au programme d'études : Certificat de LL.M. in International Business Law (*Legis Master*)

Le programme d'études comprend un nombre total de 60 crédits ECTS pour l'ensemble de la formation.

Cette année académique, l'étudiant effectuera une mobilité, dans le cadre d'un programme de l'Union ou un programme multilatéral comportant des mesures de mobilité ou d'une convention entre deux établissements d'enseignement supérieur ou plus, dans un ou des établissements d'enseignement supérieur situé(s) dans un autre Etat membre de l'Union européenne en vue d'acquérir un certain nombre de crédits ou un diplôme conjoint (unique ou multiple):

NON

Le programme annuel de l'étudiant(e) correspond à un nombre total de 60 crédits pour l'année académique 2025 - 2026

Fait à Bruxelles, le 03/07/2025

Signature du représentant ou de la représentante de l'établissement précité :

Prof. Arnaud Nuyts
Professeur à l'Université Libre de Bruxelles
Co-directeur du LL.M. in International Business Law

Mandatory registration to cover your health costs in Belgium

- **Many companies** : *Partenamut, Mutualité Chrétienne, CAAMI...*

Compare them here: <https://www.guide-epargne.be/epargner/comparer-mutualites.html>

The cost and cover varies according to the insurance company you choose, but for each health expense, always a part remaining at your charge

- **Questions about registration? Ask the health insurance directly:**

📍 The International Welcome Desk office (Avenue Jeanne 52)

Every Wednesday mornings 10am to 1pm from 16/09 to 07/10 for Partenamut

📍 **Online** for the Mutualité Chrétienne :
<https://www.mc.be/fr/international-student-in-belgium>

Numerous health and well-being services offered by the ULB at a very low cost : medical center with specialised doctors, psychologists, etc.

Healthcare and well-being - ULB



Health insurance (*mutuelle*)



European exchange students

Registration at a Belgian *mutuelle* is not mandatory but highly recommended and is free of charge.

To open a Belgian bank account, you must first have received the *Annexe 15* (document issued by your municipality/*commune*)

Other required documents : passport/identity card (for European citizens), ULB registration letter, rental contract.

- **Many banks** : ING, BNP, Belfius...

compare them here: <https://www.guide-epargne.be/epargner/taux/comparer-les-comptes-a-vue.html>

- To open a bank account earlier, you can open an online bank account with a neo-bank : Revolut, Wise, Nickel, etc.

- **Deadline** : as soon as possible



Open a bank account



European exchange students
Not necessary

- Brussels' **public transport** company is called **STIB**
- **Reductions** on monthly and annual plans for students under 25
- **To obtain a subscription :**
 - BOOTIK (ID, identity picture, ULB registration letter)
 - Kiosks to load your card
- **On board**, contactless payment only

Compare STIB products [here](#)



Public transport in Brussels

THE STIB-MIVB SCHOOL SEASON TICKET

Do you only travel with **STIB-MIVB**? The STIB-MIVB school season ticket for only **€ 12 a year** is the perfect solution!

The STIB-MIVB school season ticket is **valid for 12 months on the entire STIB-MIVB network** (bus, tram, metro), except from Brussels Airport with line 12.



HOW MUCH DOES A STIB-MIVB SCHOOL SEASON TICKET COST?

The fares for one year:

- First purchase: € 12
- Second purchase: € 12
- Third purchase and more within the same household: € 0

