Getting Settled
A Guide for New Students
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Welcome note from the Dean

Dear Student,

Welcome to Vesalius College, located in Brussels, Belgium, the “Capital of Europe”. Vesalius offers students a truly unique opportunity to study in an international city rich in culture and set squarely in the middle of world events.

The College’s teaching methods are characterized by small, interactive classes, flexibility in course selection, and continuous assessment. All classes at Vesalius College are taught in English. As a small college with a student body of approximately 300 (including 50+ nationalities) and a low student-to-teacher ratio, the faculty is accessible and able to take a personal interest in the success of students to help them achieve their potential. These close working relationships form the cornerstone of the Vesalius educational philosophy.

Living in Brussels - A Very Cosmopolitan Affair

The liberal nature of Vesalius’ academic program is reflected in the life of its students. The College encourages students to work hard to reach their academic potential, but also to live a full life away from books and classes. Brussels has a tremendous amount to offer those interested in exploring “The Capital of Europe” and students quickly discover the city to be vibrant and cosmopolitan with a friendly charm. With 30% of Brussels’ population being foreign nationals, the city has something to offer every taste in music, dancing, cuisine, art, associations and much, much more.

The University Neighbourhood

Vesalius College is a part of a broader student community (of more than 10,000 students) consisting of four other universities and graduate schools concentrated in a single area that exemplifies the student lifestyle. Easily accessible by bus, tram or metro, the area has everything to meet student needs including affordable housing, two on-campus cafeterias, live music, libraries, banks, shops, markets, restaurants, taverns, as well as sport activities and facilities.

This guide is designed to help you find your way around in Brussels and beyond. It contains a lot of information which is meant to facilitate your introduction into Belgian life.

Use it to your best advantage and enjoy the experience.

Dr. Joachim Koops
Dean Vesalius
Contact Details Vesalius Administration

Administration address: Pleinlaan 5 -1050 Brussels
Administration Opening Hours: Monday to Friday, 09:00 – 12:30 and 13:30 – 17:00

Mrs. Louise Klinkenbergh, Information Office Assistant
Office -1.15 tel 02/614.81.70 - Fax: 02/614.80.50

Dean’s Office
Dr. Joachim Koops, Dean
Office -1.56

Ms. Louise Bond, Dean’s Office and Student Support Assistant
Office -1.54 tel 02/614.81.74

Dr. Michel Huysseune, Associate Dean
Office -1.58 tel: 02/614.81.81

Dr. Catarina Carta, Associate Dean for Teaching Excellence
Office -1.65 tel: 02/614.81.91

Dr. Alex Wilson, Associate Dean for Research & External Funding
Office -1.65 tel: 02/614.81.91

Student Affairs
Dr. Xianping Su, Head of Academic Administration
Office -1.52 tel 02/614.81.76

Mr. Tom Wittocx, College Services Manager
Office -1.03 tel 02/614.81.73

External Relations, Recruitment & Admissions
Ms. Silvia Dell’Acqua, Director of International Programmes, Projects & Outreach
Office -1.06 tel 02/614.81.80

Ms. Miwa Kitamura, Marketing & Communication Manager
Office -1.53 tel 02/614.81.69

Ms. Vanessa Goffard, Admissions Assistant
Office -1.53 tel 02/614.81.77

Ms. Elin Anna Jonasdottir, Officer, Admissions & Recruitment Officer
Office -1.53 tel 02/614.81.77

Ms. Arianna Khatchadourian, Events Coordinator
Office -1.53 tel 02/614.82.09

Internships
Ms. Aida Mansour, Internship & Careers Officer
Office – 1.53 tel 02/614.81.68

Study Abroad
Mrs. Caroline Van Ongevalle, Study Abroad Assistant
Office -1.03 tel 02/614.81.72

Ms. Yamina El Atlassi, Housing Coordinator
Email: Yamina.El.Atlassi@vub.ac.be
Education Services
Mr. Chris Janssens, Education Services Manager
Office -1.01 tel 02/614.81.75

Payments
Ms. Photis Schurmans, Finance Manager
tel 02/614.80.41
Emergency Procedures & Contacts for Study Abroad Students

Should you require emergency assistance during your stay at Vesalius College, please follow the procedures outlined below:

**STEP 1: Contact Someone in Brussels Who Can Help**

<table>
<thead>
<tr>
<th>Student Category</th>
<th>Contact Person/Organization</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Line Contact:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIEE Students</td>
<td>Michelangelo van Meerten</td>
<td>0473/96.62.59</td>
</tr>
<tr>
<td></td>
<td>Monika Ramos</td>
<td>0498.84.32.06</td>
</tr>
<tr>
<td>EPA Students</td>
<td>Jennifer Palumbo</td>
<td>0498/13.58.29</td>
</tr>
<tr>
<td>ISA Students</td>
<td>Matilda Talvio</td>
<td>0491/22.55.72</td>
</tr>
<tr>
<td></td>
<td>Inés Dében Bravo</td>
<td>0473/87.82.86</td>
</tr>
<tr>
<td>BCA Students</td>
<td>Stephanie Gardner</td>
<td>0486/25.91.80</td>
</tr>
<tr>
<td>All other students or if you cannot reach your Resident Director</td>
<td>Caroline Van Ongevalle</td>
<td>02/614.81.72</td>
</tr>
<tr>
<td></td>
<td>Silvia Dell’Acqua</td>
<td>02/614.81.80</td>
</tr>
</tbody>
</table>

| **Second Line Contact:** | | |
| Students in a Home Stay | Contact a member of your host family | |
| | Ms. Yamina El Atlassi: Yamina.El.Atlassi@vub.ac.be | |

| **Third Line Contact:** | | |
| ALL Students - Day time MINOR Emergencies or if you cannot reach first or second line contacts | Vesalius College Reception | 02/614.81.70 |
| | Pleinlaan 5 | |
| | 1050 Bruxelles | |

| All Medical or Serious Emergencies | **Brussels Emergency Services** | |
| | Police | 101 |
| | Accident, Attack | 112 |
| | Red Cross | 105 |
| | Burn Center | 071/44.80.00 |
| | Poison Control | 070/24.52.45 |
| | On-call Doctor (Dutch) | 02/242.43.44 |
| | On-call Doctor (French) | 02/513.02.02 |

**STEP 2: Contact your home school** if you can, or your resident director or the study abroad department will do this for you.

