



Vesalius College
Brussels

In affiliation with



Guide for Newly Accepted Students

www.vesalius.edu

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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.

Living in Brussels - A Very Cosmopolitan Affair

The liberal nature of Vesalius’ academic programme 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, 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 sports activities and facilities.

This guide is designed to help you prepare for your move to Belgium and find your way around in Brussels and beyond. It contains useful information which is meant to facilitate your introduction into Belgian life.

Use it to your best advantage and enjoy the experience.

Prof. Dr. Joachim Koops

Dean Vesalius College

Contact Details Vesalius Administration

Office	Name	Office	Contact details
Visiting Address	Vesalius College	Pleinlaan 5, 1050, Brussels, Belgium	vesalius@vub.be +32 2 614 8170
Mailing Address	Vesalius College	Pleinlaan 2, 1050, Brussels, Belgium	
Information Office	Ms. Louise Klinkenbergh, Information Office Assistant	-1.15	vesalius@vub.be +32 2 614 8170
Dean's Office	Prof. Dr. Joachim Koops, Dean	-1.56	dean.vesalius@vub.be +32 2 6148174
	Ms. Louise Bond, Dean's Office & Student Support Assistant	-1.54	lbond@vub.be +32 2 614 81 74
	Prof. Olesya Tkacheva, Associate Dean	-1.65	Olesya.Tkacheva@vub.be +32 2 614 81 79
	Prof. Sven van Kerckhoven, Head of the Business Department	-1.60	sven.van.kerckhoven@vub.be +32 2 614 8184
	Prof. Jonas Lefevere, Head of the Communications Department	-1.59	jonas.lefevere@vub.be +32.2.614.81.82
	International Affairs Department		
	Int'l & European Law Dept.		
Student Affairs	Ms. Su Xianping, Head of Academic Administration	-1.52	xianpisu@vub.be +32 2 614 8176
External Relations, Admissions & Recruitment	Ms. Miwa Kitamura, Communications, Marketing & Recruitment Manager	-1.06	miwa.kitamura@vub.be +32 2 614 8169
	Ms. Heidi Vicente, Admissions & Recruitment Officer	-1.06	heidi.vicente@vub.be +32 2 614 82 02
	Ms. Vanessa Goffard, Admissions Assistant	-1.06b	vanessa.goffard@vub.be +32 2 614 8177
Study Abroad	Ms. Clara Cotroneo, Director of Int'l Programmes, Projects & Outreach	-1.53	clara.cotroneo@vub.be +32 2 614 8167
Study Abroad	Mr. Edgar Felix Vargas, Study Abroad & Internship Coordinator	-1.03	Edgar.felix.vargas@vub.be +32 2 614 8172 internships@vesalius.edu
Education Services	Mr. Chris Janssens, Education Services Manager	-1.03	chris.janssens@vub.be +32 2 614 8175
College Services	Mr. Tom Wittocx, College Service Manager	-1.03	tom.wittocx@vub.be +32 2 614 8173
Financial Department	Mrs. Romy Flower, Financial Manager	-1.55	romy.flower@vub.be +32 2 614 80 41
College Psychologist	Mr. Alex Anghelou, Psychologist		anghelou@gmail.com

Emergency Procedures & Contacts for Study Abroad Students

Contact Person/Organization	Number
Brussels Emergency Services	
Police	101
Accident, Attack, Ambulance	112
Red Cross	105
Center for burn victims	02/268.62.00
Poison Control	070/24.52.45
On-call Doctor (Dutch)	02/242.43.44
On-call Doctor (French)	02/513.02.02
Pharmacy	0900-10.500
Card Stop	070/ 344 344

Admission to Belgian Territory

If you are not a Belgian citizen, you must get a student visa to live in the country and attend school. The time it takes to attain one may vary from one month to several depending on a variety of factors. Vesalius recommends you apply for a student visa as soon as you are accepted into the programme. To be admitted to Belgium, you must go through certain entrance formalities. You can be admitted to Belgium on the basis of various different statutes. The statute on the basis of which you have to get into the country is a **“temporary residence permit for students”**. This is the only way to be able to stay in Belgium for the duration of your studies.

Who needs a **“temporary residence permit for students”**

All foreign students, except citizens of countries of the European Union, need a temporary residence permit to stay in Belgium.

Important: A holder of a UK passport without the right of abode in the UK must apply to the Belgian diplomatic or consular in his/her country of residence for a temporary residence permit.

Visa **“type D – long stay multiple entries”** or temporary residence permit

A temporary residence permit is a type of visa that gives you the provisional right to reside in Belgium, without a specific time limit, but only as long as certain conditions are fulfilled. These conditions are partly related to the purpose of your stay. The Dutch and French names for the type of visa that you need are **“Machtiging tot Voorlopig Verblijf”** (MVV) and **“Autorisation de Séjour Provisoire”** (ASP).

Visa “type D – long stay multiple entries” for students

As we stated earlier, what you need is a temporary residence permit for students. It gives you the right to reside in Belgium for the duration of your studies assuming the following:

- That you take the exams and enrol for the following academic year
- That you have sufficient financial means for every period of extension applied for

Where to apply for a temporary residence permit

The Belgian Embassy in your home country, or any other country where you have legal residence.

If there is no Belgian Embassy in your country, you have to go to:

- The embassy of another country that also manages Belgian affairs in your country (for instance the Dutch Embassy in Surinam). Please note that these embassies of third world countries cannot deliver student visas, only tourist visas. In this case, however, it is relatively easy to change your tourist visa into a student visa once you are in Belgium.
- If Belgium does not have an embassy from another country managing its affairs in your country, you will have to go to the nearest Belgian Embassy in a neighbouring country (for instance, if you are from Ghana, you will have to go to the Belgian Embassy in Ivory Coast).

Please note that it is not possible to get a temporary residence permit (or any other visa) once you are in Belgium!

Which documents do you need?

At the embassy you have to present 5 documents:

- A valid passport
- A certificate of “good character”
- A letter of acceptance from an officially recognized educational institute (in this case, an acceptance letter of Vesalius College)
- A certificate of medical check-up by a doctor appointed by the embassy
- Proof of sufficient financial means.

The first three documents do not need much explanation. You have already received the letter of acceptance. A valid passport is a matter for the authorities or embassy in the country where you currently reside, as is the certificate of “good character”. If you have to hand in the original letter of acceptance to the embassy, ask them to provide you with a legalized copy.

Certificate of medical check-up: please ask the embassy which doctor they require you to see, they will probably supply you with a list.

