

Dear future student,

Our team of the International Training Centre (ITC) is looking forward to welcome you at our Faculty next September. We will do our utmost to guide you through this life-changing experience to ensure you an unforgettable study period.

Below you will find the **first set of pre-arrival info containing instructions on how to prepare for your travel to and stay in Belgium**. A second set of pre-arrival info with further relevant information will be sent to you during the second half of May/June.

1. My application 2022

Up to now, the application and selection procedure was managed through the online OASIS platform, which will continue to be used for all curriculum administration during your master programme. However, to confirm your participation to your master programme at the Faculty of Bioscience Engineering of Ghent University, and to manage all practical administration concerning your travel and arrival, you should generate a 'My application 2022' account on our EConsort platform. All relevant info concerning your travel to and stay in Belgium will be shared between you and the ITC via this platform.

In order to log in, use the following links:

- First registration to create your 'My application 2022' account on EConsort:
<https://econsort.ugent.be/regis.asp?frm=2258>
- After having done the first registration, you can consult and complete your 'My application 2022' account via:
<https://econsort.ugent.be/applicationform.asp?frm=45195>

In case of log in problems, or if you want your password to be reset, please contact applications.itc@ugent.be.

IMPORTANT NOTE

Do not submit the 'My application 2022' form (even if a submit button appears) as you will not be able to make any more changes later on.

2. Confirmation of participation

Confirm your final participation in [My application 2022](#) under the tab 'Personal identification' **only if you are sure you will start your master programme in September 2022**. Please wait with your final confirmation if you are still in doubt.

3. International passport

Make sure you have a valid international passport before traveling to Belgium (note that it must be valid until at least 6 months after your return, i.e. at least until March 2025). If you do not have an international passport yet, please start the application procedure as soon as possible.

If you are a national of a [Schengen country](#) and you do not plan to move outside the Schengen zone during your master programme, you are not obliged to possess an international passport.

4. Visa

If you need a visa to enter Belgium, please start your visa application as soon as possible.

If you are a VLIR-UOS scholarship holder, the visa application will be initialized by VLIR-UOS, allowing you to use a shortened procedure. Please await instructions from VLIR-UOS.

All other students (Erasmus Mundus scholarship holders, EIT AVSA scholarship holders, UGent Top-Up scholarship holders, self-funding students and other scholarship holders) are responsible to apply for their own **long stay student visa type D**. More information about your visa application can be found [here](#) and at the [Belgian Embassy or Consulate](#) in your country. Students following master programmes including student mobility to other Schengen countries, such as Erasmus Mundus programmes, will require a **long stay student visa type D code B35**, based on which you will receive a 2 year residence permit after your arrival in Ghent.

An administrative fee is asked by the Embassy for the processing of your visa application. VLIR-UOS scholarship holders, Erasmus Mundus and EIT AVSA scholarship holders and UGent Top-Up scholarship holders are exempted from paying this administrative fee. Therefore, a visa administrative fee exemption document should be submitted to the Embassy during your visa application. This document can be found in [My application 2022](#) under the tab 'Useful documents'.

After you have created your My application 2022 account, it can take several days before this document is uploaded.

When applying for a visa, you will be asked to prove your solvency (i.e. creditworthiness).

This [solvency](#) can be proved in different ways:

- A scholarship award letter (document certifying that the student has been granted a scholarship)
- An affidavit of support (or a financial guarantee)
- A [solvency letter](#): Ghent University can provide a letter to prove sufficient means of subsistence. In that case the financial means have to be transferred to the account of Ghent University, where they will be blocked on a personal account. The financial means will then be reimbursed to you on a monthly basis. For more information, contact solvencybama@ugent.be

5. Accommodation

You can either rent a student room in Ghent on the [private housing market](#), or apply for a room at one of the [Ghent University Halls of Residence](#). The rooms will be allocated on a first come first served base.

VLIR-UOS scholarship holders can apply for a student room in the Ghent University Halls of Residence for the complete first year.

All other students (including Erasmus Mundus students) can only apply for a student room in the Ghent University Halls of Residence for the first semester (September 2022 – January 2023). Those students will need to find a student room on the private housing market for the second semester.

You can apply for a room at the Ghent University Halls of Residence from **May 1st 2022 onwards**.

- If you follow an Erasmus Mundus programme (IMSOGLO, SINReM, IMRD, AquaH) use [this link](#) to apply for a room.
- If you follow another master programme use [this link](#) to apply for a room.

IMPORTANT NOTE

As the demand for student rooms at the Ghent University Halls of Residence is much higher than the offer, we urge you to apply for a room on May 1st. Student rooms will only be confirmed by the Ghent University Housing Department from June onwards.