**STEP 3: Contact your parents/guardians** if you can, or your resident director, your home school or the study abroad department will do this for you.
### Safety References for Study Abroad Students in Brussels

Embassy of the United States of America

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Street Address</strong></td>
<td>Regentlaan 27 Boulevard du Régent, B-1000 Brussels</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>02/811.40.00</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>02/811.45.00</td>
</tr>
<tr>
<td><strong>Opening hours</strong></td>
<td>Monday through Friday 9:00 to 18:00</td>
</tr>
<tr>
<td><strong>Press Releases</strong></td>
<td><a href="http://belgium.usembassy.gov">http://belgium.usembassy.gov</a></td>
</tr>
<tr>
<td><strong>Safety Information and Security Alerts</strong></td>
<td><a href="http://travel.state.gov/">http://travel.state.gov/</a></td>
</tr>
<tr>
<td><strong>Emergency assistance for Americans travelling abroad</strong></td>
<td><a href="http://travel.state.gov/content/passports/english/emergencies/crisis-support.html">http://travel.state.gov/content/passports/english/emergencies/crisis-support.html</a></td>
</tr>
<tr>
<td><strong>Tips for Safe European Travel</strong></td>
<td><a href="http://goeurope.about.com/cs/health/a/travel_safety.htm">http://goeurope.about.com/cs/health/a/travel_safety.htm</a></td>
</tr>
<tr>
<td><strong>Center for Disease Control and Prevention</strong></td>
<td><a href="http://www.cdc.gov">http://www.cdc.gov</a></td>
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</table>
Y – Medical Center
R – Cafetera
L – Sports Center (Health City)
E – VUB Computer Labs
C – VUB Library
6, 8, 11, 12, 13 – Main entrances to VUB campus
VECO – Pleinlaan 5 – Site of Vesalius College Building
ULB Campuses

The Solbosch campus, the University's main location, houses the University's administration and many facilities and services. Most Faculties of human sciences are based here, as well as the Faculty of Applied Sciences, the Human Sciences Library and among the ULB museums: the Zoology museum and the contemporary art centre.

The Plaine campus, situated at less than a mile from the Solbosch site, accommodates many science departments as the Faculty of Pharmacy and the Faculty of Sciences are based there.
**Vesalius College Textbook Shop**

Students can buy their textbooks (except for Dutch and French) from Waterstones, the bookstore located on Boulevard Adolphe Max 71-75 in Brussels, close to metro De Brouckère or metro Rogier. It is part of the biggest British chain of bookstores.

The **opening times** of Waterstones are 09:00 to 19:00 from Monday to Saturday and from 10:30 to 18:00 on Sundays.

The **academic book section** is located one level above the ground floor. The textbooks will be on display there or you can refer to the counter.

Vesalius College students receive a 10% **discount** with Waterstones Brussels with their student cards. Further discounts are possible thanks to the free Waterstones fidelity card.

For student’s convenience, **payment** is possible in cash, by bank card or major credit cards.

The **textbooks for Dutch and French** classes can be leased from reception.

Please do not go to the VUB bookstore for your textbooks as they will not be able to help you.

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**Brussels Bookshops**

- FNAC (City 2 shopping center)
- Standaardboekhandel (Dutch books only, Metro De Brouckère)
- Waterstones (English books only, Metro Rogier)
- Sterling Bookshop (English books only, Metro De Brouckère, also open on Sundays)
- Punto y Coma (Spanish books only, Metro Schuman)
- Filigranes (French books only, Metro Trône, also open on Sundays)
- Librairie de Rome (French books only, Metro Louise, also open on Sundays)

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**Brussels Bookshops**

The Central Library on campus Etterbeek and the Medical Library on campus Jette together represent the University Library of the Vrije Universiteit Brussel. Both branch libraries are open to anyone.

For more detailed information please visit the following web link [http://my.vub.ac.be/en/library](http://my.vub.ac.be/en/library).
Administrative Support for Students with Special Needs

Student Support Services at Vesalius College are able to offer limited administrative assistance to all students with medically documented special needs requirements, such as Dyslexia, Attention Deficit Disorder etc. The assistance is offered in the form of extra time allowed for final exams if requested. Special Needs Students are offered the possibility to take their Final Exams at the same time as the other students in the class, in a separate classroom, with a separate proctor and are allowed up to 50% extra time to complete their exams. For further information please contact Student Support Services, Louise Bond (lbond@vub.ac.be) in the Administration.

College Psychologist (not applicable during the Summer program)

Vesalius College offers students support for personal issues with the counseling services of Mr. Alex Anghelou, a clinical psychologist specialized in Cognitive Behaviour Therapy (CBT). He provides a safe environment for students to discuss concerns which may impede their academic progress and/or personal growth. Among other things, the issues she helps with vary from culture-shock, exam anxieties, relationship difficulties, homesickness and sexual identity/orientation to drug/alcohol dependency, eating-disorders, stress, and depression.

Sessions for counseling occur once a week on Wednesdays from 10:00-14:00 and last for up to an hour. Counseling is provided to students at no cost and sessions and their content remain strictly confidential. For an appointment with him, please contact directly via her e-mail: anghelou@gmail.com

If you are sick and unable to attend classes, please inform Vesalius College (02/614.81.70) so we can notify your teachers. You need to provide a medical note.

English and Math Workspace

The Math Workspace is a service designed to help students with the following:

- Planning and construction of written assignments
- Tutoring in Math and Statistics
- Time management
- Research, bibliography and annotation skills
- Numeracy Skills
- Difficulties with English grammar, syntax and/or punctuation

This service is free of charge to both Vesalius students and study abroad students. Tutors are available by appointment.

For Mathematics, Statistics and numeracy; Dr. Koen Lefever, kolefeve@vub.ac.be
For English and study skills: kfraser@vub.ac.be
Packing for your semester abroad

Shipping recommendations for excess baggage and personal effects.

It can be very challenging to pack your suitcase when trying to prepare for a semester or a year abroad. You’ll need to take into account varying weather conditions and also be sure not to exceed your maximum baggage allowance on the plane. This is why most students opt to have extra clothes and other personal items shipped to them from home. The problem that may be encountered, though, is that many students find themselves having to pay hefty customs taxes (“douane”) in order to claim their package at the post office. This is because gifts and commercial goods sent to Belgium from abroad are subject the Belgian customs tax.

How can you try and avoid having to pay this tax?

Shipment Via Regular Mail:

1. If your package had a declared value of goods shipped on the mailing label (i.e. if your parents estimated the value of the shipment to wrote it on the mailing ticket) then you can be sure that a tax will be imposed based on the declared value. As such, it is best to ask the sender to write “personal effects” on the sending label but NOT to declare a value for the goods shipped. One problem, though, is that if there is no value declared by the sender, customs officials will often open the package, give an estimate of the value of the goods and then declare a tax due based on their evaluation.

2. If the package is to be considered “excess baggage” then this can be shipped tax free. However, the goods must be shipped in a suitcase. The same instructions apply, however, when filling out the shipping label. The sender should indicate that the contents are “personal effects” and should NOT declare a value for the goods shipped.

3. Specific questions about customs taxes and standard shipping can be addressed directly with B-Post. The phone number is +32 (0)22 012345. You should choose the option to continue in Dutch (“en Néerlandais” - option 1) and then, when you get someone on the line, ask to speak to someone in English.

Alternative Shipping Methods (from the US):

1. US Postal Priority Mail International: With this type of shipment, the package is tracked – this is a very rapid mode of expedition and also one of the safest. However, you have a 50% chance of facing customs charges.

2. US Postal Express Mail International: This is the most secure, controlled and rapid mode of expedition. However, with this type of expedition, you are almost certain to encounter customs charges.

3. Private Shipping Companies ( UPS, DHL…): Again – very rapid and secured expedition, but sure to result in your having to pay customs charges.

