

VADEMECUM EMSHIP+ (YEAR 1): UNIVERSITE DE LIEGE

This *vademecum* will be your guide through the steps before your departure for Belgium and upon arrival at University of Liège. Information for the 2nd year will be given in due time, according to your destination.



EMSHIP+ MASTER COURSE

The EMSHIP+ Master course in ***Mechanical Engineering, specialized in Advanced Ship Design*** is organized jointly by a consortium of universities: University of Liège (ULiège, Belgium), acting as coordinator, Ecole Centrale de Nantes (ECN, France), University of Rostock (URO, Germany) and West Pomeranian University of Technology (ZUT, Poland). Several associated partners, European and non-European institutions, are also included in this consortium with the role of academic or technical advisors.

EMSHIP+ benefits from the experience acquired during 8 cohorts of Erasmus Mundus Joint Master Degree program “EMSHIP” funded by the European Union. Erasmus Mundus programs are recognized as education programs of outstanding academic quality. The program EMSHIP+ is currently awaiting for the decision of the European Union to select it for Erasmus Mundus funding, with scholarships for students. All mentions to Erasmus Mundus program in this document are therefore submitted to this decision.

The coordinator of the program is Prof. Philippe RIGO (Prof. André HAGE as substitute).

The coordinators of the partner Institutions are:
ECN: Prof. Lionel GENTAZ

URO: Prof. Patrick KAEDING

ZUT: Prof. Maciej TACZALA (Prof. Zbigniew SEKULSKI as substitute)

You will be part of an excellent international program, during which you will be registered as regular student at ULiège during the whole program and in one of the mentioned partner universities during the 2nd year.

PART 1: GENERAL INFORMATION

First document to read along with this vademecum: the “Welcome Guide”

You will find all important information on life and studies at the University of Liège in the Welcome Guide for exchange students: <https://www.enseignement.uliege.be/books/ErasmusGuideEn/>

Living costs in Liège

Check this link to have an idea of your expected monthly living expenses while you will be studying in Liège: www.enseignement.uliege.be/en/erasmus-in-commodities

Academic calendar (1st year)

You are free to decide when is the best day for you to arrive in Liège, however, it is recommended to arrive during the last week of August to have some time to find an accommodation (if not done before), comply with all administrative steps (2 days + potential problems to solve) and attend 10 days of intensive French courses.

Deadline for your registration as a student at University of Liège: 30 September 2019.

French preparatory courses: from Monday 2 September to Wednesday 11 September 2019. Not mandatory but strongly recommended to ease your daily life.

“Welcome days” for exchange and international students: Thursday 12 and Friday 13 September 2019 (www.enseignement.uliege.be/en/erasmus-in-welcome-days).

Teaching activities:

- 1st semester: from Monday 16 September to Saturday 21 December 2019 (usually no courses on Saturdays).
- 2nd semester: from Monday 3 February to Saturday 9 May 2020 (usually no courses on Saturdays).

University activities are suspended:

- on Sundays
- on public or regional holidays (refer to https://www.enseignement.uliege.be/cms/c_9106856/en/academic-year)

Intensive study periods:

- 1st semester: from Sunday 22 December 2019 to Sunday 5 January 2020 (it is an intensive study period because in Belgium there is no continue assessment, you only have **one exam per course in January or May/June**. There will be no time for holidays, but there are no teaching activities during this period).
- 2nd semester: from Sunday 5 April to Sunday 19 April 2020

Examination dates:

You will have reports or homework (possibly in team) to deliver throughout the semesters and some modules will close with their final assessment, but most of your final exams will take place from:

- 1st semester: Monday 6 January to Saturday 25 January 2020

- 2nd semester: Monday 11 May to Saturday 30 June 2020

Information about exams: www.enseignement.uliege.be/en/erasmus-in-exams

Calendar of the Faculty of Applied Sciences: you will receive a link to your classes schedule in August.

PART 2: BEFORE YOUR DEPARTURE

All students are responsible for making their own arrangements in order to arrive in Liège, as well as for the travels to the next destination(s) of the program.

1. Contact persons

For administrative issues:

Ms. Christine Reynders
University of Liège - International office
Place du 20-août, 7 – B-4000 Liège - Belgium
Tel: + 32 (0)4 366 46 09
christine.reynders@uliege.be

Picture of premises :

https://www.campus.uliege.be/cms/c_1770920/fr/a1-batiment-central-20-aout

For academic issues:

Prof. Philippe Rigo
University of Liège - ANAST
Department ArGEnCo - Sector: TLU+C
Institut du Génie Civil, Bat. B52/3 (Niv. +1)
Quartier Polytech 1 – allée de la Découverte
9 - 4000 Liège - Belgium
Tel: +32 (0)4 366 93 66
ph.rigo@uliege.be or emship@uliege.be
www.ulg.ac.be/anast
www.emship.eu

2. Entry procedures

If you have a dual nationality (non-European and European)

You may find it attractive to avoid the visa issue and enter EU with your European passport. However, you must know that with this choice, you may not be able to benefit from the public healthcare for free at the beginning of your stay, because you won't have the European Health Insurance Card, which only European residents have.