A proof of sufficient financial means can be delivered in various ways but the legal text mentions three examples. Keeping to these examples will give you the best chance of getting a “type D” visa without any problems:

- 1) A scholarship or a student loan;
- 2) Someone who declares that s/he will support you financially;

3) You have a solid income from a remunerative activity.

For the first two possibilities, please read “proof of sufficient financial means”.

The third possibility will only be accepted in combination with 1) or 2), because there is always a possibility that you may lose your job and income. Furthermore, to be able to practice a remunerative activity in Belgium, you need a **work permit** (which has to be applied for by your employer) and, as a student, your work time may not exceed **20 hours per week**.

Procedure

When you submit the necessary documents to the embassy, they will send your file to the aliens department in Brussels. This department will investigate your case and finally they will send their answer to the embassy.

If the answer is positive, the embassy will issue your visa and you are all set to go.

If the answer is negative, ask the embassy for the reasons of their refusal. If the embassy does not answer, be persistent. If you have valid documents there is no reason for the embassy to refuse your visa.

Applying for a student visa can take up to several months. If your temporary residence permit arrives too late with a validity period that does not run within the period of enrolment, you will have to postpone your studies until the following semester.

Proof of sufficient financial means

Scholarship or student loans:

A scholarship or student loan is one way to finance your studies and stay in Belgium. As proof of financial support you must deliver a certificate that states that the loan or scholarship covers:

- Health care
- Accommodation
- The cost of your studies
- Repatriation costs

This certificate may originate from:

- An international organisation
- A national government institution

Engagement to take financial responsibility

The sponsor

Anyone, regardless of nationality or location, can take financial responsibility for you. The sponsor can declare to support you for one academic year or for the entire duration of your studies in Belgium; the latter is preferable. Otherwise you will have to annually repeat the procedure of having forms filled out and investigation of the sponsor’s financial means etc.

If an embassy refuses to consider a sponsor who does not have the Belgian nationality or who does not live in Belgium, tell them that you have different information. We have inserted below an *excerpt from the Belgian State journal* which clearly states that the sponsor can have any nationality and can live in any country. If the embassy does not believe you, please show it to them.

The document “agreement of financial responsibility”

This document proves that you have a financial guarantor and it is a specific form that must be completed by the sponsor.

If the sponsor lives in Belgium, he has to get the form from the municipality. The municipality will forward the form to the Ministry of Interior who will investigate if the person is financially capable of supporting you.

If the sponsor lives abroad, he must get the form from the Belgian Embassy in that country. In this case, the embassy will forward the document to the Ministry of Interior in Belgium.

The Belgian administration recognizes only two languages: Dutch and French. The sponsorship form exists in two versions: in Dutch (“**verklaring van tenlasteneming**”) and in French (“**engagement de prise en charge**”). Some embassies provide English versions that are official and therefore can be used. The English translation IS NOT AN OFFICIAL DOCUMENT, the Belgian administration will only accept documents in English if these documents are published by official Belgian administrations, for instance embassies.

Ask the embassy to prepare several legalised copies of the document “agreement of financial responsibility”. One copy will be kept by the embassy; take the others with you when you move to Belgium. You will need them for your registration on the aliens-register at the commune.

Possible additional financial requirements

Some Belgian embassies require proof that the sponsor has a bank account in Belgium and sometimes even that there is a minimum amount of money on the bank account. Other embassies also require that a specific amount be transferred to a special Belgian account (“*consignatie-kas*”).

Validity period of your temporary residence permit

It is of extreme importance that the validity period of your temporary residence permit falls within the enrollment dates of Vesalius College (please refer to the academic calendar). You will not be able to enroll before or after this period.

Important: If the embassy sees no possibility to get you a student visa that falls within the period of enrollment, they may suggest that you apply for a tourist visa, which is easier for them. Do not agree to this *unless the embassy is willing to give you a written statement that mentions that they have advised you to apply for a tourist visa. A written statement is the only way to change your tourist visa into a student visa once you are in Belgium.* Otherwise a tourist visa will be of no use to you.

For more information on visa applications, please consult the following website:
http://diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium/

Housing

Students are responsible for making their own housing arrangements. However, Vesalius College can help students find suitable off-campus housing **if requested** (see detailed information and housing application on the dedicated housing page of our website). This means a furnished student room or flat. The Housing Coordinator will do her best to assist you (please refer to the **application housing deadlines** listed on our website: <http://www.vesalius.edu/academics/study-abroad-programme/incoming-students/living-in-brussels/accommodation/>).

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.

Student rooms are available in a wide price range (€400 to €700 per month on average) and many are conveniently located close to the campus. 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 2 X €400 = €800 to the landlord on the day you sign your contract. Make sure that the utilities are included in the rent (electricity, heating system, water, Wifi connexion). Please note you will often need to share the kitchen and bathroom.

Students who do not request assistance from the Housing Coordinator but wish to find a room or flat themselves should note that housing cannot be arranged before you arrive in Belgium (unless you don't mind not visiting the place). The earlier you arrive in Brussels, the easier it will be to find accommodation.

This **online guide for finding housing** gives students all tips concerning areas, contract and temporary housing:

www.vesalius.edu/ap-content/uploads/2013/04/A1.-Housing_Tips_FindingRooms_2015_v4.pdf

We suggest that you arrive one week before Orientation if at all possible. We advise you to arrange temporary housing in advance of your arrival (see the suggested list of temporary housing).

Temporary Housing

Hôtel de Jeunes « Sleep Well »

Rue du Damier 23

1000 Brussels

Tel: 32 (2) 218 50 50

e-mail: info@sleepwell.be

web: www.sleepwell.be

Auberge des 3 Fontaines

Chaussée de Wavre 2057

1160 Brussels

Tel.: 32 (2) 672 22 60

e-mail: info@csfds.be

web: www.csfds.be

Auberge de Jeunesse “Jacques Brel”

Rue de la Sablonnière 30

1000 Brussels

Tel: 32 (2) 218 01 87

e-mail: brussels.brel@laj.be

Auberge de Jeunesse “Bruegel”

Heilige Geeststraat 2

1000 Brussels

Tel: 32 (2) 511 04 36

e-mail: brussel@vjh.be

Please reserve your room before you leave for Brussels

Hotels near Vesalius College

Hôtel Lambermont
Boulevard Lambermont 322
1030 BRUSSELS
Tel: 32 (2) 242 55 95
Fax: 32 (2) 215 36 13
email: lambermonthotel@skynet.be
web: www.lambermont-hotel.com

Catalonia Forum Hotel
Avenue du Haut-Pont 2
1060 BRUSSELS
Tel: 32 (2) 343 01 00
Fax: 32 (2) 347 00 54

Hotels near Brussels Airport

Novotel Brussels Airport
Bedrijvenzone Diegem-Vuurberg
Da Vincilaan 25, 1831 Diegem-Zaventem
Tel.: 32 (2) 725 30 50
Fax: 32 (2) 721 39 58
E-mail: H0467@accor.com

Looking for housing in Brussels

When you consult the following websites, please look for the following areas: Ixelles, Etterbeek, and Auderghem.

www.vlan.be

<http://www.brik.be/international-students/studying-brussels>

www.xPATs.com (click on Classfields, Home shares (left side) and/or For Rent Furnished (right side) and www.expatica.com

<http://brussels.craigslist.org/>

www.kitkot.be

www.brusselsdestination.be

www.appartager.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.

