



**Departement Bevolking en Welzijn – Dienst Burgerzaken  
Departement Onderwijs en Opvoeding**

**Welcome in Ghent**

If you want to have your stay registered by the Belgian administration, we kindly ask you to go to one of our offices. Your exact place of residence in Ghent determines the office you will have to report to.

**Students in the neighbouring countries** (the Netherlands, France, Germany or Luxemburg)

**Two possibilities**

**1. You want to keep your address and only require a temporary accommodation address.**

Please bring along the following documents to the office:

- passport or identity card
- study certificate: proof of registration at the host institution;
- 4 passport photographs on a white background (!);
- 10 EUR registration fee.

*> You will immediately receive the “Annexe 33”, valid till October 31st 2011 and you will not be registered as inhabitant of the City of Ghent. Attention please! Since this is not a domicile there is no need for on-line registration.*

**2. You wish to be domiciled in Ghent.**

For on-line registration please fill in the document on [www.studentingent.be](http://www.studentingent.be) (> ENGLISH > Related Info > Arrival Form) and mail it to [internationalstudent@gent.be](mailto:internationalstudent@gent.be). You will receive a mail confirming your registration. After a police officer has checked that you do in fact live at your student residence, you will be posted an appointment at the Foreigners Registration Office to complete your registration and to apply for your electronic E-card.

Please bring along the following documents to the office:

- passport or identity card
- study certificate
- European health insurance card or other proof of medical insurance;
- a grant certificate or a written statement declaring that you have sufficient means to study in Belgium (you can complete this standard form at the office);
- 5 passport photographs on a white background (!);
- 17 EUR registration fee.

*All European Erasmus students with a limited stay up till 4 ½ months will get a simple free residence paper and do not need to pay for the electronic E-card.*

*Other EU-students: the Foreigner Registration will issue a receipt for applying the electronic E-card.*

*As soon as you have received your personal codes ad home (send to you by post) you can collect your E-card*