



**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 non-EU-countries**

#### **Two possibilities**

**1. You enter Belgium as a student with a D-visa.**

**You can register from now on-line! Students from non-EU-countries can only register on-line if they have a D-visa in their passport.**

For on-line registration please fill in the document on [www.gent.be/internationalstudents](http://www.gent.be/internationalstudents) and mail it to [vreemdelingen@gent.be](mailto: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 with visa
- Study certificate
- 4 passport photographs
- 7 EUR.

=> As a registered Ghent inhabitant, you will receive a BIVR (grey card) which is valid till October 31st 2008. When you are registered as new Ghent inhabitant on January 1<sup>st</sup>, you will be requested to pay the provincial tax of 28 EUR.

**2. You enter Belgium as a tourist (you can't register on-line!)**

Please bring following documents to the office:

- Passport (whether or not with visa)
- 4 passport photographs
- 7 EUR .

=> At 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 that time, you will not yet be registered.

Within the period of your “Declaration of Arrival”, you need to collect following documents:

- Study certificate
- Scholarship certificate or acknowledgement
- Certificate of good conduct in your home country
- A medical certificate.

We will issue a receipt, fax the entire file to the ministry and have to await the agreement before we can complete you subscription.

## 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](mailto: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](mailto: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](mailto: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: [dcso@gent.be](mailto:dcso@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 Ledeberg  
Ledebergplein 34  
9050 Ledeberg (Ghent)  
Tel.: 09 210 85 00  
Fax: 09 232 13 01  
E-mail: [dcle@gent.be](mailto: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](mailto: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 Drogenen  
Drogenplein 20  
9031 Drogenen (Ghent)  
Tel.: 09 216 77 43  
Fax: 09 227 21 25  
E-mail: [dcdr@gent.be](mailto:dcdr@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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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.