Health Insurance

Students are required to obtain international health insurance before 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, you will be refunded a percentage of your health care costs. Each time you visit a doctor (or dentist or other recognized practitioner), he/she will issue you an official receipt called an 'attestation de soins donnés/getuigschrift voor verstrekte hulp' stating your name, the date of the visit, the code(s) for the treatment provided and the amount paid.

In order to receive a reimbursement, you will have to drop off your medical claims at your local health insurance office. You will be reimbursed on your account within 5-10 days.

The costs of Belgian national health insurance differ depending on the student's registration status at his/her local town hall. If not yet registered in a Belgian Town Hall at the time of the application, the cost is around €61.43 per quarter plus €10.49 per month. If registered in a Belgian Town Hall, the cost is €10.49 per month. For more information on obtaining Belgian health insurance, please see the following site for Euromut health insurance:

http://www.euromut.be/ContentServer/expats/Situation-en/situation.studying-in-belgium/S_article. Our contact at Euromut is Ms. Katrien Vanden Waeyenbergh, email: Katrien.VandenWaeyenbergh@bepartena.be, tel: +32 2 209 06 98.

Arrival in Brussels

Money-exchange agents, telephones

When you have passed the customs and leave the passenger-zone, you will find money-exchange agencies at your right-hand side, next to the arrival-exit. Do not exchange too much money there because these agencies are slightly more expensive than banks elsewhere. It is advisable to get at least €30. Ask for coins (€1 and €2) as they come in handy.

At the end of the hall on your left-hand side, you will find a room with public telephones. You can buy telephone cards at the post office next to the room with the telephones. There are other telephones in the arrival hall, at the other end of the hall, passed the cafeteria.

From Zaventem Airport to Vesalius College

Train

The cheapest way to get from Zaventem to Vesalius College is by train and tram. There are two ways of reaching the train station.

If you are near the exit of the passenger zone, just follow the “train” signs which lead you to the escalator. If you have a lot of luggage it is practical to take the elevator downstairs.

In the station you will find a ticket office of the national railway company. Go to the platforms. There are two platforms; an arrow will indicate from which of the two platforms the first train will leave. Trains operate regularly to Brussels (4 per hour).

Get off the train at “Brussel Noord”. From the platform go downstairs and to the main exit which is the direction of descending platform numbers. In other words, walk towards platform 1. You will enter a big hall, then walk through the glass doors and you will enter another big hall. Walk until you arrive between two rooms of escalators.

In between the escalators you will see an orange-colored ticket vending machine. This machine also gives instructions in English; choose the option “other languages” and then “English”. Buy a ticket; a one-ride ticket will do.

Take tram 25 (direction Boondaal). Insert the ticket in one of the orange colored punching machines and take it out again. After leaving the “Brussels Noord” station, the tram will go above ground and at a certain point it will go underground again (after the stop at “Meiser”). After four stops, it will go above ground again. Get out at the sixteenth stop called “Etterbeek” station. On your left-hand side you will see the “Etterbeek” train station. Next to the train station (on the left) you will see the BeoBank building. Walk alongside the BeoBank building and turn right on the “Pleinlaan” and you will find Vesalius College (Pleinlaan 5).

By public transport this is the fastest and easiest way to reach Vesalius College.

If you miss “Brussel Noord” station, get out at “Brussel Centraal” station. Follow the signs “Metro” (or a white capital M on a blue background). Buy a one-ride ticket. Stamp the ticket in one of the orange coloured ticket stamping machines and then take it out again.

You need to get on a metro with destination “H. Debroux”. When you enter the passenger zone of the metro station, turn left immediately and go downstairs. The platform signs indicate the destination of the next metro-train. Make sure you get on a metro-train with destination “H. Debroux” (check the destination above the windshield of the vehicle).

Get out at “Petillon”, this is the seventh stop. Once out of the metro-train, turn left, exit “Vrijwillingerslaan or Avenue des Volontaires”. Outside the metro station, turn right and walk straight on. Cross the “Waversesteenweg or Chaussée de Wavre” and you will arrive on the

“Schoofslaan”, walk straight across the campus of the Vrije Universiteit Brussel and you will arrive at the “Pleinlaan or Avenue de la Plaine”, cross the street and you will see Vesalius College (Pleinlaan 5) (close to the BeoBank building).

Taxi

Much easier than the train but also more expensive! The official taxis that have a license for Zaventem airport wait right in front of the airport. They can easily be recognized by a diagonally divided blue and yellow colored shield attached to the front (radiator) of the car.

Please ask the taxi-driver to drop you off on the corner of the “Pleinlaan or Avenue de la Plaine” (1050 Brussels). Our offices are located on the Pleinlaan 5, 1050 Brussels (or Avenue de la Plaine 5).

IMPORTANT

Before you leave, make sure you have the following documents with you. Photocopy them, and keep the photocopies in a separate place in case you lose the originals. They will either help you renew them or replace the lost documents (your passport mainly):

- Passport: photocopy the page with the picture and the personal information including the date and place of delivery and the page containing your student visa.
- Proof of medical insurance from your home country that covers you while abroad.

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 from Monn Tu, We and Fri from 9:00-13:00 and 14:00 to 16:00 (for more information on opening a bank account, please consult their website: <http://www.ing.be/private/index.isp>). Contact: Tel: 02/626.9890. Email: vub.campus@ing.be.

BNP Paribas Fortis: Boondaalsesteenweg 466 – 1050 Elsene (<http://www.fortis.be/>).

Belfius: Boondaalsesteenweg 456 – 1050 Elsene (<http://www.belfius.be/>)

Beobank: Bld. Général Jacques 263 G – 1050 Ixelles (<http://www.beobank.be/en>)

What is my IBAN code in my home country?