If you are from a country belonging to the European Union:

There is no need for visa, but check that your national identity card (or passport) will be valid for the whole duration of the program. Ask the European Health Insurance Card to public healthcare insurance in your country. **BEWARE:** if your country of origin is not a member of the Schengen agreements, please check the need for visa in case of a *long stay for study purpose* with the Belgian Embassy in your country. If you need a visa, please refer to the section below.

If you are a national from a non-European Union country:

You require a Belgian visa for the whole duration of your stay in Belgium (at least valid until August 2020): Type D - long stay visa for study purpose. Apply for a **multiple entries visa**, in order to be able to travel while you will be waiting for the residence permit.

Unless you have a scholarship, you will have to pay a contribution to the Belgian immigration office to cover administrative costs of the visa application, **before** submitting your application to the Belgian diplomatic or consular post where you reside. You must show the proof of payment together with your application documents on the day of appointment with the Consulate/Embassy. All information regarding the amount and reference for the payment can be found here:

<https://dofi.ibz.be/sites/dvzoe/EN/news/Pages/Contribution%20covering%20administrative%20costs%20of%20an%20application.aspx>

You normally should pay 204 EUR (“student enrolled in an educational establishment organized, accredited or subsidized by the Government” (article 58 of the law of 15.12.1980)).

If you benefit from a scholarship granted by the ULiège (Erasmus Mundus scholarship, ULiège Master or consortium scholarships), you will receive a document in French with the title « formulaire type au moyen duquel l'étranger introduisant une demande de séjour en qualité d'étudiant ou de chercheur apporte la preuve qu'il est bénéficiaire d'une bourse » with your admission letter. Give it to the Visa Officer, it will exempt you from paying the tax. Beware: other fees can still be charged.

For questions regarding visa and related matters, you should contact the Belgian Embassy in your country of residence. In order to check to which embassy/consulate you have to apply for a visa, you can consult the following link:

http://diplomatie.belgium.be/en/services/embassies_and_consulates/belgian_embassies_and_consulates_abroad/

Check ASAP the processes in place at the Belgium Embassy or Consulate to which you plan to apply for your visa. Every office sets its own opening hours, has its own way to schedule visa application appointments, and has its own lead time for visa applications (typically weeks rather than days: **highly recommended to check it ASAP**).

In order to receive the visa, you will be required to provide the Belgian Embassy or Consulate in your country with the following documents:

- a duly completed and signed application form in 2 originals: https://dofi.ibz.be/sites/dvzoe/EN/Documents/Application_for_a_visa_for_a_long_stay_in_Belgium.pdf ;
- a travel document (passport) valid for the whole duration of the program, so as not to have to renew it while you will be busy studying. **Make sure that you have minimum 4 blank pages left in your passport**, as you will have to ask for at least 2 visas for the regular program + maybe 1 for your internship/mobility period during 4th semester + maybe 1 for a meeting in one of the partner Universities;
- the letter of admission you received from ULiège;
- proof that you satisfy the conditions for access to higher education (diploma, academic records, attestation that account is being taken of the application for equivalence or decision or dispatch of equivalence;
- evidence that you have sufficient means of subsistence (scholarship certificate if you have one); https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Sufficient_means_of_subsistence_Students.aspx
- a medical certificate issued by a doctor approved by the Embassy, stating that you are not suffering from certain illnesses that could endanger public health, and that you are able to carry out studies;
- if you are over 21, a certificate of good conduct and a document certifying that you have not been convicted of any criminal act under common law.

You must be aware that the documents referred to above, only constitute the basic documents that must be submitted in every case. Other additional documents may be required by the Belgian diplomatic or consular representation, taking into account the circumstances relating to the file or to the specific context of the applicant's country of origin.

You must provide the Embassy with the **original** documents + a **copy** of these documents. They will give you the originals back. The foreign official documents must be **legalized or carry an apostil**, unless an

exemption is provided in a treaty. All the relevant information on this formality: https://diplomatie.belgium.be/en/services/legalisation_of_documents

The documents drawn up abroad in a language other than German, French or Dutch must be translated in accordance with the original by a sworn translator, into one of those 3 languages. Some Embassies/Consulates accept documents edited or translated into English, check this with your local Belgian Embassy/Consulate. The translation must be legalized as a separate document in line with the procedure laid down in the country of origin, and then by the competent Belgian Consulate or Embassy.