University rooms will be available as of September 1st 2022. On the online application platform for a room at the Ghent University Halls of Residence, the standard renting period starts on 21st September. Please indicate in the 'additional information' field that you wish to rent your room from September 1st onwards. No access to the university rooms will be given before September 1st, in case you arrive earlier in Ghent.

Please carefully read the terms and conditions applicable to your room application [here](#).

When applying for a room, you will have to mention an existing bank account number from a bank in your home country for deposit refund. Note that the account number of a relative is also valid, in case you don't have a personal bank account. No money will be debited from this bank account.

In case of further questions concerning student accommodation, please contact huisvesting@ugent.be.

More information about the private housing market can be found [here](#).

IMPORTANT NOTE

When you are looking for student accommodation on the private student housing market, beware of fraudulent advertisements on the internet. Fake landlords are renting out non-existent accommodation. Useful tips can be found [here](#).

6. Bank account

To pay invoices and other costs (student room rent, shopping, etc.) and to receive your scholarship, you must have a personal bank account at a Belgian (or European) bank.

You can either choose your own (online) bank or apply for a bank account at [KBC bank](#).

If you choose for an account at KBC bank, we can open an account for you prior to your arrival in Ghent. Please indicate your preference and upload the following documents in [My application 2022](#) under the tab 'Bank account'.

- UGent Admission Letter
- Proof of scholarship or solvency
- Copy of your passport

As your account at KBC bank will only be active after your arrival in Ghent, you cannot use this bank account for deposit refund (see section 5. Accommodation) during your application for a student room. After your arrival in Ghent, you will be able to pay your student room rent and deposit from this newly opened European bank account.

7. Insurance

All persons living in Belgium, both European and non-European, are legally obliged to have a health insurance (sickness and disability). Failure to do so, will be the student's sole responsibility.

In addition, we advise you to make sure you are adequately insured against accidents, injury (i.e. civil liability insurance), repatriation, luggage theft, etc.

Health Insurance

To meet the mandatory health insurance requirements and receive health coverage in Belgium, you need to sign up for one of the various Belgian public health insurance schemes immediately after your arrival in Belgium, and you are free to choose which.

[HZIV](#) insurance is the most affordable option (free of charge if you have received your Belgian residence permit). Upon arrival in Ghent, you will receive instructions by the ITC on how to register for the HZIV health insurance.

Students are free to subscribe to another private health insurance fund of their choice. Examples (yearly premium of around € 150) are [Helan](#), [CM](#), etc. The ITC will not provide administrative support if you choose this option. These insurers have offices all around Ghent, where assistance can be offered.

IMPORTANT NOTE

If you are a national of one of the 27 EU countries, Iceland, Liechtenstein, Norway or Switzerland, you should apply for a [European Health Insurance Card \(EHIC\)](#) at your current health insurer prior to your travel to Belgium. During your master programme at Ghent University, you should keep your registration with your current insurer to avoid having to

register to a Belgian health insurance. It is recommended to notify your health insurance institution in your country of origin of your intention to go to and study in Belgium.

If you are a national of Albania, Algeria, Bosnia-Herzegovina, Morocco, Montenegro, Québec, Serbia, Tunisia or Turkey, you should keep your registration with your current insurer to avoid having to register to a Belgian health insurance, since Belgium has concluded a Bilateral Agreement on social security with your country.

As a student subject to the social security legislation of one of these countries, you have to ask your health insurance institution for the appropriate document in order to be entitled to reimbursement of the urgent medical care provided in Belgium.

You are entitled to health services provided according to the Belgian health insurance legislation, at the expense of the health insurance of your country of origin.

Other Insurance

Additionally, UGent has concluded a contract with the insurance company Expat&Co, which offers an all-in travel insurance package covering accidents, civil liability in private life, luggage theft and travel insurance during academic and leisure activities and travels worldwide.

All students enrolled in an Erasmus Mundus programme (IMSOGLO, SINReM, IMRD, AquaH), as well as VLIR-UOS scholarship and Top-Up grant holders are automatically covered by the Expat&Co insurance. The cost is included in the scholarship or programme tuition fee. This insurance takes effect as of September 1st 2022. Note that flight cancellations are not insured, so it is strongly advised to take an additional cancellation insurance when booking your flight.

All other students can opt in to the Expat&Co insurance for around € 3/day. The registration and administration will be handled by the ITC. Students who choose not to opt in for Expat&Co, are strongly advised to take another travel, accident and civil liability insurance.

Please carefully answer all questions in [My application 2022](#) under the tab 'Health insurance', indicate which insurance scheme you would like to register to and upload your insurance certificates when received.

