



UCLL
UNIVERSITY OF
APPLIED SCIENCES

**Welcome to UCLL
University of
Applied Sciences**



Welcome!

Head of Education & Student Affairs
Mr. Sebastiaan Boussauw



Welcome!



Federica
Student Journey Officer
federica.bareato@ucll.be

- International Business Management, Marketing (IBM)
- International Business Management, Marketing (Track in Europe) (BME)
- Applied Computer Science (ACS)
- Advanced Business Management (BANABA)

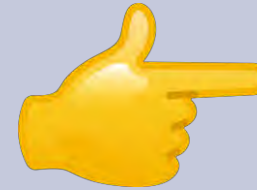
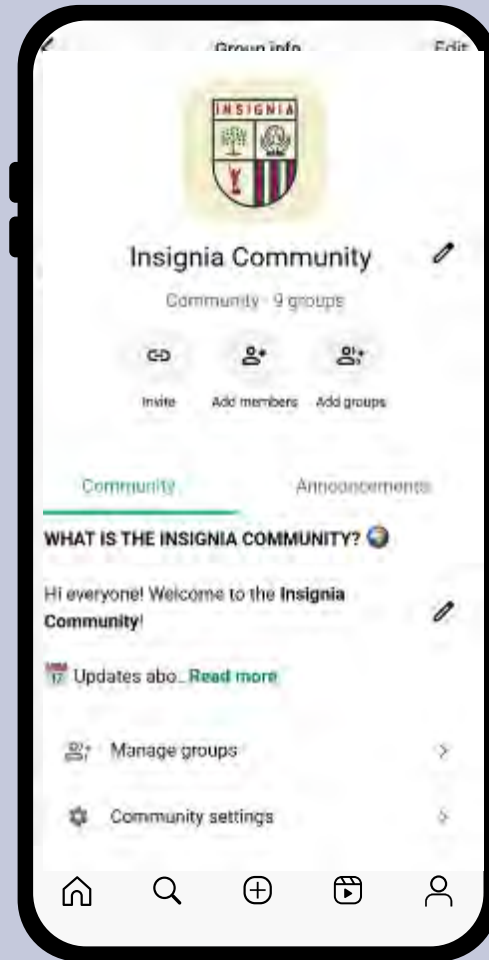
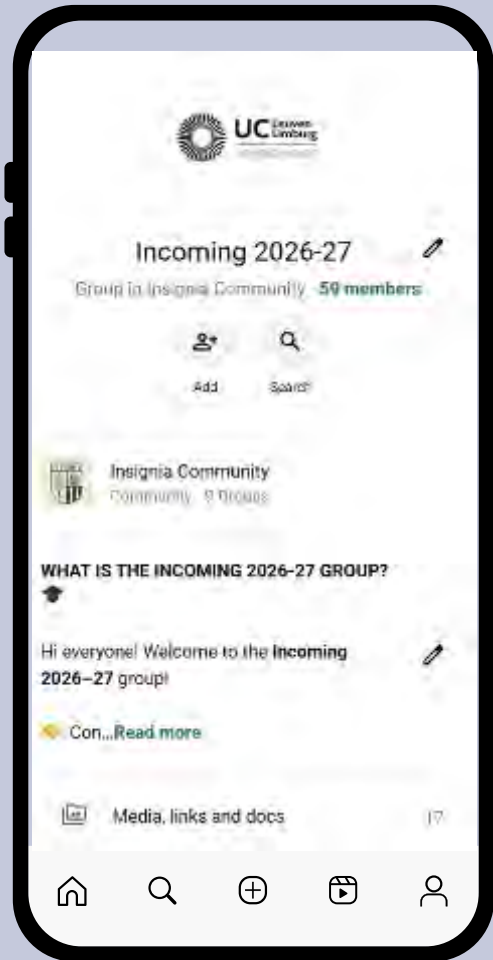
Ezra
Coordinator Welcome Days
ezra.charlier@ucll.be

Contact person during the Welcome Days for

- Exchange students
- Banaba Global Citizenship & Development
- Postgraduate International Educating Class



Join the Insignia WhatsApp Community!



Today's programme

Kick off Welcome Days

- 14:45 – 15:00: Welcome by UCLL management
- 15:00 – 16:00: General info & student services UCLL
- 16:00 – 17:00: Insignia, ESN Leuven & Arty Party
- 17:00 - 18:30: Campus Tour + Reception with Belgian fries
- 17:00 – 18:30: Info booths with Insignia/ESN/LOKO/Arty Party/UniMove Crew/Studylicious and more

Evening: Belgian night!



Tomorrow's programme

13u30- 16u00: Infofair with Q&A tables

- ICT department
- Student Police Leuven
- CM Health Insurance
- City of Leuven
- VELO student bike rental

Bring your laptop 🖥️ !!

16u30-17u30: Dutch Crash Course

Evening: clay and chat café or pub crawl!



UC Leuven-Limburg

University Colleges Leuven – Limburg

One of Flanders' largest university of applied sciences

14,000 students – 500 international students in English taught courses

8 campuses in Leuven and Limburg



Discover our campuses

Spread out over the city of Leuven and the province of Limburg, you will find 8 UCLL campuses.

All our campuses are equipped with the **living campus** vision, an environment where you as a student can feel completely at home. Thinking of both your personal and professional life, we put maximum effort into our facilities that provide the perfect living and working environment.

A photograph of a modern building with large glass windows, partially obscured by green trees. The text "Campus Connect Heverlee (Leuven)" is overlaid in white.

Campus Connect
Heverlee (Leuven)

A photograph of a modern building with a distinctive blue and white geometric facade. The text "Campus Diepenbeek Diepenbeek" is overlaid in white.

Campus Diepenbeek
Diepenbeek

A photograph of a multi-story building with a brick facade and many windows. The text "Campus Diest Diest" is overlaid in white.

Campus Diest
Diest

A photograph of a modern building with a glass facade. The text "Campus Gasthuisberg Leuven" is overlaid in white.

Campus Gasthuisberg
Leuven

A photograph of a brick building with a sign that says "HBO". The text "Campus Genk Genk" is overlaid in white.

Campus Genk
Genk

A photograph of a modern building with a glass facade, partially obscured by green trees. The text "Campus Hasselt Hasselt" is overlaid in white.

Campus Hasselt
Hasselt

A photograph of a modern building with a glass facade, partially obscured by green trees. The text "Campus Hertogstraat Heverlee (Leuven)" is overlaid in white.

Campus Hertogstraat
Heverlee (Leuven)

A photograph of a building with a red sign that says "CAMPUS SOCIALE SCHOOL". The text "Campus Sociale School Heverlee (Leuven)" is overlaid in white.

Campus Sociale School
Heverlee (Leuven)

Kick off session in your programme (exchange students)

1. Faculty of Management [Business and Law]: at Campus Connect on Thursday 17 September, 9:30 - 12:00 , meeting point reception hall at 9:30
2. Faculty of Technology [Applied Computer Science] at Campus Connect on Thursday 17 September, 9:30 - 12:00 , meeting point reception hall at 9:30
3. Faculty of Social Work in room C 0.03 at Campus Sociale School on Monday 21 September at 11:00
4. Faculty of Teacher Education in room A111/112 at Campus Hertogstraat on Monday 21 September, 10:00 - 12:00
5. Faculty of Health [Nursing] your international officer will have contacted you with more information

Kick off session in your programme (degree seeking students)

1. Bachelor International Business Management: Move in Days at Campus Connect on Thursday 17 September & Friday 18 September
2. Bachelor Applied Computer Science: Move in Days at Campus Connect on Friday 18 September, Monday 21 September & Tuesday 22 September
3. Advanced Bachelor Advanced Business Management at Campus Hertogstraat on Monday 21 September, 9:30 - 12:00
4. Advanced Bachelor Global Citizenship and Development at Campus Sociale School on Monday 21 September, 9:30 - 12:30 & 13:00 - 16:00
5. Postgraduate International Educating Class at Campus Hertogstraat on Monday 22 September, 10:00 - 12:00

Registration @ UCLL

1. Online pre-registration
2. Pre-registration processed by UCLL registration team
3. Confirmation email with student account

Problems? Mail registrations@ucll.be

Non-EEA students must register **on campus** via pre-booked slots!





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APPLIED SCIENCES



Student Services

Bart Sahuc



Titel van de presentat12



UCLL
HOGESCHOOL

Welcome to Leuven

104,000 inhabitants
60,000 students



Student Services

- Mental Health
 - A doctor?
 - Dining
 - Sports & culture
 - Bike & bus
 - Discover Belgium by train
 - Living in student accommodation
- A student job
 - Financial problems



Food & beverages on campus

- Breakfast, soup, hot meals, sandwiches, snacks, desserts
- Vending machines
Soft drinks, coffee, candy bars
- You can also fill your drinking bottle with water at the water fountain for FREE!

Mental Health

- Individual therapy: Free
- Group sessions and workshops
- Free Online self-help:
moodspace.be



Point of contact

STUDENT SERVICES
FROM YOUR CAMPUS





Healthcare

Find health insurance via [our website](#).

Find a doctor: www.khobra.be/en

Sports

Sports card €35

Sports in UCLL sports hall

Sports KU Leuven

accommodation

Online application

Or see intranet



[View](#)[Translate](#)

PBA OF BUSINESS MANAGEMENT (ELECTIVE TRACK SME MANAGEMENT AND ENTREPRENEURIAL STUDIES) (CONNECT)

[Select another study
programme](#)

TRANSPORT

- Rent a bike
- Trains and buses
- Ask for a student bus card
[↗](#)
- Problems with your
student bus card

SPORT

- The sports card

Culture

Culture Card: €25

Discounts in Leuven at many museums, cinemas, concerts, exhibitions, dance performances, etc.