In light of this information, it would seem that your best bet for avoiding customs taxes would be to ship your goods via standard delivery methods, claiming “personal effects.” Your decision, however, might depend on the value of what you want to ship and the level of security you require.
Housing

Vesalius College will try to help students to find suitable off-campus housing. This means a furnished student room or flat. The Housing Coordinator will do her best to assist you, though please note that during Orientation Week many new students might need help in finding housing. This means we may not be able to help everyone at the same time.

**During the Spring Semester it may take longer to find housing than in the Fall.** The students of the VUB and ULB begin their academic year at the end of September and take a large percentage of the rooms; nevertheless there are still rooms available.

The rent for a student room will be around €400 - €700 per month. You will be required to pay two months (sometimes even three months) of rent in advance as a “guarantee” (security deposit) and the first month of rent is due on the day you sign the contract. So if the rent is €400 you will be required to pay 3 X €400 = €1200 to the landlord on the day you sign your contract. Sometimes the electricity bill is not included but most of the time it is. Please note you will often need to share the kitchen and bathroom.

**For students desiring independent accommodations:**

Youth Hostel – please see the following site for contact information: [http://www.vesalius.edu/academics/study-abroad-programme/incoming-students/housing-and-expenses/#homestay](http://www.vesalius.edu/academics/study-abroad-programme/incoming-students/housing-and-expenses/#homestay).


NEW! U-Residence – brand new facility containing single and double rooms on VUB campus, across the street from Vesalius: [www.u-residence.be](http://www.u-residence.be). This residence takes students on a first-come, first-served basis and also offers hotel rooms for very short visits. **Students wishing to reserve a room should contact the provider directly.**

NEW! Jump Away – Fully-furnished and equipped shared international student flats located near campus: [http://www.jumpaway.eu/](http://www.jumpaway.eu/). **Students wishing to reserve a room should contact the provider directly.**

You may also consult the following web sites:

- [www.vlan.be](http://www.vlan.be) Please look for following areas: Ixelles, Etterbeek, and Auderghem.
- [http://www.brik.be/international-students/finding-room](http://www.brik.be/international-students/finding-room)
- [www.xPATs.com](http://www.xPATs.com) (click on Classifieds, Home shares (left side) and/or For Rent Furnished (right side) and [www.expatica.com](http://www.expatica.com)
- [http://brussels.craigslist.org/](http://brussels.craigslist.org/)
- [www.kitkot.be](http://www.kitkot.be)

Most of the contracts for student rooms or flats will be for at least one year. Contracts for apartments are usually three years. If you have questions and/or concerns about a contract, please ask the landlord for a copy and ask for a translation (or help) at Vesalius College.
For students staying with host families:

Home stays must be arranged prior to arrival in Brussels.

Students in home stays will be asked to review and sign the Home Stay Regulations & Contract [http://www.vesalius.edu/academics/study-abroad-programme/incoming-students/housing-and-expenses/]. The contract will be distributed during the home stay talk, which will be given during orientation. It is important that students are aware of their responsibilities towards the host family and towards the university when in a home stay.

Household Utility Services

For more information please visit the following website: [http://brussels.angloinfo.com/information]

Electricity and gas companies in Belgium are regulated by the Commission for Regulation of Electricity and Gas (La Commission de Regulation de l'Electricite et du Gaz). The commission fulfils two roles: it makes sure laws and regulations are adhered to, and it also acts in an advisory capacity to public authorities.

For a comprehensive list of gas and electricity suppliers: [http://www.brugel.be/Public/Page.php?ID=40]

Getting connected: gas and electricity

If moving to a property that already has a gas or electricity supply: one week before the move, contact the gas or electricity company and request a transfer form. This form should be filled out by both the old and new tenants as connection to an existing system usually only requires a change of details. It will be necessary to provide a meter reading. If the meter is not accessible, contact the company, who will send out an agent to take a reading.

If moving to a property where the gas or electricity supplies have not been connected, call the relevant company, who will arrange to send out a technician to connect the supply.

Water

Each region has its own water company. To set up a contract the following information is required:

- The address of the property
- The name of the new occupant
- The moving-in date
- The meter reading
- Copy of the new occupant's passport or identity card

Brussels region

In the Brussels-Capital region the water supplier is the Intercommunale Bruxelloise de Distribution d'Eau (IBDE) / Brusselse Intercommunale voor Waterdistributie (BIWD)

- **IBDE** (in French) / **BIWD** (in Dutch)
  - At: Boulevard de l'Impératrice 17-19, 1000 Bruxelles
  - Tel: 02 518 81 11
- **Emergency Service** 24/7
  - Tel: 02 739 52 11
University Health Center (VUB campus)

**Medical and Dental Consultation**

The Medical Office is a primary health care centre accessible to students, personnel and non-resident students.

You can go to the Medical Office in cases of illness, accidents, for minor procedures, preventive examinations, vaccinations, contraception, dental care, wound care, travel advice, tracing and treatment of sexually transmitted diseases (STD) and resting electrocardiograms (ECG).

**Medical Office**
- Etterbeek Campus – Building Y  
  Tel. +32 (0)2/629.23.00  
- Jette Campus  
  Tel. +32 (0)2/477.42.12

**Consultations Campus Etterbeek**

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<tr>
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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Dr. Aerts</td>
<td>8:00-20:00</td>
<td>8:00-20:00</td>
<td>8:00-12:00</td>
<td>8:00-18:00</td>
<td>8:00-18:00</td>
</tr>
<tr>
<td>Dr. Celestin</td>
<td></td>
<td></td>
<td>14:15-20:00</td>
<td></td>
<td></td>
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<tr>
<td>Dr. Huybregts</td>
<td>8:00-12:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Hysenbegasi</td>
<td>8:00-12:00</td>
<td>Jette 8:00-12:30</td>
<td>8:00-18:00</td>
<td>9:00-17:00</td>
<td>9:00-17:00</td>
</tr>
</tbody>
</table>

Register for appointment:
1. *Via online agenda on internet: [www.ugpvvub.be](http://www.ugpvvub.be)*
2. *By phone: 02/629 23 00 Monday through Friday from 9:00 till 17:30*

Payment by **cash** only for appointments.

