



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

STEP 2: BLOCKED ACCOUNT

- Sign the [blocked account proposal](#) (BAP)
- Upload it into your [online application](#) ('documents' > 'blocked account proposal'). If you are an exchange student or a 2nd or 3rd year student at UCLL, you can send it to admissions@ucll.be.
- Then, transfer the requested amount, as instructed in the invoice.
- The Admissions Office will send you a **Financial Guarantee letter** within two weeks after having received your signed proposal and the payment.

STEP 3: STUDENT REGISTRATION

If you are admitted and you decide to start at UCLL, you must also register as a student. Shortly before the start of the academic year/semester, you will be notified by email about your [student 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 is 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 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.



Opening a Belgian bank account may take two 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, we will start transferring the monthly payments.

The Blocked Account **consists of** :

- Monthly instalment of 850 euro (subject to indexation) x 12 months
- Non-refundable processing fee of 100 euro

Important remarks:

- The **monthly instalment** will be transferred to your Belgian bank account before the first banking day of each new month.
- The **payment dates** are published on our [student intranet](#) (studying at UCLL > administration), available after student registration.
- The blocked account **cannot be used to pay invoices** directly.
- Please note that the amount for the blocked account might still not be sufficient enough to cover your living expenses! More information about the [cost of living in Belgium](#).

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 or by sending an email to admissions@ucll.be.