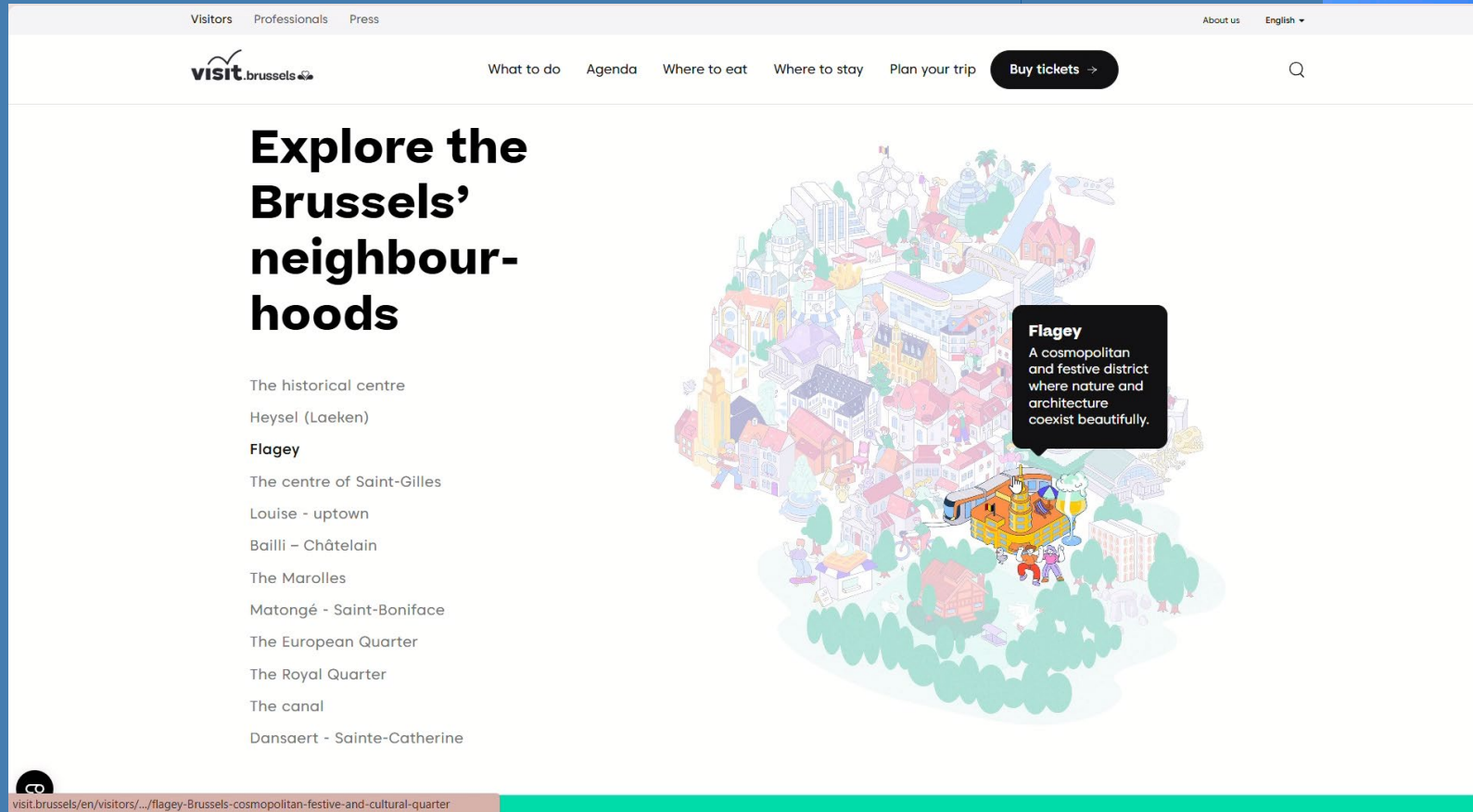
YOU DO NOT OWN A PERSONAL MOBIB CARD?

1. Go to one of our 5 [BOOTIK](#)
2. Ask for a STIB-MIVB school season ticket
3. Present your eID. If you're older than 18, you are also required to provide a [school certificate](#) (paper version only). You don't have an eID? Take another identity document and an ID photo
4. Pay € 5,00 for your MOBIB card and the price of your school season ticket