Useful information:
For a doctor's appointment after working hours of the V.UB practice or in the weekend please call the following number: 02/242 43 44 (Brussels doctors on guard)

**Dentist: by appointment via tel: 02-629 23 00**

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<tbody>
<tr>
<td>Tuesday</td>
<td>8:30-19:00</td>
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<tr>
<td>Wednesday</td>
<td>8:30-19:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:30-19:00</td>
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</tbody>
</table>

**Physiotherapy: by appointment**

KINETIEK: U-residence, 1st floor

**Occupational health: by appointment**

Annick.Thomas@Attentia-cbmt.be  
tel: 0472/35 06 76 (from 8:00 until 17:00)

In case of medical emergency: call 112
## Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Police</strong></td>
<td>101</td>
</tr>
<tr>
<td><strong>Ambulance</strong></td>
<td>112</td>
</tr>
<tr>
<td><strong>Fire Brigade</strong></td>
<td>112</td>
</tr>
<tr>
<td><strong>Poison Treatment Center</strong></td>
<td>070/24.52.45</td>
</tr>
<tr>
<td><strong>Center for burn victims</strong></td>
<td>02/268.62.00</td>
</tr>
<tr>
<td><strong>Gas leaks</strong></td>
<td>02/274.40.44</td>
</tr>
<tr>
<td><strong>Floods</strong></td>
<td>02/739.52.11</td>
</tr>
<tr>
<td><strong>Cardstop</strong></td>
<td>070/34.43.44</td>
</tr>
<tr>
<td><strong>Suicide hotline</strong></td>
<td>1813</td>
</tr>
</tbody>
</table>

## Hospitals in Brussels

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Phone</th>
<th>Web site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Algemene Kliniek Sint Jan</strong></td>
<td>02/221.91.11</td>
<td><a href="http://www.klstjan.be">http://www.klstjan.be</a></td>
</tr>
<tr>
<td>Kruidtuinlaan, 32 1000 Brussel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUTCH, FRENCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UZ VUB</strong></td>
<td>02/477.41.11</td>
<td><a href="http://www.uzbrussel.be">http://www.uzbrussel.be</a></td>
</tr>
<tr>
<td>Laarbeeklaan 101 1090 Brussel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUTCH, FRENCH and ENGLISH</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Erasmus Ziekenhuis</strong></td>
<td>02/555.31.11</td>
<td><a href="http://www.erasme.ulb.ac.be">http://www.erasme.ulb.ac.be</a></td>
</tr>
<tr>
<td>Lenniksebaan 808 1070 Brussel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUTCH, FRENCH and ENGLISH</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Europa Ziekenhuizen</strong></td>
<td>02/614.20.00</td>
<td><a href="http://www.europaziekenhuizen.be">http://www.europaziekenhuizen.be</a></td>
</tr>
<tr>
<td>Site St.Elisabeth De Frélaan 206 1180</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brussel DUTCH, FRENCH and ENGLISH</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Europa Ziekenhuizen</strong></td>
<td>02/614.30.00</td>
<td><a href="http://www.europaziekenhuizen.be">http://www.europaziekenhuizen.be</a></td>
</tr>
<tr>
<td>Site St.-Michel Linthoutstraat 150 1040</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brussel DUTCH, FRENCH and ENGLISH</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Jules Bordet Instituut</strong></td>
<td>02/541.31.11</td>
<td><a href="http://www.bordet.be/">http://www.bordet.be/</a></td>
</tr>
<tr>
<td>Waterloolaan, 121 1000 Brussel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUTCH, FRENCH and ENGLISH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hippokrateslaan 10 1200 Brussel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUTCH, FRENCH and ENGLISH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Health insurance

Visiting students are required to obtain and provide proof of international health insurance prior to arriving in Brussels. Vesalius College does not provide a health insurance plan, however, does recommend that students consider obtaining supplemental Belgian national health insurance.

Some Belgian hospitals and emergency treatment centers will refuse treatment of patients without up-front down-payments of considerable sums of money. Others will allow for initial treatment but will require rapid payment for services rendered and will not direct-bill US or other international health insurance companies. This means that, although the students’ international health insurance will cover reimbursement of the medical expenses, the student will still initially be required to provide considerable sums out-of-pocket, which may prove to be quite a hardship.

With Belgian national health insurance, the hospital or emergency care service will direct bill the student’s policy, thus requiring no up-front payment. Seventy-five percent of the student’s medical expenses will be covered, including routine medical visits and prescription drugs.

The costs of National health insurance differ depending on your registration status:

- If not yet registered in; a Belgian town hall at time of application; the cost is of € 58,36/quarter + 8.50€/month
- If registered in a Belgian town hall; the cost is 8,50€/month

For more information on obtaining Belgian health insurance, please see the following site for Euromut health insurance: http://www.bepartena.be/en/home/. Our contact at Euromut is Isabelle Esterzon at Isabelle.esterzon@bepartena.be

Personal Liability Insurance

As part of our new application process, visiting students are required to obtain and provide proof of international personal liability insurance prior to arriving in Brussels. This liability insurance should have a policy covering for bedbugs infestations, which has become a growing problem due to visiting students bringing bedbugs with their personal effects from their home country or from other travels abroad before or during their semester in Brussels. Students in host families may also inadvertently cause damage to the host family's home or personal property.

Should international personal liability insurance not be available in the student's home country, then the student understands that s/he is entirely financially responsible for any property damage inflicted outside of Vesalius campus.

Pharmacies

There are plenty of pharmacies around. The green cross is the symbol for pharmacies. Opening hours are generally from 09:00-18:00. Some pharmacies are open on Saturday morning. The pharmacy nearest to the College is the one on Vrijwilligerslaan (near metro station Petillon). To find a 24h pharmacy, you can go to any pharmacy in your neighbourhood and check the list posted on their door. This list shows the pharmacies that are open that night or weekend. For security reasons you may have to identify yourself or wait outside for your medication to be delivered through a specially protected till.

Money and Banks

Where is the nearest bank to Vesalius College
You may choose which bank you wish to open an account with.

**ING:** on the campus of the VUB,
Open on: Mo, Tu, We and Fri 9.00 am - 1.00 pm and 2.00 pm - 4.00 pm
Thu 10.00 am - 1.00 pm and 2.00 pm - 6.00 pm
Contact: Tel: 02/626.98.90, Fax: 02/626.98.98, E-mail: vub.campus@ing.be
(for more information on opening a bank account, please consult their website:
http://www.ing.be/private/index.jsp)

**Fortis:** Boondaalsesteenweg 466 - 1050 Elsene (website: http://www.fortis.be/).

**Belfius:** Chaussée de Wavre 1741 - 1160 Oudergem (website: http://www.belfius.be/)

**Beobank:** Bld. Général Jacques 263/G - 1040 Ixelles (website: http://www.beobank.be/)

What is an IBAN code?
It is your International Bank Account Number. This code contains two control numbers and your account number. Ask your local bank at home for the number if you don’t know it. Useful for bank transfers.

What is a BIC code?
It is the Bank Identification Code also called Swift code. It starts with BIC followed by 8 characters, and identifies your Bank.

Good to know:
More information about the Euro banknotes and coins

**Which bank should I use? What is proton? Mr. Cash? Where can I use bank contact?**

We recommend that students open a bank account in Belgium, even if only staying for the semester. It is not recommended that students carry large amounts of cash; furthermore, making payments or cash withdrawals from non-European credit cards will incur service charges at the time of transaction. Finally, in many cases, a Belgian bank account is required for students who need to make payments of other kinds in Belgium (eg. Membership to Health City, the fitness center at the VUB, requires students to possess a Belgian bank account).

In many cases, there is no charge for students to open a Belgian bank account. Students can make a one-time transfer of foreign funds to the Belgian account. Students will then be given a European debit card (Bancontact/Mistercash), that will allow them to make payments in stores all over Europe without incurring service charges.