It is a code including the word IBAN followed by a control code, a country code and your bank account number. Ask your local bank at home for the number if you don't know it. Useful for bank transfers.

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

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 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.

Estimated Cost of Living (per semester)

	<u>Euro (€)</u>
Educational Materials	650 – 750
Accommodation	2,100 – 3,300
Food (minimum)	800 – 1,000
Public Transportation	250 – 300
Health Insurance	150
Mobile Phone	120
Registration at local town	10 – 50
Hall (commune)	

BA Tuition

The tuition for full-time students is: Fall 2018 semester: 6,200 euro and Spring 2019 semester: 6,300 euro. **You will receive an invoice (including payment details) after registration.** Please wait until you have received your invoice to make your payment. Please refer to the tuition sheet available on our website www.vesalius.edu for more information.

MA Tuition

The tuition for the entire programme is 13,000 euro (EU students) and 16,000 euro (non-EU students).

Town Hall Registration

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. Residence under the student status can be allowed for the duration of the student’s study programme and as long as proof of funding can be provided. The electronic ID card is given for one academic year at a time and has to be renewed on a yearly basis.

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. Especially if you travel to a country that is outside the Schengen zone (i.e. Great Britain).

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). You will then have to make an appointment to register within two weeks of your arrival.

IMPORTANT:

If you arrive after the period of enrollment, you will not be allowed to enroll and therefore you will not be able to register at the commune. You will be in Belgium illegally with the risk of being expelled from the country after, for instance, an unexpected identity check. Moreover, after having finally enrolled at the university, if you present yourself at the municipality for your registration with the proof of your enrollment months after your official date of arrival, the staff of the municipality will notice that you have been in the country illegally for several months. There is a risk that you will be expelled from the country if the staff of the municipality informs the aliens' department.

Required documents for Town Hall registration (ID card applications) include:

EEA citizens**

- 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, proof of solvability (an official document to prove you received a study grant or scholarship, loans, savings)
- Your housing/rental contract so you can prove your Belgian address
- 5 identity photos
- Cash (up to € 50)

Non-EEA citizens (**EEA: EU + Iceland, Liechtenstein and Norway)**

- passport with type D visa
- The certificate ("proof of registration") proving that you are officially registered as a student at Vesalius College *
- If applicable, proof of solvability (an official document to prove you received a study grant or scholarship, financial guarantee)
- Your housing/rental contract so you can prove your Belgian address
- 5 identity photos
- Cash (up to € 50)

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

Procedures

Procedures differ from one commune to another. Most communes have information on their website, unfortunately not in English.

To learn about the procedure to obtain a Belgian ID card, contact the foreigners department at the Town Hall to request an appointment, enquire about the procedure and the required documents. Depending on the commune, this procedure is done in person or by phone.

The commune request the local police to verify that the international student or scholar resides at the stated address. Often a letter containing the date and the time of the appointment is delivered by the police. A list with documents required by your commune may be included in this letter. After submitting these documents, applicants receive a receipt (EEA citizens receive an “annex 18”, non-EEA citizens receive an “annex 15”). Finally, the international student or scholar obtains a Belgian ID card.

Electronic ID cards also have PIN and PUK code which allow the holder to access the “electronic window” which means citizens can communicate with the communal services over the internet. For reasons of confidentiality a card reader must be connected to your computer. The entire process of obtaining an ID card may take between two and six months.

The dates on the visa refer to the period the visa should be used to enter the country and the period of time the student can travel (providing it is a multi-entry visa), and not to the period of time the student is allowed to stay in the country. So, not having the ID card before the date the visa expires has no consequences for the right to reside in Belgium. However, it does cause restrictions for matters such as travelling outside Belgium, family reunion, applying for a work permit, opening a bank account, registering for language courses, reductions for public transportation, health insurance and more.

ID cards remain government property and should be returned to the commune when the student no longer resides in Belgium. Non-EEA citizens will receive a document from the commune after returning the ID card. This document can be used in case of a police or border check after having returned the ID card to the commune.

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 bell, 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!

Before leaving Belgium, you return to the Town Hall to withdraw your name from the Town Hall registry.

Identity card photographs

We suggest you go to a photo shop (FNAC photo shop – Waversesteenweg 738) or to a photo booth (in most railway and metro stations or at Crazy Copy Shop on the Campus). 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. http://www.brussels.irisnet.be/about-the-region/the-commune-of-the-region?set_language=en. Check your address to find out which commune you live in (check the zip code).

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

Anderlecht

Rue Vander Bruggen/Vander Bruggenstraat, 62-66, **1070 Brussels**, (Vreemdelingenbureau – Bureau des étrangers)

tel. 02/558.08.00

website: www.anderlecht.be/etat-civil-population

Auderghem / Oudergem

Rue Emile Idiers/Emile Idiersstraat 12-14, **1160 Brussels**, (Vreemdelingenbureau – Bureau des étrangers)

tel: 02/676.48.11, website:

www.auderghem.be/index.php?option=com_content&task=category§ionid=10&id=130&Itemid=325&lang.fr

Brussel / Bruxelles 1000 and Laeken (Laken) 1020

Anspachlaan 6, **1000 Brussels**

Tel: 02/279.22.11

Website: www.brussels.be/artdet.cfm?id=5549&

Elsene / Ixelles

Chaussée d'Ixelles/Elsense Steenweg 168, **1050 Brussels**.

tel. 02/515.61.11

website: <http://www.ixelles.irisnet.be/site/68-Service-de-la-Population>

Etterbeek

Avenue d'Auderghem/Oudergemselaan 113-115, **1040 Brussels**

tel. 02/627.21.11

website: www.etterbeek.irisnet.be/nos-services/etrangers

Evere

Square Servaas Hoedemaekers/Servaas Hoedemaekersplein 10, **1140 Brussels**

tel. 02/247.62.62

website: www.evere.be/index.php/maison-communale/demarches-a-documents/102-long-sejour

Ganshoren

Avenue Charles Quint/Keizer Karellaan 140, **1083 Brussels**

tel: 02/465.12.77

website: www.ganshoren.be/services-communaux/etat-civil-population

Jette

Chaussée de Wemmel/Wemmelsesteenweg 100, **1090 Brussels**

tel. 02/423.12.57

website: www.jette.be/fr/01_commune/demographie/citnon_B/citnonB_adresse.htm

Koekelberg

Place Henri Vanheffel/H. Vanhuffelplein 6, **1081 Brussels**

tel. 02/412.14.11

website: www.koekelberg.be/p4w/index.php?cont=280&lg=1

Schaerbeek / Schaerbeek

Place Colignon/Colignonplein, **1030 Brussels**

tel. 02/244.75.11

website: <http://www.schaerbeek.be/en/administrative-procedures/civil-status-identity-nationality/first-registration-commune/first-registration-belgium-at-schaerbeek>