More information:

https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Higher_education_or_preparatory_year.aspx

You may be subject to an interview at the Embassy/Consulate. You will have 1 or 2 minutes to explain your case for the visa, and you should have thought about certain issues. For example, you should be prepared to describe what you will study, what you plan to do after your studies are completed, why you want to study in Europe rather than in your home country, why you will return to your home country after completion of your studies...

Once you have lodged your visa application, you can track its progress by contacting the Embassy/Consulate, with due regard to the practical arrangements stated on its website. If your application has been referred to the Immigration Office for a decision, you can follow the progress of your application here:

https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/What_is_happening_to_my_visa_application.aspx

First field = city where you apply for visa. Second field = reference number of your visa application. Click on "Cherchez le dossier".

If you want the ULiège International Office to contact the Embassy/Consulate in order to ease your visa procedure, do not hesitate to send the email address of your country's Belgian Embassy/Consulate and your visa application file reference number to christine.reynders@uliege.be.

COMPULSORY: you have to send an e-mail with the proof that you have applied for a visa by June 30th, and **SEND A SCAN OF YOUR VISA** as soon as you get it to christine.reynders@uliege.be.

3. Tutoring at ULiège

If you wish to meet a local student who will guide you along, register:

www.enseignement.uliege.be/en/erasmus-in-tutoring-request

Please add in the comments section that you are an EMSHIP+ student. It is also highly recommended to attend the "Welcome days" on 12 and 13 September 2019.

4. Study program at ULiège

You will register as a regular student in Master of Mechanical Engineering – specialized in Advanced Ship Design. **Bring the letter of admission** edited by the Registration Office.

5. Insurance/ healthcare

Being registered by public health insurance is compulsory in Belgium. Students benefitting from a private health insurance **still have to register to the Belgian public health care** upon arrival (see below, "Upon Arrival at the Université de Liège. Health care insurance").

All European students must ask for a European Health Insurance Card (EHIC) to their public health care provider in their country of origin prior to departure and make sure they stay affiliated in their country of origin during the whole program. The EHIC will be needed in order to be covered by the public health care insurance in Belgium. Check the validity period of your card.

How to apply?

<http://ec.europa.eu/social/main.jsp?catId=509&langId=en>

The private insurance generally covers you for emergencies that would happen during your program, not for medical consults for a cold or regular dental care. This is why, it is **compulsory** for you to register in public health insurance in Belgium. See more information on pages 10-11 "Health insurance".

The process is the same as described on page 12, but afterwards, if it is considered as a case covered (see your insurance contract), you have to fill in the claim form on the company's website, join all original bills, send it back to the insurance company, keep a copy of all documents. The company will reimburse you.

If you have further questions, check the company's website (see your insurance certificate).

Through their registration at ULiège, all university students get civil liability and physical insurance coverage for any accident related to their university activities, in Belgium and abroad (e.g. during technical visits).

6. Accommodation in Liège

The University residence

It can host you during the first days upon your arrival if you can't find a "permanent" accommodation while you are abroad. Rooms are available for a stay **shorter than 6 months**.

https://www.campus.uliege.be/cms/c_9038340/en/in-liege

It is located on the Sart-Tilman campus, only a few minutes away from the Faculty of Applied Sciences, and 10 km away from Liège city center (25-40 minutes by bus depending on traffic, no more buses after 23.30, even on weekends). All rooms are single rooms with shared bathroom and kitchen and the rate varies between 11,35 €/day to 14,25 €/day.

You are requested to fill in the form you can find on:

https://www.campus.uliege.be/cms/c_9109829/en/locations-temporaires and send it to Mr. Ciabatta (residencec@uliege.be) as soon as possible.

Beware: 1/ the number of rooms is limited and 2/ don't forget to reply to the email Mr. Ciabatta will send you, otherwise your reservation may not be confirmed.

Private accommodation

Follow this link for general and practical information on accommodation in Liège:

www.campus.uliege.be/en/accommodation

The following ULiège website provides you with a link to a database of accommodations:

www.campus.uliege.be/kot

Check the recommendations in the following link:

https://www.campus.uliege.be/cms/c_9110812/en/se-loger-chez-des-particuliers-futur-locataire-d-un-kot

Option for the first days after your arrival

If you haven't found an accommodation before your arrival, and the University Residence (see above) is full, you may also book a room for the first week in a youth hostel:

L'Auberge de Jeunesse Georges Simenon
Rue Georges Simenon, 2 B - 4020 Liège

Tél. : +32 4 344 56 89

http://www.lesaubergesdejeunesse.be/en_US/page/homepage
liege@laj.be

Other options:

<http://www.studenthouse-liege.be/en>

<https://www.generation-campus.be/en/page/meuse-campus-liege.html>

<http://www.studentstation.be/?lang=en>

www.immoweb.be

<https://www.kotaliege.be/en/>

Non-EU students: if you rent a room by a private owner, **check whether your landlord accepts for you to be domiciled** (that is: administratively and officially registered in that place). This is needed in order to get your **residence permit**.