You can use Bancontact/Mistercash cards at automatic teller machines (ATMs) to withdraw cash, check your account balance and to carry out electronic transfers and other operations at self-service banks. These cards can also be used to pay for goods and services at some retail outlets equipped with Bancontact/Mistercash payment terminals. If the Maestro function is added to the card, you will be able to pay electronically with your card, or withdraw cash worldwide.

For small local payments the Proton chip function, available on many cash cards, can be handy. The “electronic purse” allows cardholders to load amounts from €5 to €125 onto their cards from their current accounts. By using your four-digit PIN-code, you can load these amounts electronically from ATMs, public phone booths, bank branches or self-service banking facilities. Proton eliminates the need for small change to pay for minor everyday financial operations such as paying for a loaf of bread from your bakery or a steak from the local butcher. Don’t forget to close your bank account before you leave.
Registration at the local Town Hall

When you arrive in Brussels, you are required by law to register with the local Town Hall (called: “maison communale” or “gemeentehuis”) in which you reside. Belgian law requires that all foreigners be registered with the town hall of the commune in which they live. If you do not do this, then you could be stopped at border control when travelling and you may not be allowed back into Belgium and could even be forced to travel back to your home country. This is especially true if you travel to a country that is outside of the Schengen zone (i.e. Great Britain).

Your student visa requires that you register with your town hall within 3-8 days of arriving in Brussels (don’t worry about this). However do not wait too long to make an appointment to register (make an appointment within 2 weeks of your arrival). If you do not register, you may have trouble travelling across borders to and from non-Schengen countries once your student visa runs out.

Below you will find the list of the Town Halls of all the communes of Brussels. Check your address to find out which commune you live in (check the ZIP code).

Required documents for town hall registration include:

- Identity card and/or international passport (with student visa stamp)
- The certificate (“proof of registration”) proving that you are officially registered as a student at Vesalius College *
- If applicable, an official document to prove you received a study grant or scholarship
- Your housing contract so you can prove your Belgian address
- Your E128 form or equivalent health insurance document (if you have one)
- 5 identity photos
- Cash (up to € 50)

* Our receptionist will provide you with a proof of registration, once you are fully registered and your tuition has been paid.

If you have a diplomatic passport, but your parents are leaving Belgium, you will have to register at the commune following these steps:

You need to go to the “Service des Etrangers” in your commune, and ask them to give you an application for "Changement de statut" (status change). Usually they will know what you are talking about. There you have to explain exactly why you want to change your ID card, meaning you go to school here etc.

Then you have to provide proof that you are enrolled in Vesalius College, you will need to request a proof of registration from Vesalius, and possibly also a proof of payment. Also provide your home address as the police need to come and check that you live there (please make sure you give your home address correctly, because they will check if you live there even before they send off the application to the Ministry). If for some reason your name is not on your door, they will cancel the process!

You should also provide a photocopy of your passport and any previous ID to prove that you stayed here legally before. Also go to your doctor and get a proof that you are completely healthy, have no diseases, have had all your required vaccinations, etc.
Normally, these documents should be sufficient. You submit the application with all the supporting documents to your commune, and they will send it to the “Ministère de l'Intérieur” for your case. You should hear from them within a minimum of 6 months. We are sorry to say that it is a very long process!

Please make sure you ask the commune for the list of documents that you need and also **be sure you keep a photocopy of all the documents you provide them with.** Often the people at the commune may not remember to tell you everything at once, and then make you run around for months trying to gather everything, so be prepared for this and try to remain calm!

| **It is also very important that, before leaving Belgium, you return to the town hall to withdraw your name from the town hall registry.** |
| In the case of home stays, the home stay provider may be required to continue to pay fees for students who have left the country but who are still listed as living at their address. |

**Identity card photographs**

We suggest you go to a photo shop or to a photo booth (in most railway and metro stations or at Crazy Copy Shop on the Campus) or at the FNAC photo shop (Waversesteenweg 738). What you can do next to save money is to have a whole sheet (A4) of those photos copied at the Crazy Copy Shop so that you have plenty left to stick on all sorts of documents. It is a good idea to have quite a few original identity photos taken, not only for the Town Hall registration but also to have some in reserve for other purposes such as for public transport, sports card, library card etc.

**In case of theft/lost papers**

If you are robbed at home, call the police as soon as possible. If your wallet has been stolen (with all your papers), the police will give you a form so that you can go to the Embassy/commune to collect a new ID card, passport etc. If you are robbed on the street, report it at the closest police station (or the one in your neighborhood). **It is better to keep a copy of your documents in your wallet and leave the originals at home.** To make your life easier, we suggest you make a list with all emergency phone numbers, as listed on page 2, leave it near your phone at home and carry a copy with you, just in case (e.g. ambulance, police, CARD STOP at 070/344.344).
Local administration addresses or the services for foreigners:

The offices are open from Monday until Friday. Between brackets you will find the name of the city area (commune/gemeente) in French, if the French name is different from the Dutch one.


Below you will find the list of the Town Halls of all the communes of Brussels. Check your address to find out which commune you live in (check the ZIP code).

We strongly advise to call the commune first in order to receive information regarding appointment procedures and required documents.

Anderlecht
Address: Georges Moreaustraat 1A, 1070 Brussel
Vreemdelingenbureau – Bureau des étrangers: tel. 02/558.09.43 – 02/558.09.44
Open: Mon-Fri 8:30-10:00, Wednesdays: 11:30-18:30
Website: www.anderlecht.be

Auderghem (Auderghem)
Address: Emile Idiersstraat 12, 1160 Brussel
Vreemdelingenbureau – Bureau des étrangers: tel: 02/676.48.11.
Open: Monday-Friday: 8:30-13, Wednesday open 14:00-16:00 and Thursday open 16:00-18:45
Website: www.auderghem.be

Brussel (Bruxelles)
Address: Anspachlaan 6, 1000 Brussel (2nd floor)
Vreemdelingenbureau – Bureau des étrangers: tel. 02/279.35.20, fax. 02/279.36.11
Open: Monday-Wednesday 08:30-15:30, Thursday 08:30-18:30, Friday 08:30-12:30
Website: www.brucity.be

Elsene (Ixelles)
Address: Elsense Steenweg 168A, 1050 Brussel.
Service de la population: tel 02/515.66.27.
Open: Monday-Friday 08:00-13:00, Wednesday also open 14:00-16:00, Thursday also open 16u30-18u30
Website: www.elsene.irisnet.be

Etterbeek
Address: Hôtel communal d'Etterbeek. Oudergemselaan 113, 1040 Brussel, (Level -1)
Vreemdelingenbureau – Bureau des étrangers: tel. 02/627.28.29, 02/627.28.31, 02/627.25.02
Open: Monday-Friday 08:00-12:30, Tuesday also open 16:00-18:30, closed on Wednesdays.
Website: www.etterbeek.irisnet.be