Online application
Or on the website



www.kuleuven.be/english/culture

Culture Card

Where do I get a discount? Discover UUR KULTUUR Cinemanía Cultural dates Buy a culture card online More culture at KU Leuven

Play the culture card

Crazy about culture and on a budget? Every student needs a culture card.

- huge discounts at all cultural hotspots
- uur kultuur for free each month a concert, performance or festival with top artists
- so much cinema not only the cheapest cinema tickets, but also an monthly must-see movie for free
- bring a friend for free go on cultural dates

Leuven is a cycling city

Inexpensive bike rental - Velo:

- Second-hand bike € 35 + deposit of €100
- UCLL bike: € 65 + deposit of €100



Leuven is a cycling city





Student bus card

€30

Only in Leuven

Outside Leuven:

- Buzzy Pazz
- 10 journey ticket (APP)

How to buy

With a MOBIB card @
LijnshopIn online application
or on intranet

Order your Student bus card

- Online application
- Our on Intranet

Benefits

**PBA of Business
Management (Main
subject Paralegal
Studies) (Connect)**

SELECT ANOTHER STUDY PROGRAMME →

Transport

- Rent a bike
- Trains and buses
- Buy your student bus card
- Problems with your student bus card

Sport

- The sports card

Student room in Leuven

A “kot” = a common word for student room

Database:
<https://www.kotwijs.be/>

Housing Service: information, legal advice, and mediation in rental disputes if necessary.



DISCOVER BELGIUM BY TRAIN

Youth Tickets -26
Special holiday tickets
Weekend tickets
www.belgiantrain.be/en





A student job

- Find a job
- Questions? Contact: career zone



Money Matters

We cannot help you financially, but we can advise you on finding a financial solution.

[Contact KU Leuven Stuvo](#)

Oude Markt

students welcome, but



Enjoy your time in
Leuven



UCLL
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Insignia





INSIGNIA

UCLL International Students Organization

2026



INSIGNIA HEAD MEMBERS



Laurens



President

Mati



Vice-president

Hélène



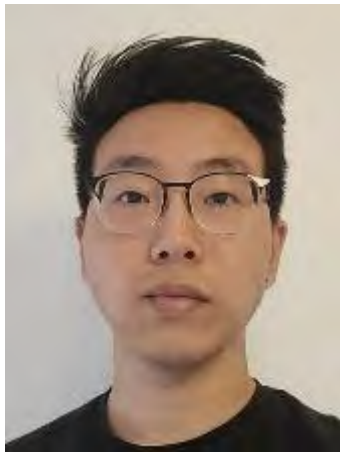
Social Media

Hunain



Events

Li



Events

Ife



Events

Niki



Social Media

Alexandra



Events



Past Activities



What do we do?

- City trips
- Bike tours
- Themed parties (Halloween / Christmas, etc.)
- Football matches
- Movie nights
- Food stalls
- Study sessions
- Your ideas!



Year 2025

Come Join Us For
Leuven By Night

Hope to see you there!

Meeting point :
6pm - Martelarenplein



INSIGNIA

Hot dogs & Brownies

2,5€ 2€



YOU CAN TAKE ME
HOT TO GO

REVENGE IS BEST
SERVED COLD

Outside Cafeteria
Tuesday, 21 October
10:30 - 14:00

Insignia

CUSTOM PARTY

Spookiest dressed gets a
mystery reward

23 October 20:00

Pre drinks Basement
Block B

After party at Oudemarkt



**INSIGNIA
FOOTBALL
MATCH**

29th. November

REGISTER HERE!

 registration form



BIKE TRIP



27 / 09 - 3PM
LEUVEN STATION

Easy 30km ride along the canal
(bike/walk path only)
+ ice cream stop

**CHRISTMAS
MARKET
-Brussels-**

SUNDAY 14th DECEMBER

JOIN US!
 registration form





WHERE ARE YOU FROM ?



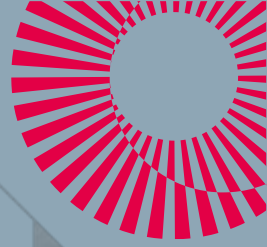
WHERE ARE YOU FROM?

Wooclap.com



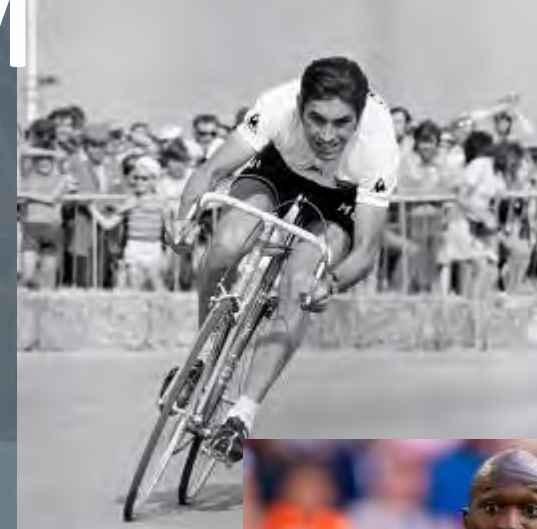
Belgian Culture



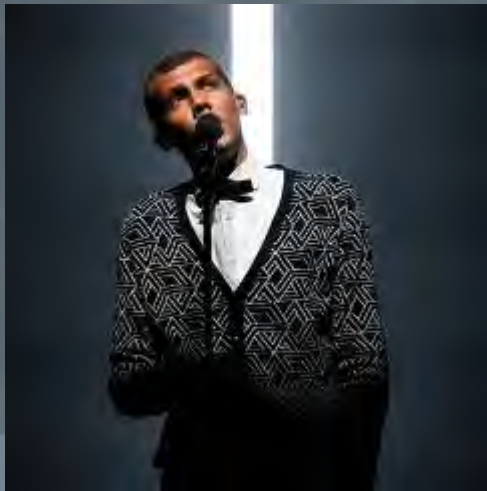




FAMOUS PEOPLE/EVENTS IN BELGIUM



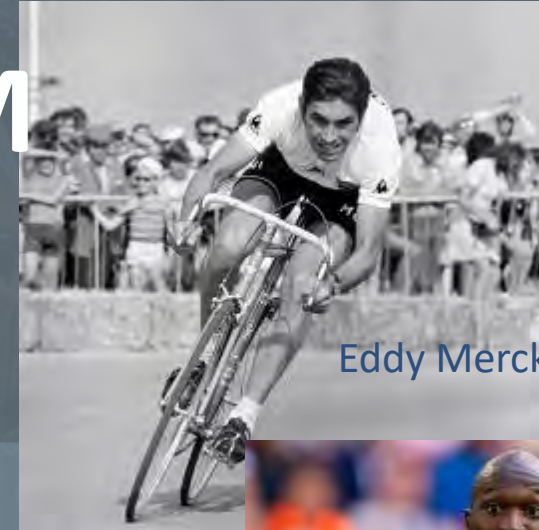
FAMOUS PEOPLE/EVENTS



Stromae



IN BELGIUM



Eddy Merckx



Adolph Sax



Papa Smurf



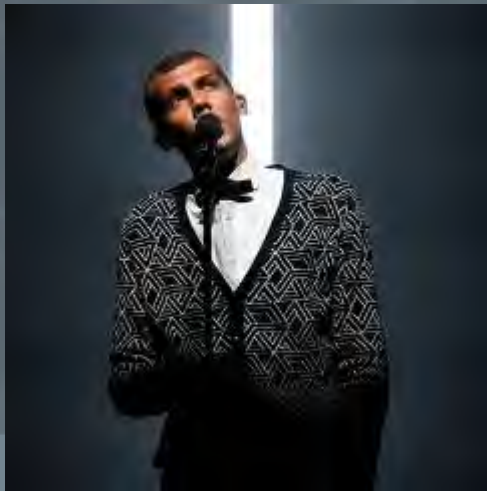
Jean Claude Van Damme "The Muscles from Brussels"



Romelu Lukaku



FAMOUS PEOPLE/EVENTS



Stromae

TOMORROWLAND IN BELGIUM



Eddy Merckx



Adolph Sax



Papa Smurf



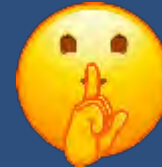
Jean Claude Van Damme "The Muscles from Brussels"



Romelu Lukaku



DO'S & DON'TS



HOW TO MOVE AROUND?



SOCIAL LIFE IN LEUVEN



INSIGNIA

WE GOTCHU.



KU LEUVEN

PANGAEA











Leuven

- ◆ **Population:** ~104 000 people, about 60 000 students
- ◆ **National composition:** >170
- ◆ **Location:** in Flanders
- ◆ Clean and safe city
- ◆ **Top 50** best student cities in the world for international students (QS)
- ◆ **European Capital of Culture 2030**
- ◆ **Top 5** best European destinations 2022 + Best **Open-Minded** Destination in Europe
- ◆ **Leuven** is also home to KU Leuven – big international university with a lot of international students

Leuven is a true student city



LEUVEN inclusive city

Languages



Street-Art

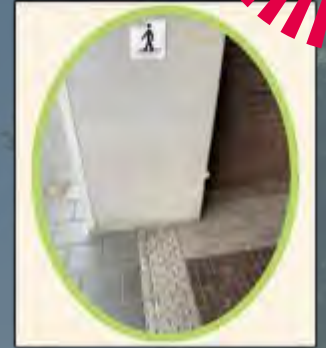


Food



<https://www.visitleuven.be/leuven-inspireert>

Tactile paving



Cuisines



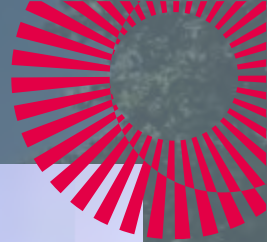
LGBTQ+



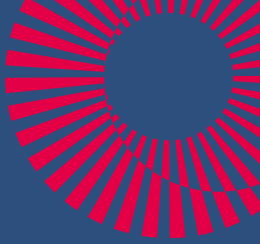
Art & Culture



LEUVEN inclusive city



I can't live without sport, what is available in Leuven?