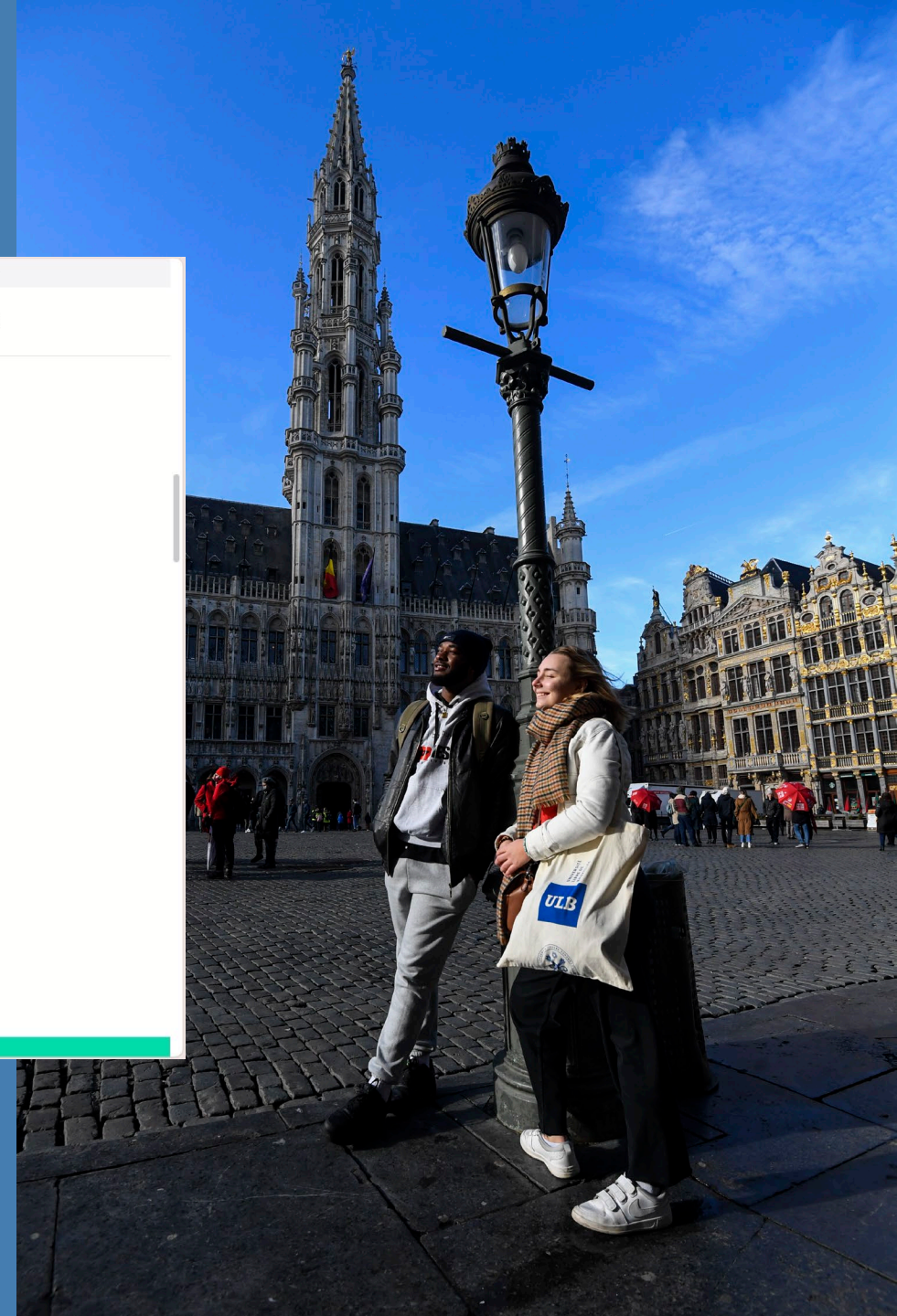
[It is also possible to buy your MOBIB card online.](#)



Life in Brussels



- Discover all the neighbourhoods and what to do in Brussels via : [Visitors](#) | [Visit Brussels](#)





Life on the campus

ULB-Culture_: enjoy discounts and free tickets for cultural activities at ULB or with partners (theaters, museums, cinemas...). The pass costs 12,5€/year.

ULB Sports organises a wide range of sports activities on the various campuses of the University (Solbosch, Erasme, Charleroi). The activities take place throughout the entire academic year depending on specific programmes for 60€/year.

Access to the university canteen : several options on the campus all focused on healthy, sustainable, and ethical food. They offer tasty, balanced meals made with as many local and seasonal products as possible.
Check menus and prices : [Restaurants et commerces à l'ULB](#)

[And many student organizations](#)

Want more info ? [Campus life - ULB](#)

- **ESN** International student association present in more than 40 countries

Students helping students whether you are an exchange student (Erasmus) or regularly enrolled at the ULB (bachelor or master).

Different types of activities (cultural, sport, evening events, and travels)

Buddy System

- **ULB events** (*Fighting November Blues* (date to be confirmed), *Cocktail des ambassadeurs*, etc.)

- **Discord ULB - International**

Application on which students can chat with other international students in order to create strong links before the start of the academic year and to exchange throughout the year.