Evere
Address: Hoedemaekerssquare 10, 1140 Brussel
Vreemdelingenbureau – bureau des étrangers: tel. 02/247 62 50. Please call on Tuesday or Thursday morning in order to make an appointment.
Open: Monday-Friday: 08:00-12:45, Tuesday also from 17:00-19:45
Website: www.evere.be/1/welcome.html
Ganshoren
Address: Keizer Karellaan 140, 1083 Brussel
Vreemdelingenbureau – Bureau des étrangers: tel. 02/465.05.14/25/62
Open: Monday-Friday 08:00-12:00, Monday, Wednesday and Thursday also open 13:00-15:00,
Visits on Thursdays between 17:00-18:45 by appointment only.
Website: www.ganshoren.be

Jette
Address: Wemmelsesteenweg 100, 1090 Brussel
Vreemdelingenbureau – Bureau des étrangers: tel. 02/423.12.55
Open: Monday-Friday 08:30-14:00, Thursday 13:00-19:00
Website: www.jette.be

Koekelberg
Address: H. Vanhuffelplein 6, 1081 Brussel
Vreemdelingenbureau – Bureau des étrangers: 02/412.14.11
Open: Monday-Friday 08:00-12:00 and 13:30-16:45, Tuesdays open until 18:45
Website: www.koekelberg.be

Schaarbeek (Schaerbeek)
Address: Colignonplein, 1030 Brussel
Vreemdelingenbureau – Bureau des étrangers: tel. 02/244.70.70
Open: Monday-Friday 08:00-13:00, Thursday 08:00-19:00
Website: www.schaerbeek.irisnet.be

Sint-Agatha-Berchem (Berchem-Ste-Agathe)
Address: Koning Albertlaan 33, 1082 Brussel
Vreemdelingenbureau – Bureau des étrangers: tel. 02/464.04.36/38
Open: Monday, Tuesday, Wednesday 09:00-14:00, Thursday 09:00-14:00 and 16:00-19:00, Friday 08:00-13:00
Website: www.berchem.irisnet.be

Sint Gillis (Saint-Gilles)
Address: Van Meenenplein 39, 1060 Brussel, (door N° 0.2)
Vreemdelingenbureau – Bureau des étrangers: tel. 02/536.02.13.
Open: Monday-Thursday 08:00-12:00, Friday 08:00-13:30 and Tuesday also 15:00-18:00
Website: www.stgilles.irisnet.be

Sint-Jans-Molenbeek (Molenbeek-Saint-Jean)
Address: Waterpasstraat 7, 1020 Brussel, 1st floor
Vreemdelingenbureau – Bureau des étrangers: tel. 02/412.36.79
Open: Monday, Wednesday, Thursday 08:00-12:00, Tuesday, Friday 07:45-12:00
Website: www.molenbeek.be

Sint-Joost-ten-Node (Saint-Josse-ten-Node)
Address: Sterrenkundelaan 13, 1210 Brussel
Vreemdelingenbureau – Bureau des étrangers: tel. 02/220.26.56
Open: Monday-Friday 08:30-13:00, Tuesday also 16:00-18:00
Website: www.stjosse.irisnet.be

Sint-Lambrechts-Woluwe (Woluwe-Saint-Lambert)
Address: Paul Hymanslaan 2, 1200 Brussel
Vreemdelingenbureau – Bureau des étrangers: tel. 02/761.27.08, 02/761.27.87, 02/774.36.19
Open: Monday-Friday 08:00-12:30, Thursday 08:00-19:00 (non stop)
Website: www.woluwe1200.be
Sint-Pieters-Woluwe (Woluwe-Saint-Pierre)
Address: Charles Thielemanslaan 93, 1150 Brussel, (window 1&2)
Vreemdelingenbureau – Bureau des étrangers: tel. 02/773.05.47.4.
Open: Monday-Friday 08:30-13:00, Wednesday 14:00-16:00, Thursday 16:00-19:00
Website: www.woluwe1150.irisnet.be

Ukkel (Uccle)
Address: Dansestraat 3, 1180 Brussel (1st floor)
Vreemdelingenbureau – Bureau des étrangers: tel. 02/348.67.00.
Open: Monday-Friday 08:30-15:00
Website: www.uccle.irisnet.be

Vorst (Forest)
Address: Pastoorstraat 2, 1190 Brussel, (windows 10-11-12)
Vreemdelingenbureau – Bureau des étrangers: tel. 02/370.22.59/86/87/65/85. Tickets for inscription are distributed on Monday-Thursday 08:30-10:45 and Friday 08:30-10:00
Open: Monday-Thursday 08:30-13:00, Friday 08:30-11:45,
Website: www.forest.irisnet.be

Watermaal-Bosvoorde (Watermael-Boitsfort)
Address: Gilsonplein 1, 1170 Brussel, (window 0)
Vreemdelingenbureau – Bureau des étrangers: tel. 02/674.74.22, 02/674.75.86
Open: Monday-Tuesday-Friday 08:00-12:00, Wednesday 08:00-12:00 and 14:00-17:00, Thursday 07:00-19:00
Website: www.watermaal-boitsfort.be
Where can I obtain a Belgian number for my mobile phone?

There are many outlets that sell mobile phone sim cards. You have the choice between three main operators: Proximus, Mobistar and Base. The nearest shop is at the “Chasse” – Waversesteenweg (The Phone House). They sell all three operators. Base is currently considered to offer the most favourable prices for students for prepaid cards. Please note that in Belgium mobile phones are referred to as ‘GSM’s.

What number should I dial when I am in Belgium and I want to call someone in Belgium?

For example if the number is +32 2/629.28.21 you use only the regional/area code and put a 0 (zero) in front of the area number (i.e. 02 for Brussels; 03 for Antwerp). In this case: 02/629.28.21.

Most people here will give you their number without the country code.

What is the Belgian country code when someone calls me from abroad?

32 + 2 for Brussels (i.e. +32 2/629.2821), US callers: 011.32 + 2 for Brussels (i.e 011 32 2/629.2821)

If someone from abroad wants to call me on my Belgian mobile phone number what number should he/she dial?

Code for international calls 32, followed by your mobile phone number without the first 0.

For example if your Belgian Mobile number is 0475/01.02.03, the person calling you from abroad should dial (the code used in the country for international calls) +32 475/01.02.03

I would like to call my family abroad what number should I dial?

00 and then the country code. So if you want to call someone in Spain (country code 34) you dial: 00 34 (+ area code + telephone number).

Are there telephone booths in Belgium?

Yes, but not very many (and often broken). You will need to buy a phone card to use them. Most Belgians use cell phones; you will find phone booths, but they are few. You can usually buy phone cards in the newspaper shops called “Relay” or “Press Shop” for a range of prices, depending on how much you plan to call.

What kind of phone shall I buy?

Mobile telephones are widely available in specialized shops and large retail outlets. Such shops are often official agents for one of the three major Belgian operators (Proximus – affiliated to Belgacom, Mobistar, Telenet and Base) and as such are authorized to open an account for you on the spot. Each of the 3 operators has different formulas for payment, including pre-paid cards, contracts and subscriptions.

For more information go to your nearest sales outlet, telephone any one of the 4 operators or see their websites: Proximus, tel: 02/205.40.00 – www.proximus.be; Mobistar, tel: 0495/95.95.00 – www.mobistar.be; Telenet, tel: 015 66 66 66 – www.telenet.be and Base, tel: 0486/19.19.99 – www.base.be.