Important advice: ask for a written inventory of the flat/room and existing damage, before you move in, and before you move out, that you will sign together with the landlord. If it is not possible to do this in English, make sure you understand enough French not to be mistaken. It will serve as a proof to get your guaranty deposit back when you leave. It is also recommended not to pay this deposit in cash to the landlord, nor before arrival (in order to keep a chance to turn the offer down if the place doesn't correspond to the published ad). It is better to go to a bank together with the landlord, and to leave the guaranty deposit onto a blocked bank account bearing both names of the landlord and the tenant.

7. French classes

French courses will be more than useful for your stay in Belgium (and in France, if you go to ECN for 2nd year).

Preparatory classes (P1)

The ISLV (Institute for Foreign Languages) of the University of Liège organizes preparatory French courses for international students (levels for beginners: A1, A2 and B1).

When: from Monday 2 September to Wednesday 11 September 2019. Classes are organized from 9:00 to 16:00, from Monday to Friday except on the first day, day on which the level test takes place.

Where: The test and courses are taking place in L3 rooms (www.campus.uliege.be/cms/c_5119479/fr/auditoire).

What to do: If you are interested, you will have to fill in a form which will be available via the following link at the beginning of July:

www.islv.uliege.be/cms/c_10627682/fr/islv-les-stages-preparatoires

Fees: 100 EUR, free for you (just tell the ISLV secretary/teacher that you are a student of the EMSHIP+ program).

NB: the number of students is limited - if you are interested, please register as soon as possible. You will receive a confirmation of registration, with a payment request that you can ignore. **BEWARE: if you plan to arrive after the 1st day of the session, it will not be possible to join the course.**

Evening classes (S1)

There are also evening French classes for foreign students (levels A1 to B2+).

When:

1st semester: from 30 September 2019 to 11 January 2020.

2nd semester: from 10 February to 31 May 2020.

2 hours per class, 2 days per week (total: 60 hours). Classes are organised Monday and Wednesday or Tuesday and Thursday, from 16:00 to 18:00 or from 18:00 to 20:00. Students have to give their preferred

schedules, when they take the level test (schedule to be confirmed). **BEWARE: if your EMSHIP+ timetable mentions classes until 17:00 on the day you choose for French classes, it won't be possible for you to arrive on time for evening classes starting at 18:00, due to traffic jams at that period of the day.**

Where: Same as above

What to do: If you are interested, you will have to fill in a form which will be available via the following link at the beginning of July:

www.islv.uliege.be/cms/c_10758209/fr/cours-en-journee-/-en-soiree

Fees: 100 EUR/semester.

The students who succeed in the final exam will receive by e-mail a certificate of success mentioning 5 acquired ECTS. These are just extra credits which are not included in your official program of Master.

PART 3: UPON ARRIVAL AT UNIVERSITY OF LIÈGE

Welcome to Belgium! Don't forget that you arrive in a country with possibly strong cultural differences compared to what you are used to in your country of origin. Try to be open to difference, this is what makes the richness of our world. Taking part in the Welcome activities organized by the International Office (in Liège and in your 2nd destination), attending French classes and participating in social events proposed by the students' associations can help your understanding of this culture. You can also ask for a "buddy" student to guide you along the semester (see 3. Tutoring on page 5).

Some information: <http://www.expattarrivals.com/belgium/culture-shock-in-belgium>

If you arrive by plane, you will most probably land at Brussels National Airport and take a train to the main station in Liège: Liège-Guillemins, from which you can take buses:

<https://www.belgiantrain.be/en/>

https://www.infotec.be/Portals/0/TEC%20Li%E8ge_Verviers/PDF/Liege_Centre_Edition2015.pdf

More practical information about your arrival will be given to you in August.

Please confirm as soon as possible your dates of venue to christine.reynders@uliege.be. The International Office is located **in the city centre**, open from Monday to Friday, from 9.00 to 12.00 and from 14.00 to 16.00.

1. International office

At the International Office, you will first be welcomed by a student worker, who will hand you a "welcome pack" and give you practical information. Tell him/her the name of your program (EMSHIP+). He/she will lead you to the Registration process (see below 2. Registration at ULiège).