Sint-Agatha-Berchem / Berchem-Ste-Agathe

Avenue du Roi Albert/Koning Albertlaan 33, **1082 Brussels**

tel: 02/464.04.11

website: www.irisnet.be/berchem-sainte-agathe/les-services-communaux/service-population

Sint Gillis / Saint-Gilles

Place Maurice Van Meenen/Van Meenenplein 39, **1060 Brussels**

tel. 02/536.02.11

website: www.stgilles.irisnet.be/fr/s-installer-a-saint-gilles

Sint-Jans-Molenbeek / Molenbeek-Saint-Jean

Rue du Compte de Flandre/Graaf van Vlaanderenstraat, 20, **1080 Brussels**, (Windows 13 and 14)

tel. 02/413.37.90

website: www.molenbeek.be/guichet-electronique/cartes-didentite/?searchterm=étrangers

Sint-Joost-ten-Node / Saint-Josse-ten-Node

Avenue de l'Astronomie/Sterrenkundelaan 13, **1210 Brussels**

tel. 02/220.26.56

website: www.stjosse.irisnet.be/index.php?id=61

Sint-Lambrechts-Woluwe / Woluwe-Saint-Lambert

Avenue Paul Heymans/Paul Hymanslaan 2, **1200 Brussels**

tel: 02/761.27.11

website: www.woluwe1200.be/fr/vie-communale/formalites-et-demarches/documents-de-a-a-z/cartes-electroniques-pour-etrangers

Sint-Pieters-Woluwe / Woluwe-Saint-Pierre

Charles Thielemanslaan/Charles Thielemanslaan 93, **1150 Brussels**

tel. 02/773.05.11

website: www.woluwe1150.irisnet.be/services/population/def_en.cfm#sejour

Ukkel / Uccle

Place Jean Vader Elst/Jean Vander Elstplein, 29, **1180 Brussels**.

tel: 02/220.26.56

website: www.ucclle.irisnet.be/fr/services-communaux/etat-civil/etrangers

Vorst / Forest

Rue du Curé/Pastoorstraat 2, **1190 Brussels**

tel: 02/370.22.11

website: www.forest.irisnet.be/population-etat-civil/population/etrangers

Watermaal-Bosvoorde / Watermael-Boitsfort

Place Antoine Gilson/Gilsonplein 1, **1170 Brussels**

tel. 02/674.74.11 (foreigners department: 02/674.74.23)

Telephone - Internet

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, Orange and Base. The nearest shop is at the “Cimetière d’Ixelles” – Universiteitslaan (av. de l’Université) (BelCompany). They sell all three operators. **Please note that in Belgium mobile phones are referred to as ‘GSM’s.**

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

32 + 2 for Brussels (i.e. +32 2/614.8170)

US callers: 011.32 + 2 for Brussels (i.e 011 32 2/614.8170)

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

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, Orange 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 3 operators or see their websites: Proximus www.proximus.be; Orange www.orange.be; Base www.base.be; mobile Vikings <https://mobilevikings.be/en/v2/>.

Orange Center, Chaussée de Boondael/Boondaelsesteenweg 433, 1050 Elsene (Ixelles)

Proximus, Avenue de l’Université 13, 1050 Elsene (Ixelles)

Base Shop, Avenue de l’Université 15, 1050 Elsene (Ixelles)

Are there any Internet cafés in the neighborhood?

<http://brussels.angloinfo.com/af/277/brussels-cybercafes-and-public-internet-access.html>

Hospitals in Brussels

Hospital	Phone	Web
<u>Algemene Kliniek Sint Jan</u> Kruidtuinlaan, 32, 1000 Brussels DUTCH, FRENCH	02 221 91 11	http://www.klstjan.be
<u>UZ VUB</u> Laarbeeklaan 101, 1090 Brussels DUTCH, FRENCH and ENGLISH	02 477 41 11	http://www.uzbrussel.be
<u>Erasmus Ziekenhuis</u> Lenniksebaan 808, 1070 Brussels DUTCH, FRENCH and ENGLISH	02 555 31 11	Http://www.erasme.ulb.ac.be
<u>Europa Ziekenhuizen</u> Site St.Elisabeth, De Frélaan 206, 1180 Brussels DUTCH, FRENCH and ENGLISH	02 373 16 11	http://www.europaziekenhuizen.be
<u>Europa Ziekenhuizen</u> Site St.-Michel, Linthoutstraat 150, 1040 Brussels DUTCH, FRENCH and ENGLISH	02 737 80 00	http://www.europaziekenhuizen.be
<u>Jules Bordet Instituut</u> Waterloolaan, 121, 1000 Brussels DUTCH, FRENCH and ENGLISH	02 541 31 11	http://www.bordet.be/
<u>Universitair Ziekenhuis St-Luc</u> Hippocrateslaan 10, 1200 Brussels DUTCH, FRENCH and ENGLISH	02 764 11 11	http://www.saintluc.be/en.index.php

Medical Care 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 – Schoofslaan 8, 1160 Brussels
Tel. +32 (0)2 629 23 00
Consultation every working day 8:00 to 18:00
Evening consultation (18:00 – 20:00) by appointment only (to request before 17:00)
House calls (not urgent) take place after 14:00. These should be requested before 11:00.

Register for appointment:

1. **Via online agenda on internet:** www.ugpvub.be (in Dutch only)
2. **By phone:** 02-629 23 00 Monday through Friday from 9:00 till 12:30 and from 13:30 to 17:45.
3. **At the reception between 9:00 and 17:45**

Payment by **cash** only for appointments.

- Jette Campus – Building Agora, Laarbeeklaan 103, 1090 Brussels.
Tel. +32 (0)2 477 42 12

Register for appointment:

1. **Via online agenda on internet:** www.ugpvub.be (in Dutch only)
2. **By phone:** 02-477 42 10 from 9:00 to 17:45.
3. **At the reception between 9:00 and 17:45**

Dental Consultation

Both campus Etterbeek and Jette have a dental clinic.

Consultation is by appointment. Campus Etterbeek phone: 02-629 23 00.

If absent, you can call:

Vlaamse wacht: 02-242 43 44

Brusselse wacht: 02-479 18 18

In case of medical emergency: call 112

Belgium: The Country and its People

Belgium is a small country (30,518 square kilometers) in the north-west of the European continent. In the north-west of Belgium there is a small coastal strip, where it meets the North Sea, which separates the European continent from the United Kingdom.