Please be sure to carefully read the document regarding your personal data **before** joining our server: <https://canva.link/0pmv1gim1qagw0d>



Link to join: [Discord](#)

Integration at ULB



Online guided tours

➤ Solbosch campus

[Visites guidées des campus : le Solbosch \(FRST\)](#)

➤ Erasme campus

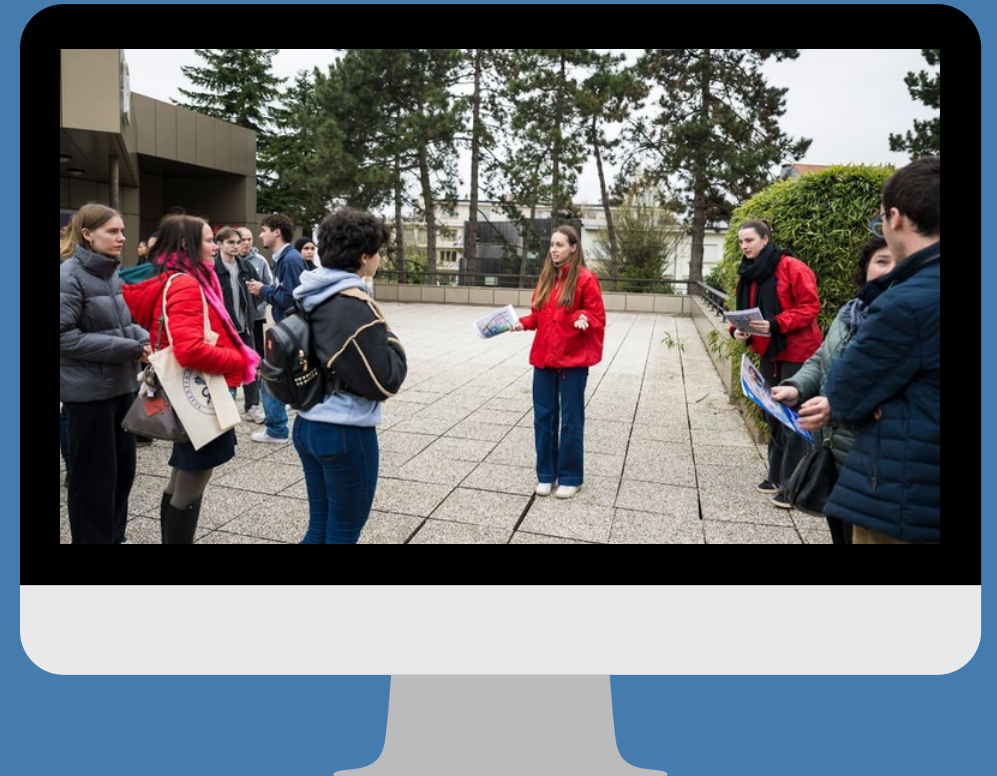
[Visites guidées des campus : Erasme \(ENST\)](#)

➤ La Plaine campus

[Visites guidées des campus : la Plaine \(ENST\)](#)



Discover the campus



L'International Welcome Desk:

The welcome office for international students and researchers at
ULB

Administrative support

If you have any questions regarding your:

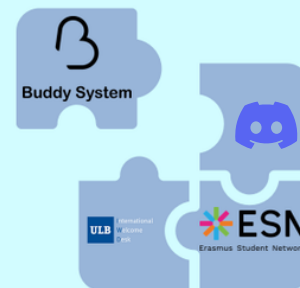
- visa application
- registration with the local authorities
- residence permit
- blocked account
- health insurance (mutuelle)
- etc.



Integration throughout your studies

We offer you:

- socio-cultural activities organized by the ESN
- a mentoring system
- events organized by the International Welcome Desk
- A dedicated Discord canal



Welcome facilities

We keep you informed via:

- our web pages
- our information sessions
- our welcome guide
- our Instagram account
- our webinars



Where to find us?

Our addresses:

- Jeanne Avenue 52 Ixelles 1050
Bâtiment Je52 (du mardi au
jeudi de 10h à 16h)
- welcome@ulb.be



Please note that the International Welcome Desk can assist with questions regarding visas and residence permits. However, it is not able to expedite the process related to these applications with the Immigration Office or local authorities.