If you prefer a fixed line, you need to contact Belgacom or telenet to come and install it. Check their websites: www.belgacom.be, www.telenet.be.

To send a fax

In most telephone centers you will be able to send a fax. Copy Land, located at Chaussée de Wavre 1049 also offers fax services.

Are there any Internet cafés in the neighborhood?

FOOD ON CAMPUS

Restaurant and Cafeteria

The Self Service (free flow) Restaurant is open from Monday to Friday from 11:30 to 13:45. The cafeteria is open from 7u30 to 16:00.

The weekly menu can be checked on the website of the VUB (www.vub.ac.be/english/infofor/prospectivestudents/restaurant.html). At lunchtime you can choose from a variety of menu options, including meat dishes, salads, pasta, wok dishes, vegetarian and light meals. This price includes: Soup, main course, dessert and water from the distributor (not bottled water).

The restaurant is open the whole year round, except during the weekend, on holidays and between Christmas and the New Year.

<table>
<thead>
<tr>
<th>Consumer</th>
<th>Menu of the day, vegetarian dish &amp; light menu</th>
<th>Pasta Bar</th>
<th>Wok</th>
<th>Cold Dish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student *</td>
<td>€ 5.00</td>
<td>€ 4.85</td>
<td>€ 4.70</td>
<td>€ 4.75</td>
</tr>
<tr>
<td>Visitors, external parties</td>
<td>€ 8.70</td>
<td>€ 8.50</td>
<td>€ 8.50</td>
<td>€ 8.50</td>
</tr>
</tbody>
</table>

The cafeteria is open for breakfast, sandwiches, small meals, pastry and drinks. Newspapers and magazines are also available from that time onwards.

The cafeteria opens at 7:30 a.m. Breakfast, hot pastry are available from that time onwards.

Payment facilities:
The restaurant accepts the following payment methods:
• Cash
• Proton
• Bank contact
• Meal vouchers
• You can withdraw money or recharge your proton card at the ING bank (at the Esplanade).

‘t Complex

Cafeteria above the swimming pool on the VUB campus. They serve sandwiches and hot meals. Opening hours: 10:00 to 01:00.

Opinio

The snack bar Opinio is located on the Esplanade, VUB Campus. They serve cold/hot drinks, a wide range of sandwiches and snacks. Opening hours: from 09h30 to 23h00.

Kultuurkaffee

Located on the VUB Campus, serving sandwiches and drinks
VUB SPORTS FACILITIES

Every user (or group of users) needs a VUB club card in order to gain access to the VUB sports facilities, be it in Etterbeek or Jette. A club card costs 7,50€ and is valid for a period of 5 years. Services such as the sports-punch to join the sports program, the classes, jogging or swimming sessions, can be loaded onto the magnetic card, which depicts your name and photo.

Club card members and tenants to our infrastructure enjoy access to the dressing rooms and showers on the first floor and can reserve a locker at the reception desk.

The VUB sports department has two large multipurpose sports halls (for indoor soccer, basketball, badminton, tennis, etc.); one martial arts hall; three squash courts and one climbing wall. All facilities are indoor and thus always available for rent.

VUB Swimming Pool

The Vrije Universiteit Brussel has a pleasant 25m swimming pool. Your swimming sessions are entered on your personal club card, which gives you unlimited validity. Only tight-fitting swimwear is allowed, but the use of a bathing cap is not obligatory. You can swim for an unlimited period of time, but will be asked to leave the pool five minutes before closing time.

Opening hours:
- Monday/Thursday: 12:00-14:00 and 17:00- 21:00
- Friday: 12:00-14:00
- Saturday & Sunday: closed


Basic Fit  All Inclusive

Basic-Fit is a state-of-the-art private sports club located on VUB campus. Basic-Fit not only offers modern aerobic and weight training equipment, but also offers Pilates, spinning classes, and a full range of group fitness classes (The Mills Series), which are all included in the membership fee. A Free trial session of offered to all new students. It is mandatory to have opened a Belgian bank account in order to purchase a Health city membership. For more information, please visit the following site: www.basic-fit.be/clubs/brussels-ixelles-vub

Opening hours:
- Monday/Friday 08:00-22:30
- Saturday & Sunday 09:00-16:00
- 24/12 and 31/12 All clubs closed at 16:00

Membership gives you access to all Health City clubs in Belgium.

Basic Fit Ixelles
VUB Campus, entrance 8 Blvd. du Triomphe, 1050 Elsene
Tel : +32 2 629 15 55

*Please note that students must have a Belgian bank account in order to be eligible for membership at Health City as all charges are realized via direct debit.
**Shopping**

**General shop opening hours**

Most shops are open from 09:00 to 18:30, although precise hours vary according to the type of business. Bakeries and snacks open earlier (around 07:00), while some clothes shops may open later (around 10:00). In villages outside Brussels, shops may be closed over lunchtime. Just before Christmas, shopping hours plus week-end schedules are extended in the main shopping areas of Brussels.

http://www.shopinbrussels.be/
http://www.eupedia.com/belgium/brussels_shopping.shtml

**Night shops in Brussels**

Most of the night shops are situated downtown or near the university campuses. Most night shops are open from 18:00 until 03:00. Some also rent DVD’s or videos or have a small bar and fast food facilities. Avoid doing your regular shopping there because they are very expensive, check the sell-by dates on any food products carefully before you buy them! http://www.noctis.com/pages/services/shops.php

**Newspapers and magazines**

There are many newspaper shops around. Check for the chain PRESSHOP (or RELAY). Some bookshops sell many local and foreign newspapers and are open on Sundays (Filigranes, Librairie de Rome, Sterling Bookshop).

**Laundry**

The launderettes are called “super was/salon lavoir” and are self-service. The launderette closest to Vesalius College is located at 1028 Waversesteenweg. It is open 7/7 from 07:00-22:00 or check your neighbourhood (normally there is more than one in every neighbourhood). You need coins to operate the machines and the coins are bought on the spot using banknotes of € 5, € 10 or € 20, the machines will provide the change automatically. They have machines of 7kg and 14kg which general cost between € 3 or € 6 per load (prices may vary). You can use the tumble dryers and they are operated by coins too. It is better to bring your own soap (and cheaper), which you can buy in any supermarket.

**Post and Mail**

The post office nearest to Vesalius College is situated at Veldstraat n° 49-51(rue des Champs), 1040 Etterbeek. Open from Monday to Friday from 09:00-17:00, On Thursdays from 10:00-17:00 and on Saturday from 09:00-12:30. The nearest postpunt (Post Point) is situated at the Etterbeek railwaystation, General Jacqueslaan 261, 1050 Elsene Open from Monday-Friday from 06:00-20:15. (website: www.bpost.be)

In Belgium the national and international postage rates depend on the size and weight and whether it is a priority or non priority letter. Additional information on rates, post offices, post points and opening times can be found on the web site : www.post.be
Transport and travel

If you only travel occasionally by public transport, then choose the easiest way:

Tickets

A single fare
- 1 fare MOBIB: 2,00 €
  It entitles you to 1 journey, with the possibility to change between lines, on the STIB network (except for the NATO-Brussels Airport section of lines 12 and 21).
- 1 fare JUMP (purchased outside vehicle) 2,10 €
- 1 fare JUMP (purchased inside vehicle) 2,50 €

It entitles you to 1 journey, with the possibility to change between lines, on the STIB network (except for the NATO-Brussels Airport section of lines 12 and 21). It is also valid on the networks of DE LIJN and TEC and SNCB in Brussels.

