



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. You can find a list of addresses at 'Related info'.

For **on-line registration** please fill in the document on www.studentingent.be (> English > Requirements > Your arrival in Ghent > Registration at the city of Ghent > Arrival Form) and mail it to vreemdelingen@gent.be.

After a policeman has checked your residence, you will receive a return mail from the City Council in which you are asked to come to one of the counters to complete your registration and to apply for your electronic E-card.

Students from non-EU-countries

Two possibilities.

1. You enter Belgium as a student with a Schengen visa type D

Please bring along the following documents to the office:

- passport with visa;
- study certificate: proof of registration at the host institution;
- 5 passport photographs on a white background (!);
- 15 EUR registration fee.

=> *The Foreigner Registration Office will issue a receipt for applying the electronic E-card.*

=> *You will receive an e-mail to come to one of the counters and collect your electronic E-card.*

=> *As a registered inhabitant of Ghent, you will receive a electronic E-card which is valid till 31 October 2010.*

2. You enter Belgium as a tourist

Please bring along the following documents to the office:

- passport (whether or not with visa);
- 5 passport photographs on a white background (!);
- 15 EUR registration fee.

=> *First, you will receive a "Declaration of Arrival" which is valid for three months or less if your tourist visa is valid for a period of less than 90 days. At this time, you will not yet be registered.*

Within the three-month period after your "Declaration of Arrival", you will need to collect the following documents:

- study certificate: proof of registration at the host institution;
- 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);
- certificate of good conduct from your home country;
- a medical certificate.

=> *The Foreigners Registration Office will issue a receipt, will fax the entire file to the Ministry of Foreign Affairs after which they will have to wait for approval before being able to complete your registration.*