



26-27 Blocked account procedure for the job seeking year ('zoekjaar')

Dear alumni

Congratulations on earning your UCLL degree ! It was a pleasure having you as a student at UCLL. You can apply for an extended residence permit to seek employment (in Dutch: zoekjaar).

UCLL is willing to set up a blocked account procedure for its graduates (see below). Basically, you transfer the amount below into a UCLL blocked account and UCLL will issue a Letter of Financial Guarantee in order to prove your financial capability for your extended residence permit. Next, UCLL will transfer 12 monthly instalments into your Belgian bank account. All instructions to apply for this job-seeking year is usually found on the webpage of the city where you are registered. For Leuven: <https://www.leuven.be/en/search-year>.

The blocked account procedure is an offer by UC Leuven-Limburg and no legal obligation. However, to ensure a swift procedure, we urge you to consider this option.

How do you obtain such a letter of financial guarantee?

1. As a graduating student at UCLL, please follow [this link](#) to apply for the relevant blocked account

You'll receive a payment invitation to transfer the total amount of € **13,300**.

This amount consists of

- € 1,100 monthly instalment (12 months)¹
 - € 100 **non-refundable** administrative fee
2. **The deadline is 1 October.** UCLL must have received the entire blocked account payment ON or **BEFORE that date.** Payments received after the deadline will not be accepted and will be refunded. A 100 euro admin fee will be deducted from the total refund (see 6. below)

1 Subject to indexation

3. As soon as we receive the deposit as well as this letter, we will draft a **Letter of Financial Guarantee** and email the digital copy to you. Don't forget to write down your Belgian bank account number below.
4. You will receive the instalments on a monthly base, for a period of 12 months, starting in October of the year after your graduation. You will receive the payment under the condition that we have received the deposit, the signed letter and your Belgian bank account number before the deadline. **Important! Instalments will only be paid by bank transfer into a Belgian or EU (online) bank account.**
5. The monthly instalment will be transferred to your bank account before the first banking day of each new month. More information: <https://www.ucll.be/international/student-services/job-seeking-year-after-graduation>
6. If any part of this blocked account must be reimbursed, e.g. because you missed the deadline, the non-refundable administrative fee of 100 euro will be deducted from the money transfer as well as any bank transfer costs that apply.
7. In case of reimbursement, the amount will be transferred back **into the account from which the payment was made.**

"I,..... (your name), born on
(your date of birth), accept this blocked account proposal by UC Leuven-Limburg. I will transfer the total amount of € **13,300** into the account of UC Leuven-Limburg and I agree that this amount will be repaid to me in monthly instalments into a Belgian or EU (online) bank account number of my choice for the agreed period of months. The non-refundable administrative fee will remain in the UC Leuven-Limburg bank account.

I have read and approved the conditions mentioned in this letter (2 pages)"

.....(your Belgian or EU bank account number)

.....(your signature)

.....(Please write here 'read and approved')

...../...../...20.....(date)