Sport Facilities

Let's move.

Sports in Leuven

With a sports card, you can enjoy a great range of sports at both UCLL and KU Leuven. You can continue your familiar sport in Leuven or discover new ones.

You can buy a sports card when you register online at UCLL.



KU LEUVEN 

[KU Leuven Home](#) >

KU Leuven Sport

[Aanbod](#) [Accommodatie](#) [Kalender](#) [Fitness](#) [KU Leuven teams](#) [Tarieven](#) [Openingsuren](#) [Topsport & studie](#) [Contact](#)

 NL

Samen sporten we meer

Sportcampus Arenberg is dé ontmoetingsplek voor iedereen die van sport houdt. Duizenden studenten, personeelsleden en sportliefhebbers zetten hier hun beste beentje voor. Sport is samen zweten, lachen, juichen en genieten van momenten die blijven hangen. Het verbindt, inspireert en brengt mensen dichterbij elkaar. KU Leuven Sport zet iedereen in beweging. Met één voordelige sportkaart sport je een heel academiejaar lang en ontdek je een wereld aan beweegmogelijkheden.



HOW TO COPE?



- Try to integrate
 - > Join student activities (Insignia, etc.) > Join international Whatsapp group
 - > Ask for a 'Local Buddy' (Pangaea)
- Try to do something new every day
- Physical activities
- Be curious, try to understand differences

Shy about your English?

- > ILT / CLT
- > Pangaea's 'Language Tables'



FINANCIAL LITERACY, BUDGETING & JOBS

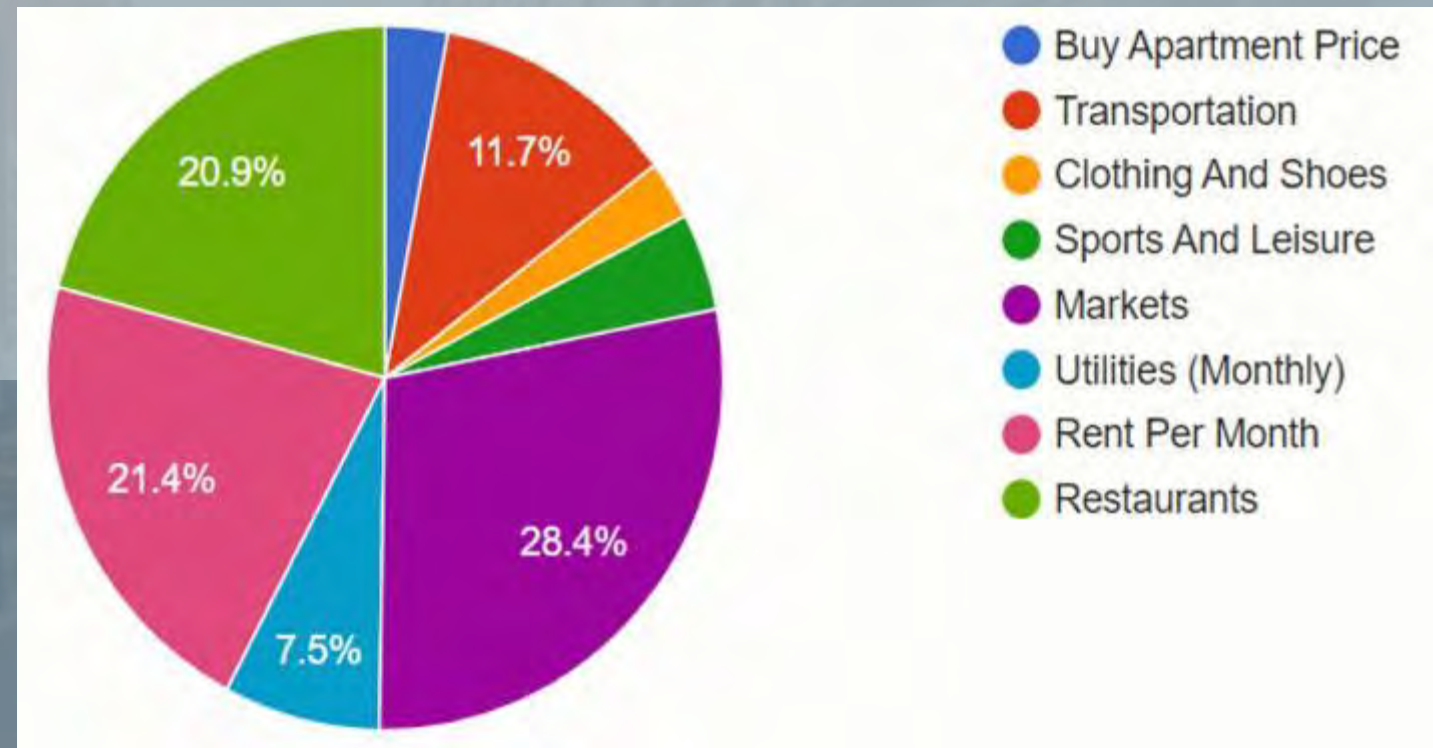




- No tax
- Net Income
- Monthly / weekly / daily pay



- Restaurants
- Waiter/Waitress
- Cleaning
- Delivery
- Coffee shop
- Supermarkets
- Bartenders
- ...



- Lifestyle
- Shopping rate
- Never do groceries when hungry
- +EUR/month



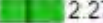


Restaurants

	 Edit	Range
Meal, Inexpensive Restaurant	14.75 €	10.00  20.00
Meal for 2 People, Mid-range Restaurant, Three-course	69.00 €	50.00  120.00
McMeal at McDonalds (or Equivalent Combo Meal)	10.00 €	9.00  11.75
Domestic Beer (0.5 liter draught)	4.50 €	2.50  5.80
Imported Beer (0.33 liter bottle)	4.00 €	3.00  5.00
Cappuccino (regular)	3.73 €	3.00  6.00
Coke/Pepsi (0.33 liter bottle)	2.81 €	2.50  3.20
Water (0.33 liter bottle)	2.48 €	2.00  5.00

Markets

 Edit

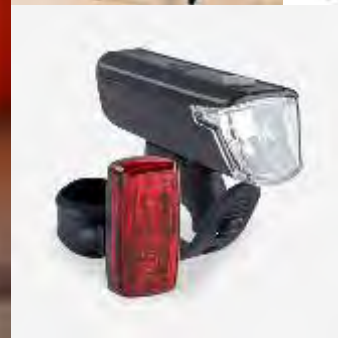
Milk (regular), (1 liter)	1.15 €	0.92  1.42
Loaf of Fresh White Bread (500g)	1.71 €	0.59  2.50
Rice (white), (1kg)	3.01 €	0.89  5.00
Eggs (regular) (12)	2.72 €	2.00  4.00
Local Cheese (1kg)	11.27 €	5.00  25.00
Chicken Fillets (1kg)	10.22 €	6.00  15.00
Beef Round (1kg) (or Equivalent Back Leg Red Meat)	15.93 €	8.50  18.00
Apples (1kg)	2.25 €	1.00  3.00
Banana (1kg)	2.02 €	1.30  5.40
Oranges (1kg)	1.68 €	1.09  2.00
Tomato (1kg)	2.46 €	1.50  4.00
Potato (1kg)	1.61 €	0.80  2.00
Onion (1kg)	1.22 €	0.85  1.50
Lettuce (1 head)	1.27 €	0.79  3.20
Water (1.5 liter bottle)	1.01 €	0.45  2.00
Bottle of Wine (Mid-Range)	7.00 €	5.00  8.00
Domestic Beer (0.5 liter bottle)	1.72 €	1.25  2.27
Imported Beer (0.33 liter bottle)	2.12 €	0.87  3.00
Cigarettes 20 Pack (Marlboro)	7.50 €	7.00  8.00



(Cheap) Supermarkets



Cozy/survival must-have(s)



Dressed according to the weather



I NEED
INTERNET!!
!

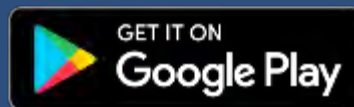


DID YOU KNOW ABOUT OUR **UCLL- APP?**

Most important functions:

- Schedule: consultation of the personal timetable with a mechanism of push notifications for urgent class changes
- News
- My student card
- Checking and upgrading of the card balance with an overview of recent transactions in the payment system.