Belgium's neighbours to the south are France and the Grand Duchy of Luxembourg; in the east, the German Federal Republic, and in the north the Netherlands. The country is flat in the north, and hilly in the south, the highest point is about 700 meters above sea level (Botrange, 694 m.). The climate is moderate, with great variation between seasons. In the summer temperatures are usually somewhere between 20°C (68°F) and 30°C (86°F), in the winter between minus 10°C (14°F) and plus 10°C (50°F). It usually rains a lot, no matter what season.

Belgium has approximately 10 million inhabitants. There are two main language groups, French-speaking Walloons, mainly in the south and east (42% of the population) and Dutch-speaking Flemish mainly in the north and west (57% of the population). There also is a small German-speaking community in the east (approximately 1% of the population).

Not all people living in Belgium are native Belgians: at present some 30% of the population is of foreign origin. Foreigners originate from countries both inside and outside the European Community. The largest groups of foreigners are Italians, Moroccans, Turks, French, Dutch, Germans and British. Belgium is a constitutional monarchy, founded in 1830. This means that the King's power is limited by the constitution. The present King of Belgium is Philippe or Filip.

The history of the Belgian State has to a large extent been determined by the way in which the two main cultural groups have related to each other. From 1970, the country has evolved from a unitary state into a federal state.

At present the state consists of three "language communities" and three "regions". The language communities, Flemish, French and German, have authority over cultural and "personal" matters. The regions Flanders, Wallonia and (bilingual) Brussels have authority over "territorial-bound" matters. This all adds up to a total of no less than six governments: the federal government, the Flemish regional executive, the French community executive, and finally the German community executive body.

Brussels

Geographically Brussels lies in the heart of Belgium. The city is bilingual, but predominantly French-speaking. About 80% of the population of greater Brussels is French-speaking. Brussels is, nevertheless, completely surrounded by the Flemish region. The bilingual aspect of Brussels is very obvious: all streets have a Dutch and French name, and even many of the 19 communes that together form greater Brussels, have a Dutch and a French name.

Brussels has many faces. As a city, it is the capital of Belgium, where the King resides and where the federal parliament and government have their seat. The Flemish parliament and government also have their seat in Brussels, so although Brussels is not part of the Flemish region, it is its capital.

Brussels is also called "the Capital of Europe": the European Community has Brussels as its main administrative center next to Strasbourg in France. Many European administrators known as 'Eurocrats' live in Brussels. This European dimension has also turned Brussels into an important international business center: a lot of foreign and multinational companies and businesses have branches and people in Brussels. Add the large groups of Moroccans, Turks, Congolese,.... and you will see that Brussels is a place where not only the different cultures of Belgium but also the cultures of the world meet.

Brussels is also a region in itself, with its own parliament and government with territorially orientated authorities. This region comprises the 19 communities that form greater Brussels. Since Brussels is officially a bilingual region, the French and Flemish language communities have authority over cultural and personal matters of their language groups within the Brussels region. As this short introduction illustrates, Brussels is a junction in many ways. Want to know more about it? Come and see for yourself!

BA Academic Calendar (a summary)

✓	Fall Semester:	Late August – mid December
✓	Spring Semester:	Late January – mid May
✓	Summer Programme:	Early June – mid July
✓	10-Day Intensive Summer Progr:	mid July – end July

There are two exam sessions per semester: the mid-term exams are held half-way through the semester and the final exams are held at the end of the semester.

Please consult the academic calendar online at www.vesalius.edu.

BA Majors

Four different majors are offered to our students as part of the Bachelor's degree: Global Business and Entrepreneurship, Global Communication, International Affairs, as well as International and European Law.

MA Academic Calendar (a summary)

✓	Late August – end September
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Master's Programmes:

✓	MA Global Peace, Security & Strategic Studies
✓	MA Diplomacy and Global Governance

Course Registration

As a newly accepted student, you will register for your courses during Orientation. Your academic adviser will help you select your courses. Each student will have an academic adviser. The academic adviser will work with the student to personalise his/her course schedule. Our academic adviser assists students in identifying relevant courses and offer support throughout their academic career at Vesalius College.

Vesalius Internship Programme

Vesalius College offers students the opportunity to work while earning university credits in some of the most prestigious public and private organizations in the Brussels area. Students wishing to participate in the internship programme must apply directly to the External Relations department. All applications must be sent before the deadline to the following email internships@vesalius.edu. The listing of internship opportunities for BA students is updated every term (spring, summer and fall) and is posted online. For information on the Vesalius Internship Programme, including current internship opportunities, eligibility, application guidelines and application deadlines, please refer to the following site: <http://www.vesalius.edu/career/vip/studentvip>

Orientation for New Students

Vesalius College provides a mandatory orientation for newly accepted students at the beginning of every semester. In the spring and fall, sessions run from the Wednesday through the Saturday. In the summer the information sessions take place in one day and there is a tour of Brussels given on another day.

During these sessions, students receive information on the academic and social environment of Vesalius College, on course registration, dropping and adding classes and other administrative issues. They will also receive information on Belgian health insurance and banking systems as well as information on Vesalius College services such as the College counselor and the math tutorial services. They are also given cultural and safety tips regarding living in Brussels.

All students have sessions for the activation of their College computer accounts and are given a tour of the campus. A tour of Brussels is also organized in addition to social events (including a barbecue) organised by the Vesalius Student Government.

Vesalius Student Government

The Vesalius Student Government (VSG) is an elected student body and acts as the main liaison between students and the academic administration of Vesalius College. The VSG appoints representatives to the Academic Council, which is the academic governance of the College, and regularly meets with the Dean on matters which affect the students at the College. The Student Government also holds a very important social role. It organises welcoming activities for new students, sports activities, seasonal parties, drama evenings and other social activities throughout the year. The members act as student ambassadors at events such as orientation, open day and recruitment fairs. If you would like to connect to the VSG or our students, you can check out their facebook page 'VSG friend' or send an email to vecovsg@gmail.com. They are very willing to give you information about Vesalius College from a student perspective. Students can also consult the Facebook page for information on buying and selling used books and for information on participating to student clubs.