IMPORTANT NOTE

Note that the ITC cannot be held liable in case you refuse to conclude or extend your health insurance, or if you refrain from paying the subscription fee. In case of illness or accident without being insured, you will be responsible for all costs/administration incurred.

8. Travel to Belgium and arrival date

Students enrolling for the preparatory programme BePrep (see below) are advised to arrive in Ghent preferably on September 1st or 2nd 2022.

If you are a VLIR-UOS scholarship holder, please indicate your travel preferences in [My application 2022](#) under the tab 'Travel info'. Your flight ticket will be booked by VLIR-UOS.

All other students need to book their ticket themselves. As soon as you have booked your flight, enter your travel data in [My application 2022](#) under the tab 'Travel info' and upload your E-ticket as soon as it is available. In case you do not travel by airplane to Belgium, just indicate your expected arrival date. We strongly advise students to take a travel and cancellation insurance.

Further info on how to reach your student accommodation and the Faculty of Bioscience Engineering after your arrival at the airport will be communicated in the second set of pre-arrival info during the second half of May/June.

9. BePrep and introduction activities

BePrep is a 3-week preparatory programme for all international students at the Faculty of Bioscience Engineering, aiming at refreshing their general knowledge on chemistry, statistics and/or economics. Besides refresher courses, the programme also includes an introduction to the Faculty, a workshop on ICT, laboratory skills and safety, and social/cultural activities.

BePrep 2022 will be organised in a blended manner (partly on campus, partly online). Online material for self-study will be available at the end of August, live sessions will start on September 6th 2022.

Note that adequate knowledge of the abovementioned subjects is an absolute requirement for successfully attending a master programme at the Faculty of Bioscience Engineering. Participation is thus highly recommended for self-funding students and **mandatory for scholarship holders**. It is also an ideal opportunity to meet fellow (international) students and to get acquainted with the Faculty.

Further info on the BePrep programme including instructions on how to register for BePrep will be communicated in the second set of pre-arrival information (second half of May/June).

10. Finalizing your enrolment at Ghent University

Admitted students who have received a Letter of Admission from the registrar office will need to finalize their enrolment **online**. This can be done from **August** onwards via your Oasis account. Enrolled students will receive a UGent login for access to all UGent platforms and e-mail, which you will need for further administration. More information about enrolment can be found [here](#).

Further info on finalizing your online enrolment at Ghent University will be communicated in the second set of pre-arrival information (second half of May/June).

IMPORTANT NOTE

Although digital scanned copies are accepted for online enrolment, you may be requested by the registrar office to present your original [legalised](#) diploma and transcript of records after your arrival in Ghent. Make sure to bring your original paper documents to Belgium. The registrar office can block your enrolment at Ghent University if you cannot present your original legalized diploma and transcript of records when asked.

11. Payment of tuition fee

If you are a VLIR-UOS scholarship holder or an Erasmus Mundus scholarship holder, tuition fee is included in the scholarship and tuition fee should not be paid by you.

If you are an EIT AVSA scholarship holder, a UGent Top-Up grant holder, MasterMind scholarship holder, a self-funding student or other scholarship holder (LPDP, Conacyt, etc.), you will receive an invoice to pay your tuition fee for your first master year during July/August.

Further info on paying your tuition fee will be communicated in the second set of pre-arrival info (second half of May/June).

12. COVID 19

This pre-arrival information is written in the context of the local and current COVID-19 measures. The COVID-19 situation in Belgium is currently very good with few measures and restrictions in place. There are currently no measures or restrictions affecting university life. When the [measures in place](#) are subject to change, related to evolutions in the pandemic and the associated policies of the Belgian Government and Ghent University, the ITC will communicate this in time and as soon as possible.

13. Summary of important dates

What ?	When ?
Generate a My application 2022 account	As from now
Passport and visa application	As from now
Housing application	As from May 1 st
Second pre-arrival instructions	Second half of May-June
Online enrolment at UGent	Online as of August 1 st
Arrival in Ghent	On September 1 st and 2 nd

14. Useful links

International Training Centre

www.ugent.be/bw/en/education/itc

facebook.com/itcugent (follow us on Facebook!)

Faculty of Bioscience Engineering

www.ugent.be/bw/en

Ghent University

[Ghent University Digital Welcome guide](#)

www.ugent.be/en

City of Ghent

stad.gent/en/international-students

Study in Flanders

www.studyinlanders.be/

VLIR-UOS

www.vliruos.be/en

If you need more information or if anything remains unclear after having gone through this document, please do not hesitate to contact us via applications.itc@ugent.be! Note that further relevant information will be provided at a later stage.

Looking forward to meeting you!

Kind regards,
the International Training Centre
Aäron, Hilde, Iarre, Jean, Leen, Michel, Sylvie, Veerle and Wim