More info: [Intranet UCLL-App](#)



Upcoming Activities

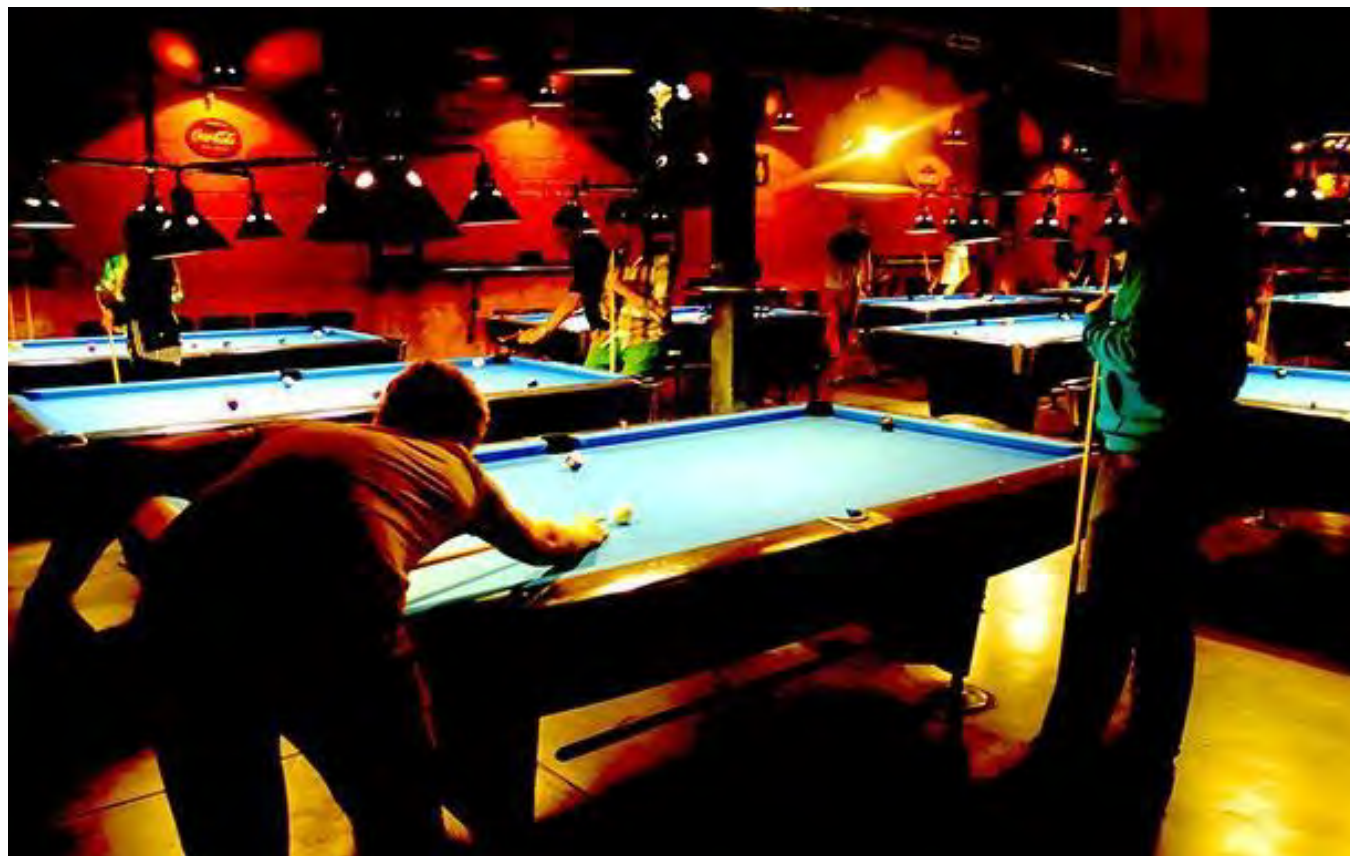


SOCIAL EVENING

WEDNESDAY Sep 16
FROM 19:15

DOWNTOWN
JACH

PARKSTRAAT 40, 3000
LEUVEN





PANCAKE afternoon

WEDNESDAY Sep 17
13:00 to 14:30

Location –
The Insignia Vault
(Basement room)



BRUSSELS CITY TOUR

SATURDAY SEP 19
10:00 - 18:00

MEETING POINT:
MARTELARENPLEIN (BY
THE STATUE)



UNO night

Thursday Sept 24,
from 17:00

Location –
The Insignia Vault



Football Match

SATURDAY SEP 26
15:00 - 16:00

Location –
Sporthal Rijschool



Welcome Week

September 2026

MON

14

Breakfast at Pangea - by ESN
Leuven City Tour - by Insignia
Welcome by UCLL Management
Student Services at UCLL
Student Organizations
Reception
Belgian Night + Quiz - by ESN and LOKO

TUE

15

Admission and Registration for non-EU Students
Registration
Info Fair
Q&A and Booths
Dutch Crash Course
Student Stuff Market - by LOKO
Clay & Chat Café - by LOKO
Pub Crawl - by ESN

WED

16

Admission and Registration for non-EU Students
Social Evening at Downtown Jack (19:15)

THU

17

Registration (Only IBM Students)
"Find Your People" Activity
Information Session
Reception
Pancakes at Insignia Room
"Meeting Your Lecturers" Activity

FRI

18

Admission and Registration for non-EU Students
Registration (only 1 session for ACS)
Career After Studies
Learning Dutch in Leuven
Meet IBM Alumni (only IBM/BME)
Meet ACS Alumni (only ACS)
Excel Crash Course (only IBM/BME)
Find Your Class Group (only ACS)

SAT

19

Day Trip To Brussels - by Insignia
City Game - by ESN

MON

21

TUE

22

&

Move-in Days for ACS Students

Important QR Codes



STAY UP
TO DATE



INSIGNIA INSTAGRAM



UCLL INCOMING GROUP
=>Insignia Whatsapp community



OFFICIAL INSTAGRAM PAGES



@UCLL_ACS

ACS INSTAGRAM



@UCLL_IBM

IBM INSTAGRAM



JOIN OUR TEAM!



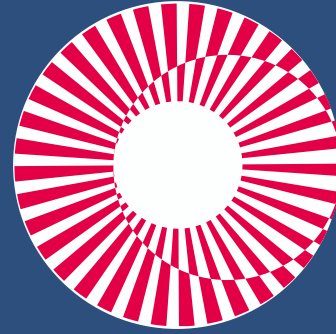
Sign up to **join one of our meetings**, meet the team,
and see how you could help us in organising fun events.
(Can be rewarded with 3 ECTS!)





Important Link





THANK YOU!



insignialeuven



insignialeuven@gmail.com

ANY QUESTIONS?





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ESN

Erasmus Student Network
Leuven

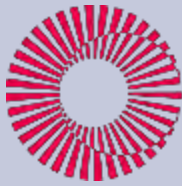




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Arty Party





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APPLIED SCIENCES

Infofair

Day 2
September 15



Registration @ UCLL

- Please complete your online registration! You should have received instructions in Mobility Online (exchange students) or via e-mail: no-reply-admissions (degree seeking students)
- You should get a student number/r-number after that

Today's programme

13:30- 16:00:

- ICT department
- Student Police Leuven
- CM Health Insurance
- City of Leuven (EEA D080 – non-EEA C101)
- VELO student bike rental

15u30-16:30: Help for students with registration problems at IRON DESK

16:30-1730: Dutch Crash Course (C101 & 102)

Evening: clay and chat café or pub crawl!





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ICT

Go to <https://intranet.ucll.be/en/ICT>





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APPLIED SCIENCES

Leuven student police





Leuven student police



Martelarenplein 18, 3000 Leuven



pz.leuven.student@police.belgium.eu



016 210 662/ 0498 74 74 01



[@studentenflik_leuven](https://www.instagram.com/studentenflik_leuven)



Leuven student police



Martelarenplein 18, 3000 Leuven



pz.leuven.student@police.belgium.eu



016 210 662/ 0498 74 74 01



[@studentenflik_leuven](https://www.instagram.com/studentenflik_leuven)

What can you contact us for?

Questions for the police
when you are a student

You want to organize an
event

TD Party
Kotfeest Cantus

Local law

Traffic rules in Leuven

Questions about
student housing
(registration, etc.)

Listening ear and
police advice

You don't know who else
to contact

...

Steward(coach) course
(Belgian students)

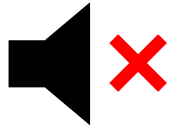
Explanation of Leuven's
charter for baptism and
welcome rituals and
fakbarcode
(Belgian Students)



Local law (G.A.S.)

Local law (G.A.S.)

Most common violations:



Noise at night
E.g.: parties, loud talking
on the street, loud music,
...



To drink alcoholic
beverages (or be in the
possession of opened
containers containing
alcoholic beverages)
between midnight and 8
AM on public domain



Urinating, spitting,
vomiting, defactating on
public domain
(or letterboxes, portals,
shops, houses,
frontyards)



Non-compliance to
orders/ requests from
the police

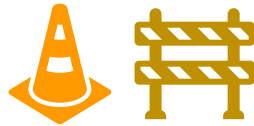
Local law (G.A.S.)

