



UCLL
UNIVERSITY OF
APPLIED SCIENCES

Blocked Account Procedure

Welcome at UC Leuven-Limburg!

The information in this flyer is only applicable to students who will sign up or have signed up for a Blocked Account. This flyer provides information on the 5-step blocked account procedure (hereafter BAP), after your arrival in Belgium.

STEP 1: ONLINE APPLICATION

The first step is to make an [online application](#).
The Admission office will assess your file.

STEP 2: STUDENT REGISTRATION

If you are admitted and you decide to start at UCLL, you must register as a student.

Shortly before the start of the academic year/semester, you will be notified by email about your student registration.
More info: ucll.be/degree-registration

As soon as your student registration is completed, you will receive a proof of registration and your student account.

IMPORTANT: activate your student account and student email address as soon as the registration was completed. Please update your information in [KU Loket](#) (your personal point of entry for all administration at UC Leuven-Limburg) when you have signed a rental agreement, opened a Belgian bank account or in case your contact information has changed.

STEP 3: WHAT HAPPENS TO YOUR MONEY?

The Blocked Account includes the following :

- [Tuition fees](#) (variable)
- Start-up (variable)
- Monthly instalment of 700 euro (subject to indexation) x 12 months

BAP process:

- The **start-up** will be transferred to your Belgian bank account in **two instalments**. The first instalment is €400 and is paid with the first monthly instalment. The second instalment is the remainder and will be paid within the month. The remainder equals the start-up fee minus the first €400 you already received and minus all costs related to bus pass (optional), culture card (optional), sports card (optional), insurance, and so on.
- The **monthly instalment** will be transferred to your Belgian bank account before the first banking day of each new month. (See step 4)

STEP 4: BELGIAN BANK ACCOUNT

You must provide a **Belgian** bank account number. The monthly instalment cannot be transferred to a foreign bank account number.

Do you have a Belgian bank account? Please **update your Belgian bank account in [KU Loket](#)** (available after student registration). Soon afterwards our accounting department will start making the monthly payments.

You don't have a Belgian bank account yet? Please follow next steps.

1. **Register** at the City Office of the city where you will reside. (After registration, read "[Registration at City Office Leuven](#)" if you will reside in Leuven.)

The City Office will issue a document called **Annex 15**. The Leuven City Office will instruct you by email how to collect the so-called Annex 15 which proves that you have started registration.

You need this document to open a bank account!

2. Once you have the Annex 15, please **go to a bank** of your choice and open a bank account. Please take the following documents with you: Annex 15, visa and your UCLL registration certificate.
3. **Update your Belgian bank account in [KU Loket](#)**. Soon afterwards our accounting department will start making the monthly payments.

List of best known Belgian banks: Argenta, Belfius, BNP-Paribas Fortis, ING, KBC. [Find more banks here](#).



Opening a Belgian bank account may take a few months, so make sure to have a certain amount of money readily available upon arrival in Belgium to cover the first months' living costs.

STEP 5: TRANSFER OF YOUR MONTHLY INSTALMENT

As soon as you have added your Belgian bank account number in KU Loket and sent us the signed proposal, we will start making the monthly payments, and the start-up.

For specific payment dates, take a look at our [webpage](#) (studying at UCLL > administration), available after student registration.

QUESTIONS?

In the case you still have some doubts about the BAP, take a look on the intranet ([access here](#) once registered). If you are not registered yet, or have more specific questions, you can contact the UCLL Admissions Office via the chat box in your online application.