5 journeys
If you only travel on certain occasions by public transport, then we advise you to choose a solution "à la carte".
- For 5 journeys 8,00 €
  It entitles you to 5 journeys, with a possibility to change between lines, on the STIB-network (except for the NATO-Brussels Airport section of lines 12 and 21). It is also valid on the urban and suburban networks of DE LIJN and TEC in Brussels and the urban network of the SNCB in first class.

10 journeys
If you travel often by public transport, then we advise you to choose a solution "à la carte".
- For 10 journeys MOBIB: 12,50 €
  It entitles you to 10 journeys, with a possibility to change between vehicles, on the STIB-network (except for the NATO-Brussels Airport section of lines 12 and 21).
- For 10 journeys JUMP: 14,00 €
  It entitles you to 10 journeys, with a possibility to change between vehicles, on the STIB-network (except for the NATO-Brussels Airport section of lines 12 and 21). It is also valid on the urban networks of DE LIJN and TEC and the SNCB in Brussels.

If you only travel with STIB, you could also take a STIB ticket. It will save you 10%. This ticket offers you unlimited access to the complete STIB network (except between NATO-Brussels Airport of lines 12 and 21) for one month or one year.

STIB season ticket

You are student between the ages of 12 and 24 and you only travel with STIB. Choose the school season ticket.
This ticket offers you unlimited access to the complete STIB network (except between NATO-Brussels Airport of lines 12 and 21) for one year.
https://www.youtube.com/watch?v=fjG3WUinDGc
Where to buy your monthly ticket?
In a BOOTIK
Via BOOTIK online
In a KIOSK
At a GO vending machine
At certified retailers

Timetables and real time

What is MOBIB?

One big difference: the MOBIB Basic card is anonymous so neither your name nor photo will appear on the card. You can only load journey or day fares (1 or 10 journeys, Discover Brussels 24h, 48h, 72h...) on it but no season tickets.

So the card can be used to travel together as a group but you need to have the right contract on it. With a ten journey contract you can validate a journey for each person you are traveling with.

If you only travel on the STIB network, then this card has been created especially for you! The MOBIB journey fares are 10% cheaper than the normal tickets.
- Jump 1 journey = 2.50 € ≠ MOBIB 1 journey = 2.00 €
- Jump 10 journeys = 14 € ≠ MOBIB 10 journeys = 12.50 €
You will easily recover the cost of € 5 for the MOBIB Basic-card.

How to validate

Hold your MOBIB pass close to the validation zone, marked by the big IOI in the center. You will hear a beep which confirms the validation of your pass.
If you have several different contracts (max. 8) on your MOBIB-card then there is an order of priority in which they are automatically validated.
1. Valid season contract
2. 1 or 3 day contracts
3. Journey contracts
4. Single fare
You can find a MOBIB reader at the entry of every underground station and in every bus and tram. Every reader has a screen which displays on demand all the information on your card.

Where can you get one?

Just bring a photograph, your passport and 5 euros to one of our BOOTIK and you will leave directly with your own personal MOBIB-card.

How much does it cost?

You only pay a refundable deposit of 5 euro. For this amount you receive your personal pass and lots of benefits. If you no longer use your card, the deposit is refunded pro rata the number of years you have used it.

Noctis

Every weekend the NOCTIS lines cross the Brussels-Capital Region until 3 a.m. Every Friday and Saturday night, from 0.15 a.m. until 3 a.m., a night network brings you home safely.

Noctis Fares

Day fares apply on the Noctis night network. It is included in the price of a season ticket.

Routes and timetables
To make sure the bus/tram stops when you need to get off you need to ring one of the yellow bells (Not the red one, that is the alarm!). If you are waiting at a bus or tram stop, give a signal to the driver by waving your arm to the driver. The metro stops automatically at every station. If you have no valid ticket the fine you will have to pay is between €55 and €380.

It is very important to validate your card “each time” you get on the bus/tram or metro (in the punch box you will find inside the bus and tram and in every metro station). Please note, you will also be given a fine if you have a ticket but have not validated it in the machine.

On the Metro please be careful to stand well clear of the doors when the buzzer sounds to let you know they will be closing!

The offices where you can buy your monthly/yearly pass are listed below. A one-ride ticket can be bought on the bus/tram and in every metro station (they only accept the correct amount on the bus/tram). Every “punch” is valid for one hour but you need to punch your card “each time” you switch transportation (bus, tram or metro); it will not punch another ride on you card, just makes a note of the “transit”.

**MOBIB card holders** can now recharge their season ticket there.

1. **Monday to Sunday from 6.30am until 10.30pm and national holidays**
   - De Brouckère
   - Gare Centrale
   - Gare du Midi
   - Rogier

2. **Monday to Sunday from 6.30am until 9.30pm and national holidays**
   - Gare du Nord
   - Louise
   - Porte de Namur
   - Schuman

3. **Monday to Friday from 6.30am until 9.30pm**
   - Arts-Loi
   - Bockstael
   - Gare de l'Ouest
   - Herrmann-Debroux
   - Merode
   - Montgomery
   - Roodebeek
   - Saint-Guidon
   - Simonis

4. **Monday to Friday from 9.15am until 4.45pm**
   - Delta

5. **Monday to Friday from 7.15am until 2.45pm**
   - Stockel

**Payment methods**
- Bancontact / Mister Cash
- Maestro
- Proton
- Cash
- Visa

**Attention:** the KIOSK does not give change exceeding 5 euros

Jobs in Brussels

Anyone over 15 may look for part-time work. Students wishing to work during their holidays and in term-time can do so, but there are certain conditions. The employer and student pay reduced rate social security contributions as long as the student works no more than 50 days during the year (with one or several employers). If the student exceeds these limits the right to reduced contributions is lost. Non-EEA students who wish to work during the academic year are required to have a category C work permit. http://www.werk-economie-emploi.irisnet.be/en/dispenses

Type-C work permits
The type-C work permit is for specific categories of foreign nationals whose stay in Belgium is temporary (such as students) or whose right to stay in Belgium is still undecided (such as some asylum seekers). The type-C work permit is available for all paid jobs and is valid for up to one year. This permit can be renewed in some circumstances. http://www.werk-economie-emploi.irisnet.be/en/permis-c

Type-B work permits
The type-B work permit is granted for a specific job for a specific employer for a set period of up to twelve months. This permit can be renewed in some circumstances.

Religious Services

For information on Religious Services available in and around Brussels, please consult the following link: http://brussels.angloinfo.com/af/23/brussels-churches-religion-and-spirituality.html