



**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'.

Students from another EU-country

(not the neighbouring countries: the Netherlands, France, Germany or Luxemburg)

Domicile in Ghent

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.

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 (!);
- 15 EUR registration fee.

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

=> Other EU- students: 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.