



HoGent

Welcome Days at University College Ghent

Programme Thursday 4 February 2016

- 10:00 - 10:30: Arrival, registration, welcome package
- 10:30 - 12:00: Information session
- 12:00 - 13:00: Flemish lunch
- 13:00 - 13:15: Gather to go to sports activities
- 13:30 - 15:30: Sports activities

Information session

- 10:30 : International Office
- 11:00: Office for Student Services & Student Life
- 11:10: Student Sports Office
- 11:20: University College Ghent Student Council
- 11:30: Erasmus Student Network (ESN)

REGISTRATION @ CITY OF GHENT

In order to notify or register, a residence address for the period of study in Ghent is required.

1. EU/EER students

2. Non-EU students (third-country nationals)

1. EU/EER students



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Notification @ city of Ghent

1. EU/EER students:

1.1. Application through annex 3ter (bijlage 3ter):

- for a short mobility for the duration of maximum 3 or 4,5 months or
 - for a long mobility for the duration of more than 4,5 months up to an academic year:
- Send an e-mail **within 10 working days** after arrival at:
internationalstudent@gent.be
 - With the following **subject: request for annex 3ter**
 - Mention **in the text** of your e-mail the following items:
 - first name: xxx,
 - surname: xxx
 - nationality: xxx
 - your residence address in Ghent
 - the **duration** of your study period in Ghent
 - You will receive **an appointment through e-mail** to present yourself and bring with you the following requested original documents:
 - o ID Card or passport
 - o Registration certificate delivered by an educational institution in Belgium
 - o Correct and complete residence address in Ghent
 - The student will obtain a Notification of Arrival (annex 3ter) for a maximum validity of 3 or 4,5 months or an academic year.

Fee: free of charge

1.2. For students of neighbouring countries (The Netherlands, Germany, France and Luxembourg), the application can also be done through annex 33 (bijlage 33). This will nevertheless involve a fee of 12,- euro.

1.3. When you leave Ghent, you can just return home (without "de-notification").

2. Non-EU students



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Notification / Registration @ city of Ghent

1. Non-EU students (third-country nationals)

1.1. For students that will stay **maximum 3 months (Notification)**.

Application through **annex 3** (bijlage 3):

- Send an e-mail **within 3 working days** after arrival at: internationalstudent@gent.be
- With the following **subject: request for annex 3**
- **Mention in the text** of your e-mail the following items:
 - first name: xxx,
 - surname: xxx
 - nationality: xxx
 - your residence address in Ghent
 - the **duration** of your study period in Ghent
- You will receive an **appointment through e-mail** to present yourself and bring with you the following requested original documents:
 - o Valid passport
 - o Valid visa (if applicable)
 - o Correct and complete residence address in Ghent
 - o 4 recent and identical passport photographs on a neutral and light background
- The student will obtain a Declaration of Arrival (annex 3) for a maximum validity of 3 months

Fee: € 12,-

When you leave Ghent, you can just return home (without de-notification).

1.2. For students that will stay **longer than 3 months** in Belgium, the following procedure is required (**Registration**):

1.2.1. **Application of stay (requested before departure):** request of a visa (**type D**) for a long stay through an authorized Belgian consulate in your home country.

1.2.2. **Upon arrival in Belgium you proceed as follows:**

Register online by means of the online **Arrival Form**.
Via <https://stad.gent/studenten/international-students/>

[Home](#) | [Contact](#) | [International students](#)

International students

We are proud to have international students at HoGent. This page contains information and links for international students who are coming to Ghent.

Studying

Find information on how to get to Ghent, where to live, and how to register.

[Learn more](#)

Living

Find out what to expect when you arrive in Ghent, and how to find a place to live.

[Learn more](#)

Culture, sports & leisure

Find out what to do in Ghent, and how to enjoy your stay in Ghent. Discover the city, the people and the special activities.

[Learn more](#)

Student jobs & entrepreneurship

Find information on working in Ghent, and how to start your own business.

[Learn more](#)

Paperwork & administration

Take care of the necessary paperwork and administrative tasks, such as registration, arrival and return to your home country.

[Learn more](#)

House of the Student

Find out about the House of the Student, and how to get involved in the student office.

[Learn more](#)

- 1.2.3. Download and fill out **digitally** the arrival Form (**not manually written**), together with a scan of your passport + visa.
Make sure you fill in your **FULL NAME!**
Mention your actual e-mail address (this in order for you to receive the invitation e-mail).
- 1.2.4. E-mail the arrival form to: internationalstudent@gent.be
- 1.2.5. As soon as your application file is complete, you will receive a temporary permit (annex 15).
- 1.2.6. Application of residence assessment:
Students renting a room on the private market: a local police officer will come to check that you do in fact live at your student residence.
- 1.2.7. Application of residence permit (A-card)
You will receive an e-mail to present yourself at the appointed address.
Bring the following documents with you:
 - Valid passport
 - Valid student visa type D
 - University College Ghent registration document
 - Proof of sufficient means of subsistence
 - 4 recent and identical passport photographs on a neutral and light background
 - **Fee = 25,- euro**
 You will receive a new temporary annex 15.
- 1.2.8. Collecting your A-card
When you receive a pinjuk code at your address in Ghent you can go to "toet migratie AC Zuid" (without appointment) to collect your A-card.
Bring the following documents with you:
 - Pinjuk code
 - Notification letter in view of collecting the A-card
 - Receipt of payment (of 25,- euro)
 - Temporary residence document annex 15
- 1.2.9. When you leave Ghent
Just as you register when you arrive, it is very important to **de-register within eight days** before leaving Belgium. Make sure you have cleared practical formalities as closing bank account, etc. before you de-register.
This closes your record at the Registration Office for Foreigners, and your landlord stops paying the taxes of your registration.
You can find the departure form under following website
<https://stad.gent/burgerzaken/hier-belgen/verbij-inschrijving/internationale-studenten/international-students-departure-belgium>
This entirely filled in and undersigned departure form can -together with the residence card- be handed over to the Migration Counter at the Administrative Centre Zuid or via the competent service centre.
The student receives at the Migration Counter a proof of notification (model B – Proof of removal of the National Register) and an annex 3? (Attestation of removal) and a copy of the returned residence card. The student should present himself in person with one passport photo.
But very important: don't forget to de-register.

Programme Friday 5 February 2016

- 13:45h - Assembly at
Geraard de Duivelstraat 5, Library hall
- 14-15:30 - Photo Rally
- 15:30 - End of Photo Rally at
Geraard de Duivelstraat 5, Library hall

Please bring camera or smart phone + cable





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**Exchange students @ University
College Ghent (HoGent) 2015-2016**