



Departement Bevolking en Welzijn – Dienst Bevolking
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 (see list of addresses at the back of this information file). Your exact place of residence in Ghent determines the office you will have to report to.

Students from another EU-country

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

Two possibilities

1. You want to keep your address in your home country and only need a student's apartment/accommodation address.

Please bring following documents to the office:

- Passport or identity card
- Study certificate
- Health Insurance Certificate
- Scholarship certificate or acknowledgement or a written statement that you have the necessary means to study in Belgium (you can complete this standard form at the office)
- 4 passport photographs
- 7 EUR

=> You will immediately receive "Appendix 15" which is valid for 45 days and which is twice renewable for 45 days.

2. You wish to be domiciled in Ghent.

European students who wish to be domiciled in Ghent can register from now on on-line. For on-line registration please fill in the document on www.gent.be/internationalstudents and mail it to vreemdelingen@gent.be. If everything is OK you will receive a return mail from the foreign office in which you are asked to come to one of the counters and collect your residence permit.

Please bring following documents to the office:

- Passport or identity card
- Study certificate
- Health Insurance Certificate
- Scholarship certificate or acknowledgement or a written statement that you have the necessary means to study in Belgium (you can complete this standard form at the office)
- 4 passport photographs
- 7 EUR.

=> As a registered Ghent inhabitant, you will receive a blue card which is valid till October 31st 2008. This procedure will at least take two or three months longer. When you are registered as new Ghent inhabitant on January 1st, you will be requested to pay the provincial tax of 28 EUR.

Addresses of local municipal administrative centres

Social Service Centre
Zandvoordestraat 2A
9052 Zwijnaarde (Ghent)
Tel.: 09 244 68 80
Fax: 09 221 32 86
E-mail: dczw@gent.be

Opening hours:
Monday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Tuesday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Wednesday from 8 a.m. to 1 p.m. and from 2 p.m. to 6 p.m.
Thursday from 8 a.m. to 1 p.m.
Friday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.

Social Service Centre Sint-Amandsberg
Antwerpsesteenweg 376
9040 Sint-Amandsberg (Ghent)
Tel.: 09 266 86 86
Fax: 09 266 86 99
E-mail: dcsa@gent.be

Opening hours:
Monday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Tuesday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Wednesday from 8 a.m. to 1 p.m. and from 2 p.m. to 6 p.m.
Thursday from 8 a.m. to 1 p.m.
Friday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.

Social Service Centre Wondelgem
Pieter Cieterslaan 28
9032 Wondelgem (Ghent)
Tel.: 09 216 77 52
Tel.: 09 253 80 10
Fax: 09 253 98 55
E-mail: dcwo@gent.be

Opening hours:
Monday/Tuesday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Wednesday from 8 a.m. to 1 p.m. and from 2 p.m. to 6 p.m.
Thursday from 8 a.m. to 1 p.m.
Friday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.

Social Service Centre Oostakker
Oostakkerdorp 3
9041 Oostakker (Ghent)
Tel.: 09 255 98 87
Fax: 09 255 98 81
E-mail: dcwo@gent.be

Opening hours:
Monday/Tuesday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Wednesday from 8 a.m. to 1 p.m. and from 2 p.m. to 6 p.m.
Thursday from 8 a.m. to 1 p.m.
Friday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.

Social Service Centre Ledeborg
Ledeborgplein 34
9050 Ledeborg (Ghent)
Tel.: 09 210 85 00
Fax: 09 232 13 01
E-mail: dcle@gent.be

Opening hours:
Monday/Tuesday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Wednesday from 8 a.m. to 1 p.m. and from 2 p.m. to 6 p.m.
Thursday from 8 a.m. to 1 p.m.
Friday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.

Social Service Centre Nieuw-Gent
Rerum Novarumplein 29 - 9000 Ghent
Tel.: 09 221 61 91 - Tel.: 09 221 61 92
Fax: 09 222 06 25
E-mail: dcng@gent.be

Opening hours:
Monday/Tuesday/Friday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Wednesday from 8 a.m. to 1 p.m. and from 2 p.m. to 6 p.m.
Thursday from 8 a.m. to 1 p.m.

Social Service Centre Drogen
Drogenplein 20
9031 Drogen (Ghent)
Tel.: 09 216 77 43
Fax: 09 227 21 25
E-mail: dcdm@gent.be

Opening hours:
Monday/Tuesday/Friday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Wednesday from 8 a.m. to 1 p.m. and from 2 p.m. to 6 p.m.
Thursday from 8 a.m. to 1 p.m.

Social Service Centre Gentbrugge
Braemkasteelstraat 29-45
9050 Gentbrugge (Ghent)
Tel.: 09 268 23 80
Fax: 09 268 23 99
E-mail: dcgb@gent.be

Opening hours:
Monday/Tuesday/Friday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Wednesday from 8 a.m. to 1 p.m. and from 2 p.m. to 6 p.m.
Thursday from 8 a.m. to 1 p.m.

Social Service Centre Mariakerke
Paul van Tieghemlaan 2
9030 Mariakerke (Ghent)
Tel.: 09 216 74 51
Tel.: 09 216 74 57
Tel.: 09 226 17 62
Fax: 09 216 74 58
E-mail: dcma@gent.be

Opening hours:
Monday/Tuesday/Friday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Wednesday from 8 a.m. to 1 p.m. and from 2 p.m. to 6 p.m.
Thursday from 8 a.m. to 1 p.m.

Social Service Centre Sint-Denijs-Westrem
Gemeenteplein 2
9051 Sint-Denijs-Westrem (Ghent)
Tel.: 09 243 97 70
Fax: 09 222 90 35
E-mail: dcsd@gent.be

Opening hours:
Monday/Tuesday/Friday from 8 a.m. to 1 p.m. and from 2 p.m. to 4 p.m.
Wednesday from 8 a.m. to 1 p.m. and from 2 p.m. to 6 p.m.
Thursday from 8 a.m. to 1 p.m.

Sub-office Muide-Meulestede
New-Orleansstraat 271
9000 Ghent
Tel.: 09 259 21 15
Fax: 09 251 80 11
E-mail: dcmm@gent.be

Opening hours:
Monday from 8 a.m. to 12 a.m.
Wednesday from 2 p.m. to 6 p.m.
Friday from 8 a.m. to 12 a.m.

Administrative Centre
Foreigners' Office
Woodrow ilsonplein 1 - 9000 Ghent
tel.: 09 266 71 50 - fax: 09 266 71 69
Email : vreemdelingen@gent.be
Opening hours:
Monday to Friday from 8 a.m. to 1 p.m.
Wednesday from 2 p.m. to 6 p.m.
Saturday from 9 a.m. to 11.30 a.m.