Student Support Services

Math Workspace

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

- ✓ Tutoring in Math and Statistics
- ✓ Numeracy Skills

Administrative Support for Students with Special Needs for BA students

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.be)

College Psychologist

Vesalius College offers students support for personal issues with the counseling services of 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 he 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 to 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. **Students may contact the counselor directly for an appointment at anghelou@gmail.com.**

Libraries

All Vesalius College students have access to three major libraries in Brussels: The library of the Vrije Universiteit Brussel (the VUB), located across the street from our campus, that of the Université Libre de Brussels (the ULB), located in Ixelles/Elsene and the Royal Library, located downtown. Please refer to the maps at the end of this brochure to locate the ULB and the VUB libraries on their respective campuses.

The Université Libre de Bruxelles is located on Avenue Franklin Roosevelt 50, 1050 Brussels.

The Royal Library is located on 4 Boulevard de l'Empereur, 1000 Brussels.

Bookshops

The textbooks used for courses at Vesalius College are not for sale at the VUB bookshop. Students can buy their textbooks (except for Dutch and French) from Waterstone's, the English bookstore on Boulevard Adolphe Max 71-75 in Brussels, close to metro De Brouckère (line 5 and 1) or metro Rogier (line 6 and 2). It is part of the biggest British chain of bookstores.

The **opening times** of Waterstone's are 9:00 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 Waterstone's Brussels with their student cards. Further discounts are possible thanks to the free Waterstone's fidelity card.

The **textbooks for Dutch and French** classes will be sold in class during the first sessions.

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

Other bookshops in Brussels include:

- ✓ 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 and a selection of English, Dutch, Spanish, Italian and German books, Metro Trône, also open on Sundays)
- ✓ Librairie de Rome (French books only, Metro Louise, also open on Sundays)

Computers on Campus

Computer Rooms at Vesalius College

Free wireless internet (Wi-Fi) is available at Vesalius College and on the VUB campus. Students can use the computer lab of Vesalius College or the computer rooms on the VUB campus. The computer lab of Vesalius College is open every working day from 9:00 to 17:00.

Computer Rooms on VUB Campus

Building E

Three Computer rooms are located on the ground floor in building E (entrance via the 'Esplanade', between F- and E-building next to Crazy Copy). The room numbers are E1.01, E1.02 and E1.07. More information on gaining access to the computers can be found on the website of the info-group: <http://igwe.vub.ac.be/> . The opening hours for the computer rooms in building E are variable.

The availability of the rooms can be checked through the above website too. When using these computers to write papers, please make sure you save them as a Microsoft Word-document (.doc) or a Rich Text File (.rtf) because these machines run the not so common Star office.

Building B

The rooms are B002, 3, 4, 5a and b, 6. Rooms 4 and 5a do not have an internet connection. If a student attempts to use a web browser he/she will receive a warning. If persistent in trying to access internet from that location, the computer account of that student will be locked. Opening hours for the computer rooms in building B are: all weekdays: 9 am – 8 pm; holidays: 9am – 5 pm.

The occupation of the different rooms can be checked on

<http://www.vub.ac.be/HW/computerrooms.html>

Several computer sessions will be held during Orientation. In these sessions, the computer room supervisor will help you activate your VUB email account.

Why it is important for you to activate your VUB account:

- The College administration needs to be able to reach all students by email. The VUB account provides a standard email address format which makes such contact possible.
- Communication with and from instructors will be easier as the administration will be able to provide instructors with the email accounts of students enrolled in their courses.

- The online learning platform 'Canvas' used by professors requires you to log in using your VUB account. If you do not have access to Canvas, you will miss out on important course materials.

Online Academic Resources

A great number of online resources are available to students with a VUB-computer account. By far the easiest way to find these resources is through the website of the VUB-library: http://www.vub.ac.be/BIBLIO/index_en.html

Almost all databases are available from any computer. Access is automatic when using a computer on the VUB-campus. If you prefer to work from another location, you will have to type in your username (v+student ID) and the password for your VUB e-mail after clicking on the database you wish to access through the VUB library site.

Accessing these databases through the link at the VUB-library website is compulsory when working off-campus.

Student Portal

The student portal, where professors and administration can post announcements and where students can check their individual schedules and courses they are registered for, is accessible at <http://www.vesalius.edu/studentportal>

For further questions or problems, please contact Chris Janssens at chrijans@vub.be.

Sports on Campus

Vesalius students have full access to the athletics facilities of the VUB. The sports facilities include two large multipurpose sports halls (for indoor soccer, basketball, badminton, tennis, etc.), one martial arts hall, three squash courts, a swimming pool and one climbing wall. All facilities are indoors and, thus, are always available regardless of the weather conditions.

Next to its indoor infrastructure, the VUB Sports Department also has outdoor sports fields, including one synthetic soccer field and a brand new athletics track and rugby. For more information, please view the following site: <http://www.vub.ac.be/english/sport/intern-etterbeek.html>.

Students also have access to a state-of-the-art fitness complex, **Basic Fit** (tel: 02/629.15.55). This sports center consists of a 1,500 m² fitness and cardio area, a spinning studio, two large changing rooms, a relaxation area, a solarium and a dance/aerobics studio. Basic Fit is a state-of-the-art private sports club located on VUB campus. Students of the VUB and Vesalius College have the opportunity to purchase a Health City memberships at ¼ the normal membership price.

For more information, please visit the following site: www.basic-fit.be/clubs/brussels-ixelles-vub.

Food on Campus

Restaurant and Cafeteria

The **Self Service (free flow) Restaurant** is open from **Monday to Friday 11:30 - 13:45**. The weekly menu can be checked on the website of the VUB (<https://my.vub.ac.be/en/restaurant/etterbeek>). 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.

Consumer	Menu of the day, vegetarian dish & light menu	Pasta Bar	Wok	Cold Dish
Student	€ 5,00	€ 4,85	€ 4,70	€ 4,75
Visitors, external parties	€ 10,00	€ 10,00	€ 10,00	€ 10,00

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**.

Students can also find two trendy snack bars on campus: 't Complex (above the swimming pool) and Opinio (next to building D).

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

Food

- Colruyt, just next to the VUB campus (Triomflaan) – This supermarket does not provide any shopping bags, so you will need to provide your own
- Delhaize, Lucien Outersbinnenhof 1 (close to Hankar metro station, on Chaussée de Wavre)
- Carrefour, Vorstlaan 240 (metro stop Demey)
- GB Carrefour Market, Boondaelsesteenweg 444, 1050 Elsene (Ixelles)
- Delhaize Proxy Saisons, Jaargetijdenlaan 96, 1050 Elsene (Ixelles)

- Stonemanor (the British shop), Steenhofstraat 28 at 3078 Everberg (<http://www.stonemanor.uk.com/Home.htm>)

Fruit and vegetable markets

The main fruit and vegetable markets near the campus are:

- Place Flagey/Ixelles Ponds (Saturdays and Sundays, in the morning until 2pm)
- Place du Châtelain (Ixelles) (Wednesdays, 2pm to 8pm)
- Gare du Midi (Sundays; very extensive, cheap market, worth the excursion but beware of pick pockets!)