Where?

International Office (behind the glass doors)

Ground floor of the main building

Place du 20-Août, 7

4000 Liège

https://www.campus.uliege.be/cms/c_1770920/en/a1-batiment-central-20-aout

After this is completed, you will have to go back to the International Office to meet Ms. Christine Reynders, who will check the documents received through Registration and give you practical information for your next administrative steps.

Which documents should you bring?

- Registration documents given by the Registration Dept.'s officer (see point 2. below)
- Your passport / ID

- Scholarship beneficiaries: your proofs of travel (boarding pass + invoice) + original of proof of place of residence in your country of origin (only if requested)

2. Registration at ULiège

If you are an EU citizen: you created a file on MyULiège portal to be admitted to the program and received the admission letter. Your registration must be finalized online from the date of registrations' opening (June 25): log again in that file you previously created on the MyULiège portal and upload the missing documents mentioned in the admission letter. Pay the amount mentioned by Professor Rigo, following his instructions for payment's reference. The proof of this payment must be attached to your registration file on the MyULiège portal in order to allow my colleagues at Registration Department to validate your registration.

If you received a request for payment together with the admission letter sent by e-mail, **don't pay through this order but proceed as requested by the separate letter signed by Prof. Rigo.**

The documents which are not written in English, or in French, Dutch or German (which are the 3 official languages in Belgium), must be translated into one of these languages by a sworn translator.

Beware: the validation of your registration will allow the sending of your student ID card, to the mentioned address in your registration file. If you plan to leave your current address without leaving anybody behind who could forward this mail with your card, please inform me so that we can find a solution beforehand.

If you are a non-EU citizen: to validate your registration at the University of Liège, you must be physically present.

Where?

Registration Office

Ground floor of the central building

Place du 20-Aout, 7 - 4000 Liège - Belgium

Tel. +32 4 366 96 66

When?

- from 20th August to 30th September 2019 (not on 27th September).
- from Monday to Friday, from 9:00 to 12:00 and from 13:30 to 16:00. Piece of advice: be there early in the morning or in the afternoon, to avoid a long queue!
- Deadline for registration: 30th September.

Which documents should you bring?

- **All the required documents detailed in the letter of admission** edited by the Registration Office. Amongst these documents to provide, the following documents **at least**, will have to be **original documents** (additional documents to provide in original might be requested in the letter of admission):
 - Your ID / passport
 - The highest degree you obtained (unless mentioned otherwise in the letter of acceptance)
 - Your transcript of records for the academic year 2018-2019
 - Your scholarship certificate if you have been granted one
- If the requested documents are not in French, German, Dutch or English, they must be translated by a sworn translator. In this case, you will have to bring the original and its translation.
- Non-EU students will have to provide the Registration Office with a **nationality certificate**, if the letter of acceptance mentions it. The passport is not sufficient. Usually you can ask for such a document to the City Hall where you live, before heading to Belgium.

- A **medical certificate** stating you do not have any illness that would prevent you to follow the courses and take the exams. Visa holders can bring the one used for the visa application. Other students can have a medical certificate done by their doctor. The certificate can be in English, French, German, or Dutch.
- Pay the amount mentioned by Professor Rigo, by bank transfer, following his instructions for payment's reference. The proof of this payment must be brought to the Registration Department to allow them to validate your registration. If you received a request for payment together with the admission letter sent by e-mail, **don't pay through this order but proceed as requested by the separate letter signed by Prof. Rigo.**
- You will receive access codes to your MyULiège portal. You should keep them during the whole master, as you will need them to update your address and have access to some documents, such as the registration document and transcript of records.

3. City Hall - Residence permit

Being a citizen from EU or not, you are legally required to go to the City Hall of the city in which you reside (e.g.: Liège City Hall), in order to declare your arrival and obtain a residence permit. Do so after having found an accommodation for the duration of your stay, and after being enrolled in the University of Liège. However, you are expected by law to show up to the City Hall within 8 days of your arrival in Belgium. If you do not have all documents mentioned below by that time, you may go with the documents already in your hand, and they might deliver you a “*déclaration d’arrivée*”.

Belgian students do not have to do this formality unless they need to be domiciled elsewhere.

Where ?

Administration Centre - Cité administrative

Service de la population - "Accueil des étrangers" Foreign Office – rue des Guillemins, 26- 4000 Liège

Tel. +32 (0)4 221 82 23

At the entrance of the office, take a ticket “1^{ère} arrivée en Belgique”.

When?

The offices are open from Monday to Friday from 8.30 to 12.30 and from 14.00 to 16.00. Tickets distribution stops 15 minutes before the closing time.

Which documents should you bring?