Most common violations:

It is forbidden to



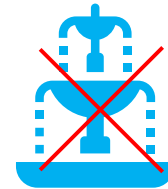
leave or smash glass
(containers) on public
domain



edit or move
(temporary) traffic
signs

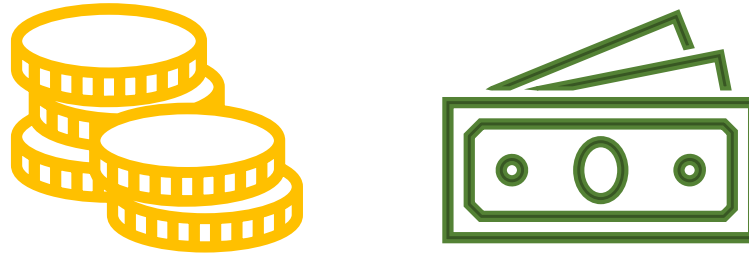


use loudspeakers or
other sound-producing
electronic devices on
public domain



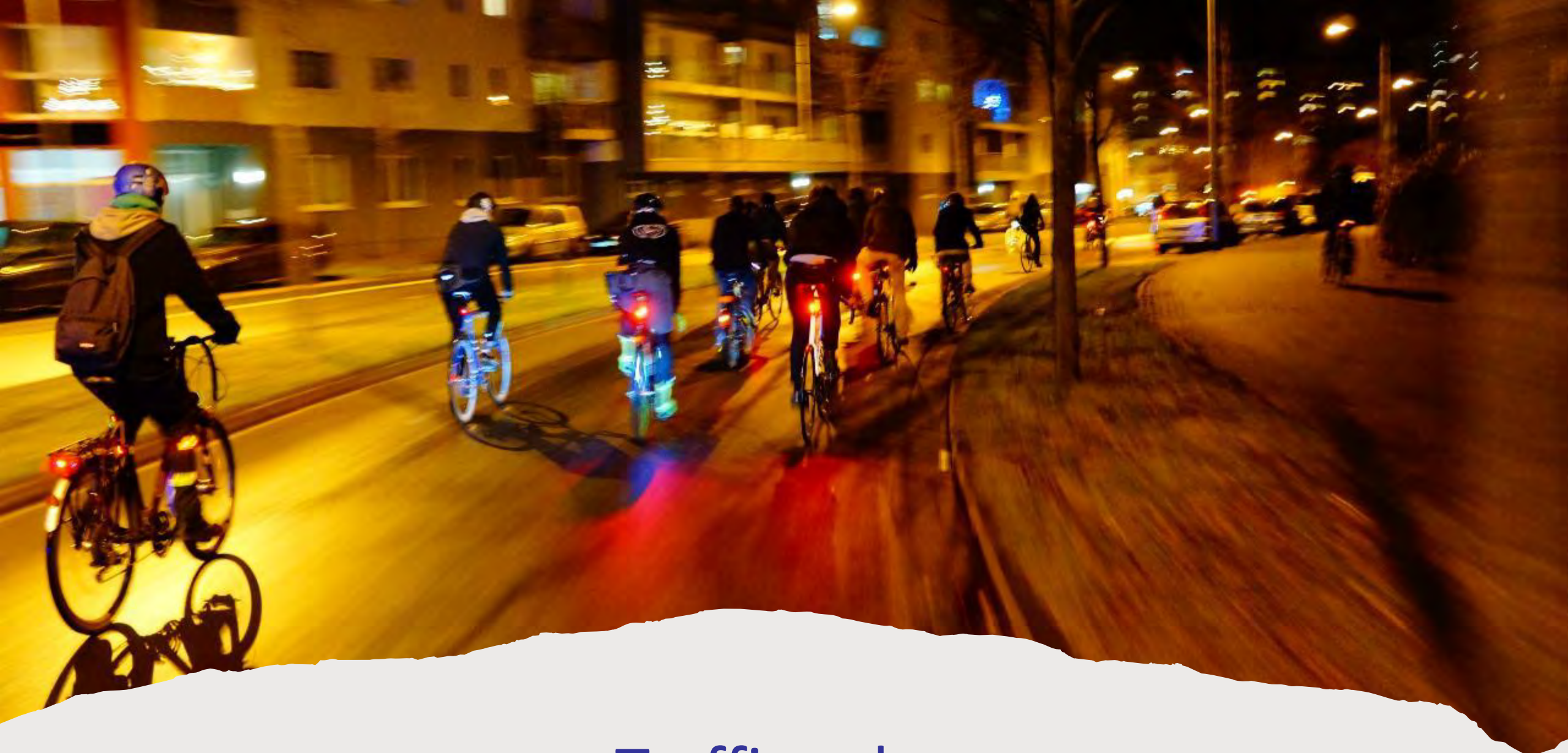
swim in public
fountains, ponds and
other waterways

Local law (G.A.S.)



Fines up to €500 euros

The amount is reviewed on a case-by-case basis and objective criteria by the city department.



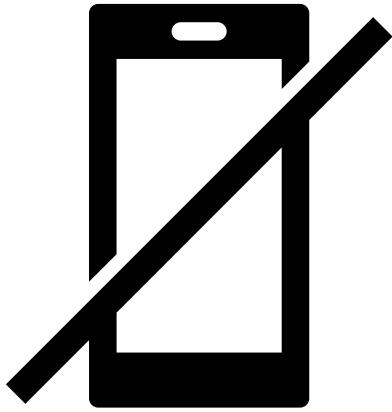
Traffic rules





Traffic rules – most common violations

Fine: €191



To have your mobile phone in hand while biking or driving a car

Not even for directions
Step of or use a phone holder!

Cycling allowed



Cycling not allowed



One-way-streets

Only bike in this direction in a street when the sign is underneath.





Traffic rules – most common violations

Fine: €64



Always forbidden to bike

E.g.: Muntstraat



Sometimes allowed to bike
(between the hours showing)

E.g.: Diestsestraat (18:30-11:00)



Allowed to bike,
but at walking speed and pay
attention to pedestrians

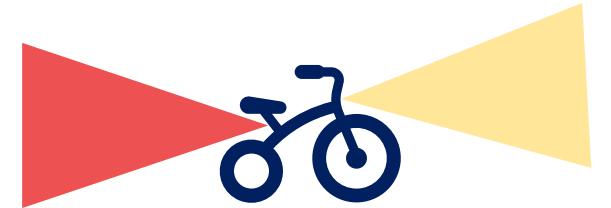
E.g.: Grote Markt

Traffic rules – most common violations

Fine: €64

🔦 Bicycle lights

- 🔦 White or yellow at front
- 🔦 Red in the back
- 🔦 It may blink
- 🔦 It may be worn on the body
- 🔦 Visible at least 200 meter (100m with bad weather)



🚦 Traffic lights

- 🚦 Always wait for green
- 🚦 Even at night or when there is no traffic
- 🚦 Do not turn red on a red light, except when a special traffic sign says otherwise
 - 🚦 Stepping of and going by foot is allowed



Traffic rules – most common violations

🔥 Priority

🔥 **BASE RULE:** Obligated to give priority to the right at intersections

🔥 Applies to cyclists as well!

🔥 Unless indicated otherwise

**GIVING
priority**



**REVEIVING
priority**



🔥 To pedestrians

🔥 At crossings

🔥 Always stop to let them cross the road
Vb: Bondgenotenlaan

🔥 Outside the crossings

🔥 Stop when the pedestrian is already crossing the road

Waste and pest control

- 🔥 Mice, rats, cockroaches, ...
- 🔥 Tidy up en clean regularly
- 🔥 Store food in sealed jars/boxes
- 🔥 Close rubbish bins
- 🔥 Dispose of waste regularly (or get it collected)
- 🔥 Make mutual agreements
- 🔥 Use recycle app





Leuven police (emergency number 24/24 en 7/7)

016 210 610

101

Leuven student police (no emergencies)

016 210 662

0498 74 74 01

Fire department and ambulance (24/24 en 7/7)

112

Poison control center

070 245 245



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Health Insurance CM





Welcome @ CM





CM

Health Insurance in Belgium

Who is CM?

- CM is the largest health insurance company in Belgium with 4,5 million members.
- When living or working in Belgium:
mandatory subscription to a health insurance
- Rate 2026: 9,99 euro per month
Paid per quarter or per calendar year



What can CM do for you?

- CM has more than 20 years of experience in health insurance for international students:
 - Easy and fast registration
 - International website
<https://www.cm.be/en/non-member>
 - Quick response via our student mailbox
internationalstudents@cm.be



What can CM do for you?

- Coverage of medical costs:
 - medical costs at the doctor, dentist, hospital (NOT a stay at the hospital)
 - prescribed medicine from the pharmacy
- Additional benefits and services of CM:
 - coverage for glasses, lenses and contact lenses up to 50 euro annually
 - sport benefit up to 15 euro annually
 - coverage in other European countries
 - additional insurances such as hospitalization insurance
 - reimbursement for psychological care (between 20-35 euro per session) with a maximum of 20 sessions per year



How to get a reimbursement for your medical costs

- The reimbursement happens automatically (only possible when you have your Belgian ID)
- You only pay your part (only possible when you have your Belgian ID)
- Put one of your yellow CM stickers on your receipt and put the receipt in a CM mailbox
- Reimbursement rate between 60%-90%



How to subscribe with EHIC?

- Insured cost-free for urgent medical costs in Belgium
- You do not have to become a member of CM, you are insured with your insurance from your home country
- How to register your EHIC: send a copy of your EHIC to: internationalstudents@cm.be
- Registration form
- EHIC as proof of insurance at the city hall



How to subscribe without EHIC?



- You can subscribe by filling out the subscription form.
- You need to fill out your personal details like name, address, date of birth, ...
- We will send you the subscription documents in English by e-mail.

You send the subscription documents back to us

Alongside with a copy of your Belgian eID (or
Annex 15 / VISA D or Annex 8ter)

We complete your subscription **as a
'resident'** and *activate your health insurance*
from the start of the quarter

Alongside with a copy of your Belgian study
attestation (If you don't have a Belgian eID or a
similar document yet)

We complete your subscription **as a 'student'**

We will *activate your health insurance* from the start
of the quarter after the receipt of the legal student
fee of 78,93 euro

Already a private insurance?