Cheap kitchen ware, sheets and blankets

Closest and cheapest is near the campus at a shop called WIBRA on Waversesteenweg. Also try IKEA (www.ikea.com/be/fr), HEMA, BLOKKER or CARREFOUR supermarkets.

School supplies (pens, paper, glue, etc.) near campus

Basic stationery at the Crazy Copy Center (9am- 6:30pm) Monday to Friday across from the VUB restaurant. COLRUYT on Waversesteenweg. Check WIBRA or ZEEMAN. Also check chain stores such as HEMA, CLUB or Carrefour (most shops can be found around the “Cimetière d’Ixelles”).

Travel and Public Transportation

If you want to travel in Europe, there are a few rules that you should keep in mind:

- * Always take your passport and Belgian residence card
- * Tell someone where you will be going and when you plan on returning
- * Be realistic in your plans
- * Above all, do not miss classes!

In Belgium, the best deal for travelling by train is the “GO PASS” (10 one-way trips within Belgium). Student discounts are available for longer trips outside of Belgium. You will probably be tempted to get an inter rail pass.

Website: www.b-rail.be

Public transportation in Brussels

To travel in Brussels by public transportation, You can either choose MOBIB, an electronic pass or a regular transport ticket (Jump).

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

[Http://www.stib-mivb.be/abon_tickets.html?l=en](http://www.stib-mivb.be/abon_tickets.html?l=en)

Tickets: [Http://www.stib-mivb.be/abon_tickets.html?l=en](http://www.stib-mivb.be/abon_tickets.html?l=en)

STIB Season Ticket

You are a 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.

<http://www.stib-mivb.be/Abo.html?l=en>

Noctis

Every weekend 17 bus 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 of 17 bus lines brings you home safely. Please check the **MIVB/STIB website for more information on routes and timetables:** <http://www.mivb.be/noctis.html?l=en>.

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.

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”.

Where to buy your public transportation pass (first pass and customer card)

In a BOOTIK

Via BOOTIK online

In a KIOSK

At a GO vending machine

At certified retailers

Station “Naamsepoort”(Porte de Namur)

Station “Rogier”

Station “Zuidstation” (Gare du Midi)

Station “Roodebeek”

Station De Brouckère

Once you have your customer card, you can recharge your monthly season ticket in one of the fast sales outlets called **“Kiosk”**.

Mon-Sun 6:30-22:30: De Brouckère, Centraal Station/Gare Centrale, Zuidstation/Gare du Midi, Rogier.

Mon-Sun 6:30-21:30: Noordstation/Gare du Nord, Louiza/Louise, Naamsepoort/Porte de Namur, Schuman.

Mon-Fri 6:30-21:30: Kunst-Wet/Arts-Loi, Bockstael, Gare de l'Ouest, Herrmann-Debroux, Montgomery, Merode, Roodebeek, Sint-Guido/Saint-Guidon, Simonis.

Mon-Fri 7:15-16:45: Delta.

Mon-Wed-Fri 11:45-14:45: Stokkel/Stockel

Jobs in Brussels

- EU students can work without work permit (max. 20hrs a week). However, for the time being, Bulgarian and Romanian students are still required to obtain a work permit C (which has to be applied for by your employer).
- Non EU-students with a residence permit (ID card from the commune) and a student card are entitled to have a work permit C.

How to apply for permit C

You are entitled to work 20 hours per week during the academic year and full-time during the holidays.

<http://www.werk-economie-emploi.irisnet.be/en/permis-c>

Students living in Brussels:

- Go to the Actiris office of your commune/city where you live (more information on their contact details is available on their website at www.actiris.be; contact center 0800 35123). Their opening hours are as follows: 8:30 to 12:30 and 11:30 to 16:30. **You need to take along a copy of your ID card and your student card.**

Students living in Flanders:

- Go to the VDAB office of the commune/city where you live

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>

Campus Maps

Vesalius College is located across the street from its parent university, the Vrije Universiteit Brussel (VUB) on Pleinlaan 5. Please see the VUB campus map on the following page, which includes our facilities.

VUB Camps Map

Campus Etterbeek

Legend

Accommodation Office and Student Residences	P
Applied Linguistics (Erasmus Hogeschool Brussel)	5
Arts and Philosophy	B/C
Aula O	O
Bank-ING branch	F
Bicycle parking	2
Bicycle repair point	14
Bookshop (course material - VUBtiek)	17
Brussels Institute of Contemporary China Studies (BICCS)	5
Cafeteria	R
CAW Mozaiek (Centre for General Social Work)	Y
Central Store for Suppliers (via entrance 13 or 6)	F
Centre for Adult Education (CVO language school)	D
Centre for Study and Coaching	F
Copyland	16
Crazy Copy Center	E
Economics, Social and Political Sciences & Solvay Business School	B/C
Engineering	K/J
Esplanade	1
Facility Management	T
GalerY	Y
Health Centre	Y
HealthCity fitnessclub	L
Institute for European Studies (IES)	5
Institute for Language Education (ITO)	5
International Relations and Mobility Office (IRMO)	5
Job Service	Y
Karel Van Miert-building	5
KulturKaffee	Y
Law and Criminology	B/C
Mail Dispatching (via entrance 13 or 6)	F
Medical Services	Y
Opinio café	3
Physical Education and Physical Therapy	L
Pleinlaan 9	9
Psychology and Education Sciences	B/C
Rectorate and Administration	M
Restaurant	R
Sciences and Bio-engineering Sciences E/FG	F
Security	F
Sjerp-Dilemma	Y
Social Services for Students	Y
Sport Service	L
Sports Accommodation	L
Sports Field	6
STOA	4
Student Counselling and Advice	Y
Student Information Hub	D
Student Policy	Y
Student Residence Nieuwelaan	8
Student Residences on campus	7
Student Residences Schoofslaan and Triomflaan	10
Swimming pool	L
't Complex	L
University Library	8
Vesalius College	5



- Y – Medical Center**
- R – Cafeteria**
- L – Sports Center (Health City)**
- E – VUB Computer Labs**
- C – VUB Library**
- 6 – Main entrance to VUB campus**
- 5 – Pleinlaan 5 – Vesalius College Building**



Library: Building NB

- Bibliothèque des sciences humaines
- Médiathèque