For students who are citizens of a Member State of the EU or of the EEA:

- A valid passport or national identity card
- A certificate of enrollment for your current academic year at the University of Liège, delivered at the registration desk (“*attestation pour l’administration communale*”)
- A valid European Health Insurance card (EHIC) from your health insurance provider or a proof of private health insurance covering your expenses in Belgium
- A proof of sufficient financial means (scholarship for example)
- An address in Liège (if the residence is a student residence, the residence certificate)
- 2 recent photographs (passport size)
- 8 € in cash (but bring more, in case fees change)
- A driver’s licence if you hold one

The City Hall will deliver you a paper document (“*annexe 8*”) as a proof of application for residence permit. An electronic card with the same information will be made in a few weeks’ time (“*carte E*”).

If, during your stay in Belgium, you wish to travel in Europe, your national ID or passport (valid during your travel period) will be enough.

Other foreign students:

- A valid passport with your visa D

- A certificate of enrollment for your current academic year at the University of Liège, delivered at the registration desk (“*attestation pour l’administration communale*”)
- A proof of sufficient financial means (scholarship for example)
- An address in Liège (if the residence is a student residence, the residence certificate)
- 2 recent photographs (passport size)
- 8 € in cash (but bring more, to be safe)

The City Hall will deliver you a paper document (“*annexe 15*”) as a proof of application for residence permit. A residence permit in the form of an electronic card (“*carte A*”) will be made in some weeks’ time – count more than a month after you have been for the first time to the City Hall with all documents.

If you are a national from a non-EU country and travel within the Schengen* zone for a short period during your stay in Belgium, you will need to have your passport with a Belgian visa MULTIPLE entries, or a “*carte A*” if your visa for Belgium is SIMPLE entry (the “*annexe 15*” is not enough). Since it takes several weeks to obtain the “*carte A*”, you should ask for a visa MULTIPLE entries to avoid an issue. Documents have of course to be valid during your travel period.

*Schengen zone =

https://europa.eu/european-union/about-eu/countries_en#members_of_the_schengen_border-free_area

All students:

Before editing your resident permit, the City Hall must receive the confirmation of a police officer, who will have checked that you actually live at the address you declared. In order to speed up the process, it is recommended to go to the local police station, give them your classes schedule and ask for an example of the paper they leave in your mailbox when they don’t find you home. Knowing your street and neighborhood, check here the name of your local police station: <http://www.policeliège.be/pointsdaccueil.php>

Once the police report is sent to the City Hall, you will receive a letter inviting you to go back to the City Hall’s Foreign Office to order your residence permit. A few weeks later, when your residence permit (*carte E* or *carte A*) is ready, you will receive another letter from the City Hall, containing PIN code, inviting you to retrieve and activate your card there. **Please note that these letters could be mistaken for an advertisement!**

4. Bank account

You will need to open a checking account in a bank of your choice. In order to open your account in Belgium, you will need the following documents:

- Your passport, valid during your program
- A document stating your address in your home country. If your passport mentions it, you do not need a special document. If it does not mention it, you should ask the City Hall in your home country for a document stating your address in your home country. This document should be in English or in French.
- Your residence permit (*carte A*) or temporary certificate (*annexe 15*)
- Your certificate of enrollment at the University of Liège (given on the day you enrolled at the University)

European students may use the bank account from their country of residence, or open a Belgian one (compulsory if you want to be granted an Erasmus+ mobility scholarship for 2nd year).

Scholarship holders:

Upon arrival and after completion of registration process, you will receive a part of your scholarship by pre-paid cards (typically, 1st monthly allowance or part of the travel costs, check your student agreement for details). These cards allow to withdraw cash from ATMs of the Belfius Bank, but not to pay in shops.

After your registration by the City hall, you will open a bank account in Belgium. You will provide the full details of this account to ULiège (christine.reynders@uliege.be). The following payments will be transferred on it.

Monthly allowances are typically transferred around the 20th of each month. However, the first payment might not be done before October. Therefore, make sure you have some money with you to live during the first weeks of your stay.

This bank account can be used for the whole duration of your stay in Europe (24 months). **If you change your bank account during your program, don't forget to mention it (christine.reynders@uliege.be) at least 10 days before closing the account we have on file for you! It is preferable not to close the bank account until you receive the first payment on the new one.**

5. Health care insurance

Public health care insurance

All students must subscribe to public health insurance upon arrival (the so-called “*mutuelle*” in Belgium). We recommend CAAMI because this *mutuelle* is free of charge for students.

