



An exchange at UCL: Practical information

FIRST STEPS

1. You have been selected for an exchange by your home university, which then notifies UCL of your nomination for a particular programme or field of study.
2. The person responsible for exchanges in your host faculty at UCL contacts you and sends you an application form and instructions on how to enrol here as an exchange student (list of contacts: www.uclouvain.be/en-362116).
3. You follow the specified procedure and submit the documents requested (application form, Learning Agreement, academic transcripts, copy of passport, etc.).
4. You can also request university accommodation at the same time (see below).

 www.uclouvain.be/en-359527

HOW DO I APPLY FOR A STUDENT VISA?

You do not need a visa if you are a citizen of one of the 28 European Union countries or of Iceland, Liechtenstein, Monaco, Norway or Switzerland. If you do require a visa, you can use the letter "Autorisation d'inscription" sent to you by the UCL Office of the Registrar to apply for one at the Belgian Embassy or Consulate. In either case, you must register at the local council offices (*Administration communale*) where you live in Belgium within eight days of your arrival.

 www.uclouvain.be/en-visa

WHAT IS THE ACADEMIC CALENDAR?

Classes are spread over two terms. The first term runs from mid-September until mid-December, and is followed by an examination session during the first three weeks of January. The second term extends from early February until mid-May, with a fortnight's break for the Easter holidays, and is followed by an examination session in June. A third session is held between mid-August and early September so that students can resit exams in which they did not receive the required grades.

 www.uclouvain.be/en-5075



More information:
[www.uclouvain.be/
exchange-student](http://www.uclouvain.be/exchange-student)

WHAT WILL HAPPEN WHEN I FIRST ARRIVE AT UCL?

You will be welcomed by the persons responsible for exchanges in your host faculty, who will endeavour to ensure you get the most out of your time with us. To help you find your feet, special sessions for exchange students are also held in each faculty. Other organizations that can provide support and assistance include the International Student Council (*Coordination générale des étudiants internationaux*, CGEI) and the International Erasmus Student Network (IESN).

 www.uclouvain.be/en-359566


HOW CAN I FIND ACCOMMODATION?

UCL offers a large selection of furnished accommodation reserved for its students. Many students live in shared flats (known as “kots en communautaire”) with their own room and a communal kitchen, living room and bathroom, but individual flats and studios are also available. UCL has also created the unique concept of theme-based shared flat (*kots à projet*), which involves students living in shared accommodation and working together on a social, cultural or sport-related project. If you would like to live in UCL accommodation, you can submit a request by completing the online form (see link below). A list of private accommodation is also available on the various university campuses.

 www.uclouvain.be/en-logement

WHAT BUDGET DO I NEED?

The cost of living in Belgium is around the European average. You should therefore plan on a monthly budget of about €800. This estimate includes accommodation (the average price of a UCL room is approximately €300), food, transport, healthcare, leisure, etc.

 www.uclouvain.be/en-353491

IS IT POSSIBLE TO STUDY FRENCH AT UCL?

As an exchange student Erasmus +, if you would like to improve your knowledge of French before your exchange visit, you can follow a free interactive French course offered by the OLS system (Online Linguistic Support). Moreover, intensive preparatory courses are organized for international students before each term. During your stay, you can also take courses at UCL's Language Institute (ILV), or improve your French by joining one of the student organizations that offer language-learning activities such as conversation groups, exchange of knowledge, text revision, etc.

 www.uclouvain.be/en-359568

DO I NEED HEALTH INSURANCE?

All students in Belgium must have health insurance. If you are a citizen of the European Union (or of Iceland, Liechtenstein, Monaco, Norway or Switzerland), you have to apply for your European Health Insurance Card. This card is free and gives you the same access to public healthcare as enjoyed by nationals of the country you are visiting. If you are not a citizen of the European Union, you must take out health insurance in your own country and provide proof when you enrol at UCL.

 www.uclouvain.be/en-362113

WHAT ABOUT OTHER INSURANCE?

In principle, your home university should continue to insure you against accidents and against the consequences of third-party liability while you are pursuing your academic activities. We therefore suggest that you contact your university to find out the limitations of its insurance policies. In cases where your home institution has not taken out any insurance: as a student enrolled at UCL, you will benefit from accident cover while you are pursuing your academic activities (including while travelling between your accommodation and the University, during study trips and internships, etc.) and third-party liability cover while you are pursuing your academic activities. We would like to draw your attention to the fact that there is no coverage providing emergency assistance relating to any accidents that happen in Belgium (repatriation to your home country in the event of an accident). This kind of insurance must be taken out privately.

 www.uclouvain.be/en-684702

HOW CAN I KEEP FIT?

The University has excellent sports facilities, particularly at Louvain-la-Neuve, which boasts the largest sports centre in French-speaking Belgium (including 25 sports halls, 2 swimming pools and 3 hectares of outdoor facilities). What's more, with a sports membership (€30 for exchange students), you will have unrestricted access to nearly 80 sporting activities organized each week and will be insured against any accidents that may occur while you are playing a sport.

 www.uclouvain.be/sport

DOES THE UNIVERSITY ORGANIZE CULTURAL ACTIVITIES?

Theatre, cinema, concerts, shows, exhibitions – cultural activities abound at UCL. This is hardly surprising, as the University invests heavily in culture, offering a full cultural programme each year. A “culture card” is also available at a cost of €12, with a whole range of student benefits. Last but not least, the University subsidizes students' cultural projects.

 www.uclouvain.be/culture

WHAT IF I NEED HELP?

If you have any problems, contact the University's Student Support Office (Service d'aide). Whatever difficulty you may be experiencing – adapting to university life, personal or relationship problems, financial difficulties, health issues or a physical disability requiring specific assistance – a team of around fifty professionals comprising of for example, social workers, psychologists and physicians is on hand to help you.

 www.uclouvain.be/aide