- Coverage in Belgium?
Contact CM to buy Belgian health insurance if you will have your main residence here for at least 3 months.
- Private insurance has been ended?
Contact CM to buy Belgian health insurance.
- Working in Belgium? (not a student job)
Belgian health insurance is mandatory.

Frequently asked questions

- How can I sign my subscription documents properly?
 - ✓ *We need a real signature, or you can sign via an e-signing program.*
- Can I use my bank account from my home country?
 - ✓ *You can pay the membership fee with any bank account that you can make transfers with.*
 - ✓ *We can only endorse money on European IBAN bank accounts.*
- Do I need to subscribe every new school year?
 - ✓ *Your membership continues automatically until you let us know that you leave Belgium permanently.*
- I left Belgium permanently, how can I end my insurance?
 - ✓ *Deregister from your Belgian address at city hall and send us the Model 8 you will receive then.*
 - ✓ *Contributions paid for periods you are not in Belgium will be reimbursed on your registered bank account.*

My CM app (Mijn CM)

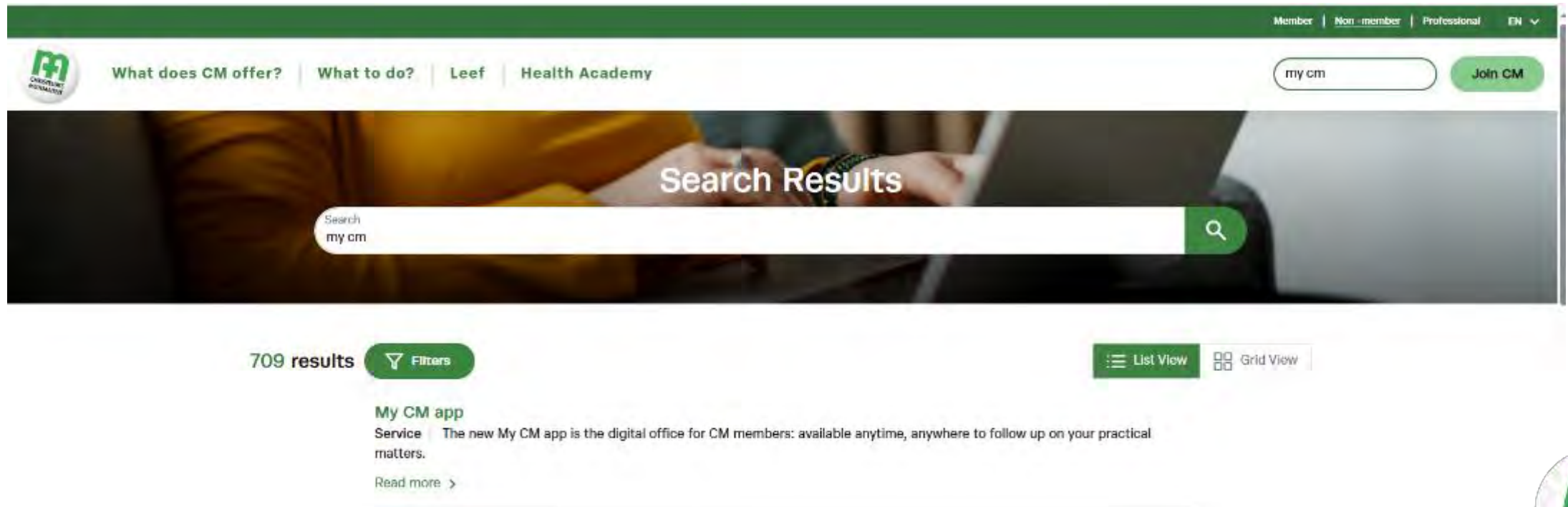
- Digital office for CM members:
 - apply for CM benefits;
 - check your refunds;
 - add/deliver your disability declaration/certificate;
 - follow up on your payment of your sickness benefit;
 - order yellow stickers for yourself or family members;
 - find an answer to your questions or ask a question;
 - Call CM;
 - view your European Health Insurance Card;
 - view your insurance policies;
 - apply for a certificate of increased compensation (if applicable);
 - enter or adjust your bank account number, you can also adjust the associated direct debits;
 - add or change your email address;
 - download a PDF with your refunds.

My CM app (Mijn CM)

- Google Play – App Store (Apple)
- Create an account in the app
- Log in

More information on our website cm.be:

- Change language to English
- Search for 'my cm'





Questions?

Contribution STUDENT

Extra-legal contribution: 78,93 euro per quarter (rate 2026)

- Subscription form (page 1)
- Valid study attestation (Belgian university)

Start insurance: 1st day of quarter (signing date) AFTER paying 1st extra-legal contribution

Must be paid before the end of second quarter

SUBSCRIPTION Signing date	STUDY ATTESTATION Validation period	INSURANCE Starting date
15 th of September 2026	20 th of September 2025 - 19 th September 2026	1 st of July 2026
15 th of September 2026	20 th of September 2026 - 19 th September 2027	1 st of July 2026
20 th of November 2026	20 th of September 2026 - 19 th September 2027	1 st of October 2026
20 th of November 2026	20 th of September 2025 - 19 th September 2026	NOT VALID!!



Contribution RESIDENT

No or low income: no extra-legal contribution

- Subscription forms (page 1 to 5)
- Valid Belgian ID

Start insurance: 1st day of quarter (signing date AND validation date ID)

SUBSCRIPTION Signing date	ID Validation date	INSURANCE Starting date
15 th of September 2026	20 th of September 2026	1 st of July 2026
15 th of September 2026	7 th of October 2026	1 st of October 2026
20 th of November 2026	12 th of August 2026	1 st of October 2026
20 th of November 2026	10 th of October 2025 AND STILL VALID!!	1 st of October 2026
20 th of November 2026	10 th of October 2025 Valid until 31 st of October 2026	NOT VALID!!



STUDENT change to RESIDENT

Retroactively: 1st day of quarter (validation date ID).

MEDICAL COSTS BEFORE VALID ID?

E.g.:

subscription signed in October

ID valid in February

starting date insurance 1st of January

Medical costs in November

Cost lower than 78,93 euro: cheaper to pay the medical costs

Cost higher than 78,93 euro: start insurance as student (finalized before end of following quarter)



VELO





Sociaal en circulair ondernemen

Dries Janssen
directeur VELO vzw

1. VELO in the social economy



- 4 founding members
- 2 social goals
 - Affordable and safe rental bikes for students
 - Providing education, work experience and work for people with a distance to the regular labour market