There are other (paying or free) public health care insurance/social security offices: Euromut, Partenamut, Mutualité Chrétienne, Solidaris, etc. The cost and the cover vary. Beware of some conditions, for example the need of being registered for 6 months before any expense can be refunded... Whatever the *mutuelle* you choose, you have to physically go there to be registered.

Where is CAAMI?

Rue des Augustins, 18
4000 Liège

Opening hours:

<http://www.caami.be/gd-luik-F.htm>

Which documents should you bring?

European students:

- ID or passport
- Bank account on which to receive the refunds in case of medical expenses
- Your valid European Health Insurance Card (EHIC) from your latest country of residence.

If you do not hold a EHIC from your country of origin, you have two options, in order to register to CAAMI: either you are registered at CAAMI as a resident, for which you will have to show your “annexe 8” delivered at the City Hall, or you are registered there as a student, for which you will have to show your certificate of enrollment delivered by ULiège, and you will have to pay a certain amount per trimester.

Other foreign students:

- Passport with visa D
- The “annexe 15” given by the City Hall
- Bank account on which to receive the refunds in case of medical expenses

Private health care insurance

Please note that even if you have a private health insurance, it is mandatory to register to public health care insurance in Belgium.

Here are the steps you will go through if you need a doctor's visit in Belgium:

1. You will pay a certain amount to the doctor at the end of the consultation (usually in cash). He/she will provide you with a stamped and signed (green or white) receipt. Paste one of the stickers provided by the CAAMI on the top part of it (part named "vignette"). It may happen that the doctor is equipped with a system that sends electronically the receipt directly to the *mutuelle*. Then, ask him/her if it is possible to get a copy for the private insurance.
 2. If the doctor doesn't use the electronic link to the *mutuelle*: copy the receipt and send the original to your *mutuelle* in Belgium, in one of the addressed envelopes provided by the *mutuelle*. Date and sign where requested.
 3. Within the month, you should receive a partial refund on the bank account you provided them and the receipt (*quittance*).
 4. If you have a private health insurance, copy the *mutuelle's* receipt and send the original to your private health insurance, together with the copy of the doctor's receipt. Fill in the claim form on the website of the private health care insurance (or follow the instructions given by your private insurer).
- More information / FAQ link can be found on your private health care card / contract.

European Health Insurance Card

If you are travelling within the European Union (+ Norway, Iceland, Liechtenstein, Switzerland and Australia) during your semester in Belgium, you are advised to ask for a European Health Insurance Card to your national health care provider in Belgium (e.g. CAAMI). This card will enable you to access state-provided healthcare (not programmed interventions, like check-ups) at a reduced cost, or sometimes for free. Show your EHC at the front desk if you are treated at a public hospital. If you are treated by a doctor outside of a public hospital, show your card to the doctor. This may allow you to be treated for free (but not in all cases of medical acts). If you have to pay, you will have to give the bill to the local public health insurance in order to be reimbursed in accordance with the local fees in the country you are visiting.

6. Scholarships

Erasmus Mundus' scholarship holders (if the program is funded by EU):

REMINDER - conditions:

- The student hasn't applied to more than 3 different EMJMD programs.
- The scholarship holder declares not having already benefited from a previous Erasmus Mundus scholarship.
- The scholarship holder commits to not benefit from another EU funded scholarship scheme to follow the same course for the entire period of the course.
- The financial support shall be repaid by the scholarship holder in case of fraud or false declaration.

Your Erasmus Mundus scholarship will consist of:

- Tuition fees for the 4 semesters and management fees
- Travel costs according to distance between residence country and ULiège: 4000 euros for students living at less than 4000 km from Liège. 6000 euros for students living at more than 4000 km from Liège. These travel costs will be split into 2 parts, first one transferred at your arrival, second one before you go to 2nd destination. The place of residence used to calculate the travel costs must be proven at the time of acceptance of the scholarship, by the **provision of a residence certificate** issued in accordance with the candidate's municipality normal registration rules, or a certificate from the candidate's place of work, study or training, issued by the employer or institution in question. This proof must be dated and have been issued within 12 months before the date of your application to EMSHIP+ program.
- 1000 euros for installation costs for non-EU scholarship holders

- 1000 euros/month as subsistence costs, that won't be paid to students spending a part of the program (study/research/placement/thesis preparation) in their country of residence, or spending more than a trimester outside EU.

Consortium's scholarship holders:

There are several types of consortium's scholarships. The amount will be detailed in your scholarship certificate.

Self-funded students or consortium's scholarship holders:

A mobility grant "Erasmus+" will be offered to the students for the 2nd year of studies. Application procedure and details will be given on due time. The amount ranges from 250 euros/month up to 350 euros/month according to the destination (France, Germany or Poland).

7. Students with special needs

For students with any kind of disability who would need specific assistance or help, you will find the contact data of the dedicated service in the "Welcome Guide":

<https://www.enseignement.uliege.be/books/ErasmusGuideEn/>, chapter 6, page 32.

8. Erasmus Mundus Students and Alumni Association (if the program is funded by EU)

The mission of the Erasmus Mundus Students and Alumni Association is to serve the interests of Erasmus Mundus Students and Alumni, notably by providing a forum for networking, communication and collaboration and by promoting Erasmus Mundus as a European program of excellence in international education. More information on www.em-a.eu

PART 4: BEFORE LEAVING FOR 2ND YEAR'S DESTINATION

1. Visa

Once non-EU students get the residence permit in Belgium and their 2nd destination is known, Ms. Christine Reynders will send the instructions for visa application to 2nd country.

You will have to go to the Embassy/Consulate in person with the required documents duly filled. Moreover, you will have to be in possession of the proof of your financial means of subsistence and the pre-registration letter from next University stating you are accepted for next year. They might request to show a residence certificate in Belgium (*certificat de résidence*), that you can ask at the City Hall. Each request is considered on an individual basis.

2. Public health care insurance

European students have to make sure they stay affiliated to their public health care institution in their country of origin during the whole master program, as they need to ask a European Health Insurance Card in their country of origin. Please get the information from your local health insurance system about how to get refund in case of health issues during your mobility.

For **non-European students**: ask your European Health Insurance Card (free) to CAAMI in order to be covered during the physical and administrative transfer between Belgium and the next country.

Follow the advice on registration to healthcare system by the International Office at next University upon your arrival.

3. Accommodation

If you are in a private accommodation, make sure you make a written check-out inventory with the owner, similarly to the check-in inventory you made upon arrival. This will allow you to recover (partially or totally, depending on the inventory's conclusion) your deposit.

The 2nd University will inform you about accommodation in due time.

4. City hall

In order to keep your Belgian bank account valid as long as you need it, you should only inform the Liège's **City Hall** about your moving out by e-mail, **AFTER** the receipt of a proof of address from the City Hall in your next country of residence (you will have to ask for this, it is not automatically issued). You will then write an email to service.etrangers@liege.be stating that you want to be removed from the National Register and send them a scanned copy of this proof of your new address.

WARNING: as you will stay for almost one full year in Liège, you will be accountable for the yearly garbage tax and obliged to fill the yearly declaration of income in. If you ignore those mails that will reach your Belgian address, you will be fined and in case you want to come back to Belgium in the future for another mid- or long-term stay, you expose yourself to be pursued by Tax Administration Office. It is then recommended to provide the next tenant of your accommodation or to the owner, with University of Liège – Ms. Christine Reynders's address, so that they forward those mails to someone who can send them to you for appropriate action, wherever you are.

5. Bank

In Belgium: be sure to update your Belgian bank with your contact details, in case you wish to keep your Belgian account open after you leave Belgium. Note that you may come back in Belgium for your internship during the fourth semester of your program, so you may prefer to keep your Belgian account open. **If you are an "Erasmus+" grant holder for your second year, you will need in any case to keep it open.**

France: it is compulsory to open a bank account in France, in order to receive a financial help for your accommodation (CAF).

Germany and Poland: ask the International Office for advice.

6. Erasmus+ Mobility grant

Make sure you don't lose your "MyULiège" access codes as you will need them later on, to fill in the compulsory surveys if you have been granted an Erasmus+ scholarship for mobility (and wish to apply again for the last semester). Update your address in your MyULiège account, as soon as you have a new address.

7. Note for 2nd (and possibly 3rd) destination:

The International Office at each destination will provide you with useful information about your stay in their country and institution, regarding administrative formalities, visa/residence permit, health care system, etc. Thank you for following their guidance.

CHECK-LIST: DOCUMENTS TO BRING WITH YOU

This check-list is a reminder. PLEASE READ CAREFULLY the whole documentation provided.

- Valid passport with visa for Belgium and/or national identity card
- ULiège letter of admission
- All documents required in the letter of admission (**check your specific list**). Some of them have to be in **original**

- Medical certificate. Either a copy of the one established for your visa application file, or one established in English by your usual doctor, stating that you don't suffer from any illness preventing you to attend classes or take exams
- Your scholarship certificate if you have received one
- Certificate of residence in your home country, in English, if your address is not mentioned on your passport/national ID, in order to open a bank account
- Certificate of private health insurance, if you have one
- Booking confirmation of your room, if you have one
- 6 recent photographs (passport size)
- EU students: a driver's licence if you hold one
- EU students: European health insurance card
- Non-EU students: nationality certificate (if such document is issued by your City's Administration), proof of sufficient financial means