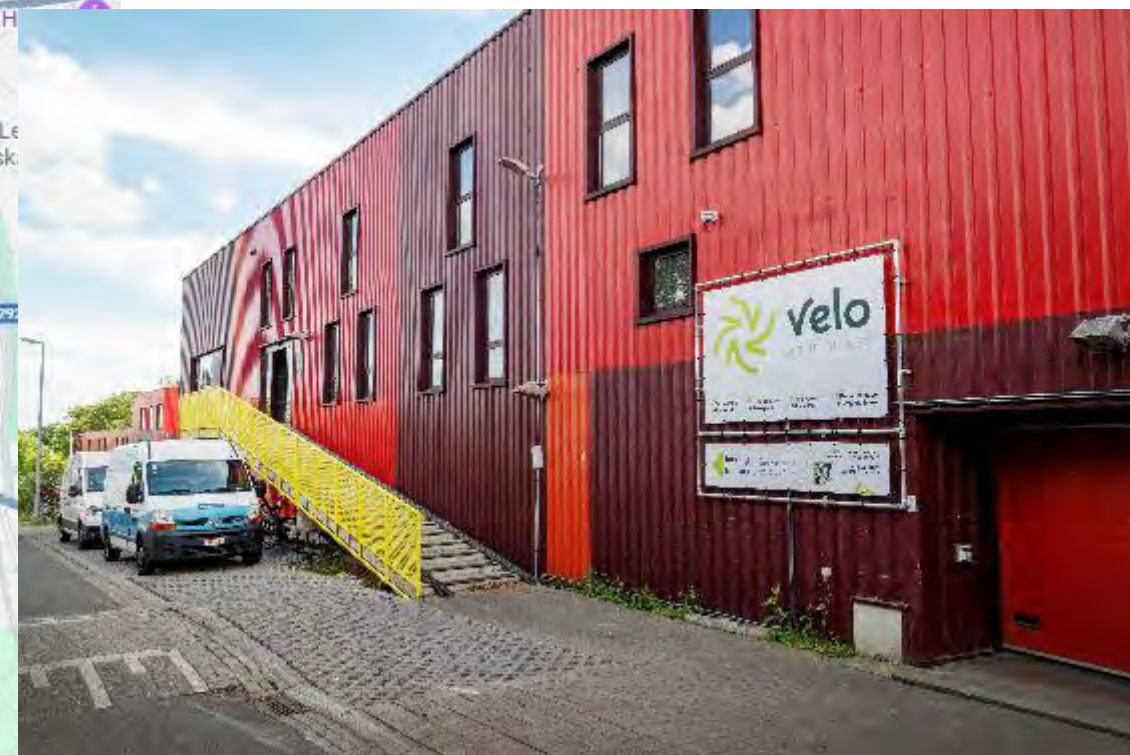
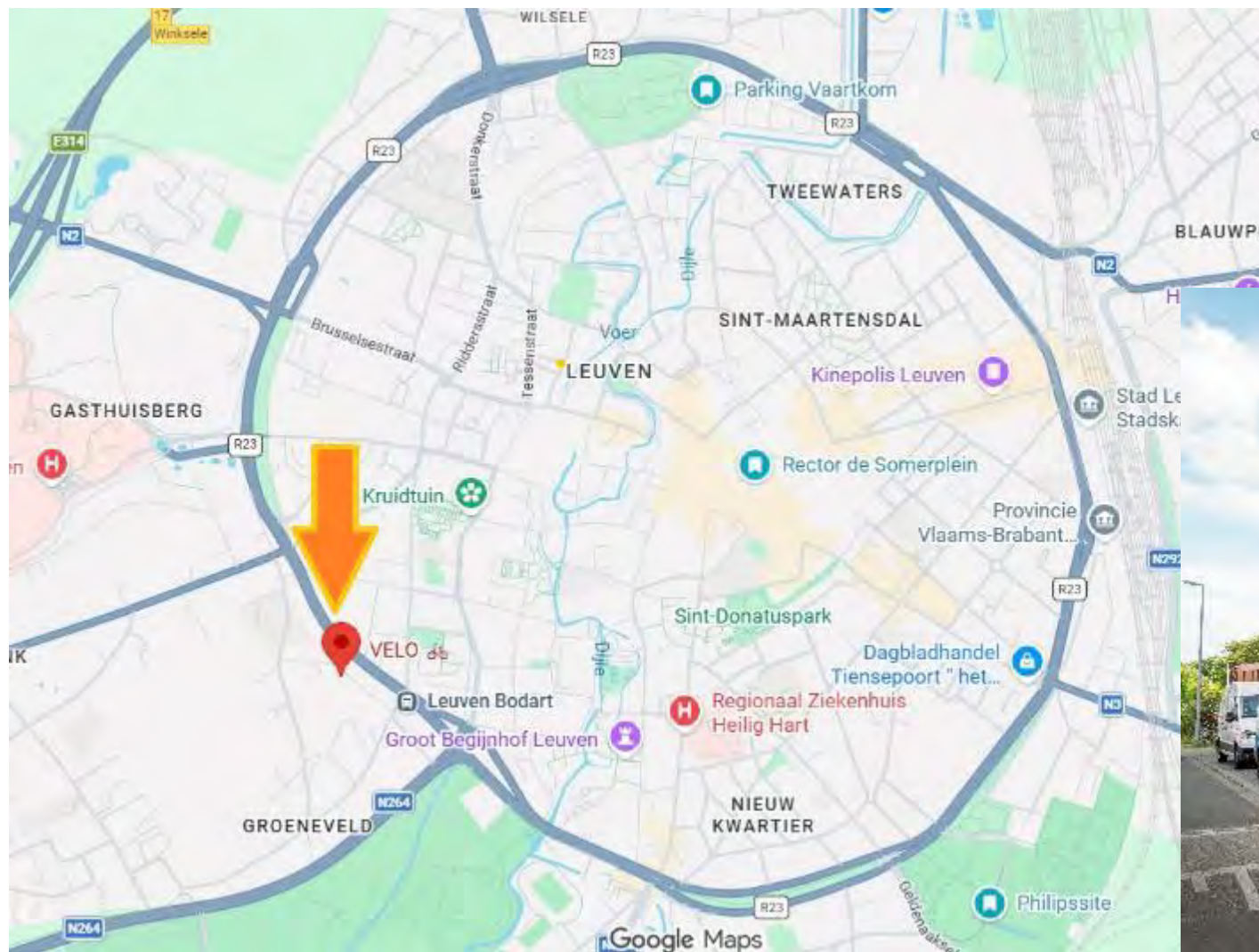
2. Rental bikes for students



Place to be:

HOLLESTRAAT 1

3001 HEVERLEE



2. Rental bikes for students



- **Blue UCLL-bike**
- **Only for UCLL**
- **€65 for 12 months**
- **€170 deposit**

2. Rental bikes for students



- Second hand bike
- Diversity of bikes
- €35 for 12 months
- €100 deposit

2. Rental bikes for students



- **Circular e-bike**
→ Limited amount of bikes
- **€50 for 1 month**
- **€170 deposit**

3. Why renting at VELO?



- Costs for repair included
- Good lock included
- Most affordable offer for students in Leuven
- Providing education, work experience and work for people with a distance to the labour market
- Most circular offer





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City of Leuven

Registration EEA students



City hall registrations

EEA students



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Preliminary remarks

- Stay in Belgium > three months
 - ◆ Registration with municipal authorities **mandatory**



City hall registrations

Options

- Full registration
- Registration as a border student
- Registration as a mobility student



City hall registration

Full registration

- Appointment at city hall (stadskantoor)
- Documents
 - ◆ Passport or ID card
 - ◆ Passport-size photograph
 - ◆ Rental contract
 - ◆ Registration certificate from UCLL
 - ◆ Proof of health insurance, covering all risks in Belgium
(e.g. EHIC, affiliation with Belgian health insurance fund, private insurance + policy,...)
 - ◆ Declaration on honour that you have enough financial means to finance your stay in Belgium (at the counter)
 - In **hard copy (printed)** or [digitally](#) (in advance)

City hall registration

Full registration

- Receive annex 19 and annex 8ter
- Address verification by the local police officer
 - ◆ Surprise visit, they stop by unannounced
 - ◆ Name tag on doorbell and letter box
 - ◆ +/- 1 month
- Invitation via email for your residence card
 - ◆ On appointment
 - ◆ Instructions will be in the invitation



City hall registration

Full registration

- Official resident of Belgium and Leuven
- Report
 - ◆ Change of address within Belgium
 - ◆ Temporary absence from Belgium of more than three months
 - ◆ Permanent departure from Belgium

City hall registration

Border student

- EEA nationals who reside in
 - ◆ Germany
 - ◆ France
 - ◆ Luxembourg
 - ◆ The Netherlands
 - Travels to home country on a regular basis
- Appointment at city hall
 - ◆ Passport or ID
 - ◆ Passport-size photograph
 - ◆ Registration certificate from UCLL
 - ◆ Rental contract
 - ◆ Proof of address in neighbouring country (if not clearly mentioned on ID or passport)
 - In **hard copy (printed)** or [digitally](#) (in advance)



City hall registration

Border student

- Annex 33, valid for one academic year
 - ◆ Renewal every year
- No official registration as a resident
 - ◆ No deregistration after studies



De huidige bijlage vormt de bijlage 33 van het koninklijk besluit van 8 oktober 1981 betreffende de toegang tot het grondgebied, het verblijf, de vestiging en de verwijdering van vreemdelingen.

BIJLAGE 33

KONINKRIJK BELGIË
Provincie :
Gemeente :
Rat :

ATTEST

Afgegeven met toepassing van artikel 104/2 of 104/3 van het koninklijk besluit van 8 oktober 1981 betreffende de toegang tot het grondgebied, het verblijf, de vestiging en de verwijdering van vreemdelingen.

Naam: _____ Voorn(a)am(en): _____
Nationaliteit: _____
Geboren te: _____ op: _____
Student aan: ⁽¹⁾ _____
Hoofdverblijfplaats: ⁽²⁾ _____
Verblijfsadres in België: _____

- ☐ wordt toegelaten om als grensstudent maatschaps naar België te reizen voor in totaal meer dan 90 dagen (artikel 104/2) tot: _____
- ☐ wordt gemachtigd in het Rijk te verblijven als student in het kader van een mobiliteitsprogramma (artikel 104/3) tot: _____

Arbeidsmarkt : NIET TOEGELATEN

DIT DOCUMENT IS GEENSZINS EEN IDENTITEITSBEWIJS, NOCH EEN NATIONALITEITSBEWIJS.

Dit document is slechts geldig indien het vergezeld gaat van het identiteitsdocument waarvan de betrokkene houder is.⁽³⁾

Gedaan te _____, op _____
Handtekening van de betrokkene _____ Handtekening van de Burgemeester of zijn gemachtigde _____

Foto + Stempel _____

⁽¹⁾ Naamgeving en adres van de onderwijsinstelling

⁽²⁾ Adres in het zenderland, indien artikel 104/2 van voornoemd koninklijk besluit van toepassing is, of adres in de eerste

City hall registration

Mobility student

- **Exchange** between home university and UCLL for **less than six months** (e.g. Erasmus+)
- Appointment at city hall (stadskantoor)
- Documents
 - ◆ Passport or ID card
 - ◆ Passport-size photograph
 - ◆ Rental contract
 - ◆ Certificate of stay
 - In **hard copy (printed)** or **digitally (in advance)**

City hall registration

Mobility student

- Annex 19 and annex 3 septies, valid for the mobility period
- Not an official resident of Leuven
 - ◆ No deregistration required after leaving

2024-2025



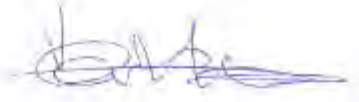
Certificate of stay

Student name: Milner Isabelle 1875107			
Home institution: Southern Alberta Institute of Technology		Host institution: UC Leuven (UCLL)	
Erasmus code (if applicable):		Erasmus code (if applicable):	B LEUVEN18
Address	Canada	Address	Geldenaaksebaan 335 3001 Heverlee Belgium

Planned mobility at the host

Physical mobility: from 03/02/2025 until 26/06/2025
Virtual mobility: from until

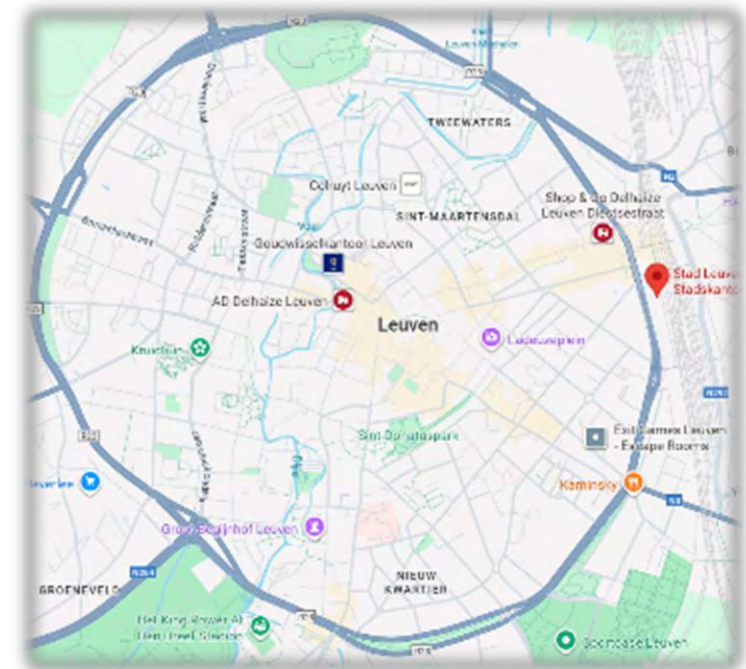
Confirmation of arrival

Start date of study/traineeship at the host :	Physical: 04/02/2025 Virtual:
Official stamp of host institution:	Name: Klaas Vansteenhuyse Position: Head of Education & Students Signature: 



Still confused?

- [Step by step guide](#) on our website
- Professor Roger Van Overstraetenplein 1, 3000 Leuven
- Information: +32 16 27 21 94 or nietbelgen@leuven.be
- Appointment: +32 16 27 27 27 ('Student first registration')





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City of Leuven

Registration NON EEA students



City hall registration

NEEA students



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Standard situation

- You entered Belgium with a valid student visa
- You live in Leuven



Standard situation

Step 1

Enrol at UCLL through the admissions office



Standard situation

Step 2

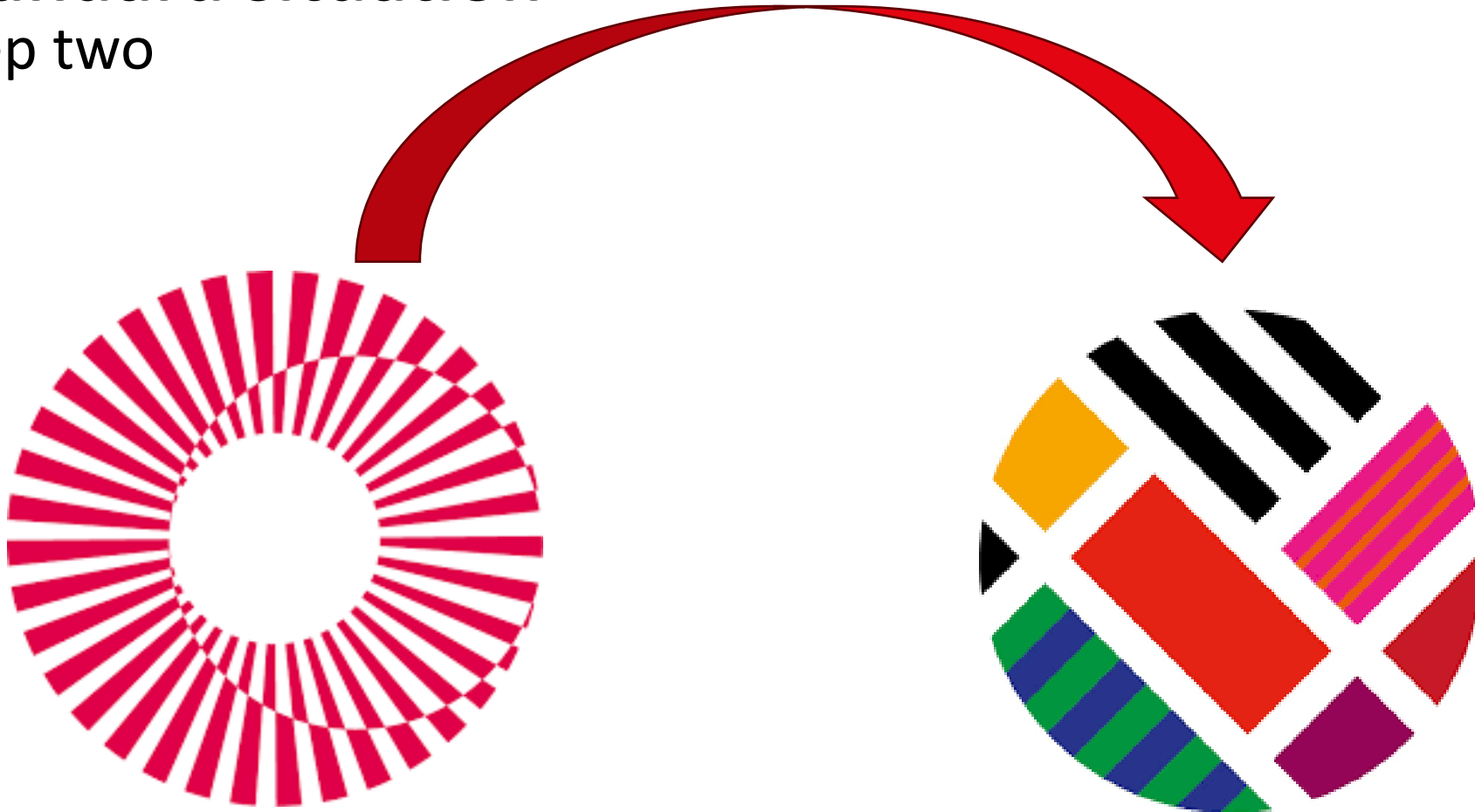
- Complete the city hall registration form on the UCLL portal
- [Student with student visa who is studying at KU Leuven, UCLL or Luca: how to register? | Stad Leuven](#)

Registreren (* verplichte velden)

Aanhef	Mevr.	E-mail adres *	mail@zoso.nl
Voornaam *	Femke	Wachtwoord *	*****
Tussenvoegsel	van		
Achternaam *			
Vul uw achternaam in.			
Postcode			
☒ Ik ga akkoord met de algemene voorwaarden en het gebruik van cookies ten behoeve van deze website			Registreren
Heb je al een account? Ga dan naar de inlog pagina »			
Ik ben mijn wachtwoord vergeten »			

Standard situation

Step two



Standard situation

Step two



nietbelgen@leuven.be



firstname.lastname@student.ucll.be

Standard situation

Step three

- Collection of temporary residence document ('bijlage 15')
 - ◆ During [opening hours](#), without appointment
 - ◆ [Professor Roger Van Overstraetenplein 1, 3000 Leuven](#)
 - ◆ Bring along:
 - ▶ Passport
 - ▶ Passport-size photograph



Standard situation

Step four



- Local police officer will conduct an address verification
 - ◆ Random visit, no appointments
 - ◆ Name on doorbell & letter box
 - ◆ +/- 1 month
 - ◆ pz.leuven.student@police.belgium.eu

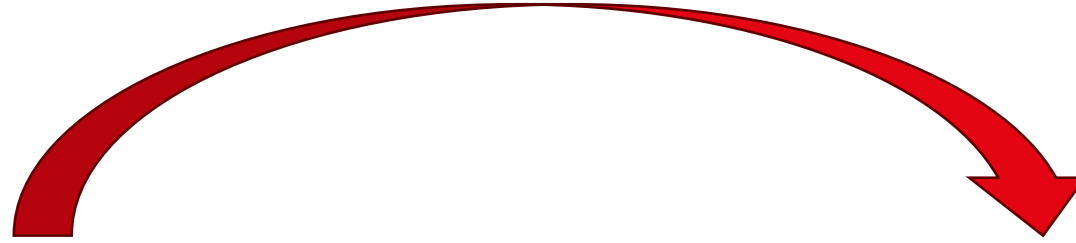
Standard situation

Step four



Lokale Politie

Leuven



Standard situation

Step 5



- City of Leuven invites you for your residence permit
- Validity depends on your situation ? usually until 31/10/27
- On appointment

Special case

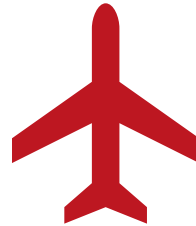
-
- The image shows a German Schengen visa for a person named 'D' with passport number '123456789'. The visa is for Germany (D) and is valid for 90 days. It is issued by the German Consulate in London. The visa is marked with a red '14' in a red box, indicating it is a 'Schengen Visa'.

Other situations

No student visa?



Visa free for short stay in the Schengen area?



Residence card from another Schengen country?

Register first as a tourist in short stay
Apply for a student visa during the
validity of your short stay

Other situations

Not residing in Leuven?

- Contact the town hall of the place where you reside
 - ◆ Step 3-5 will be similar
 - ◆ In Brussels? → Contact the correct municipality (19! options)

Still confused?

[Step by step guide](#) on our
website [leuven.be](#)



leuven



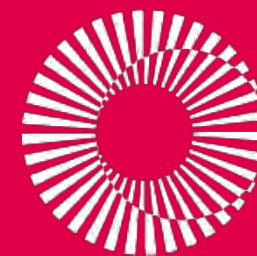
Dienst niet-Belgen

+32 16 27 21 94

nietbelgen@leuven.be



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**Enjoy your
stay in
Belgium!**

#MOVINGMINDS