ORIENTATION DAY 2023
WELCOME TO BRUSSELS. WELCOME TO VUB
WHO IS WHO IN THE VUB INTERNATIONAL RELATIONS OFFICE

- International project management
- International student support
- Going abroad:
  - studies, internships, volunteering
- International initiatives by students
- Development cooperation
- International recruitment,
  - marketing & comms

INTERNATIONAL RELATIONS OFFICE

CONTACT US

General Questions:

<table>
<thead>
<tr>
<th></th>
<th>MORNING</th>
<th>AFTERNOON</th>
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<tbody>
<tr>
<td>MON</td>
<td>10h00 – 12h30</td>
<td>13h30 – 16h00</td>
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<tr>
<td>TUE</td>
<td>10h00 – 12h30</td>
<td>13h30 – 16h00</td>
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<tr>
<td>THU</td>
<td>10h00 – 12h30</td>
<td>13h30 – 16h00</td>
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<tr>
<td>FRI</td>
<td>10h00 – 12h30</td>
<td>13h30 – 16h00</td>
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</tbody>
</table>

Exchange Team Desk:
- Exchange related questions
- Signatures (also possible online)

Health Insurance Representative (Partena)

Book meeting with a staff member
Pleinlaan 5; 1050 Brussels
International.relations@vub.be
+32 (0)2 614 81 01

Questions → Q&A Session (after the presentation)

Individual questions should be sent via email to exchange.incoming@vub.be
AGENDA

PART 1:

Student organisations

► ESN : Erasmus Student Network

► ISP : International Student Platform
ESN VUB EhB Brussels

- Who are we?
- Buddy system
- ESN card
WHO ARE WE?
Why should you do it?
- Join an international environment
- Improve your language skills
- Improve your intercultural skills
- Meet people from all over the world

Do you want to get a superhero?
Register using the link below for ESN VUB EhB Brussels and we will get back to you with your superhero!
Also keep an eye on our FB page for more info regarding the buddy system.

https://buddysystem.eu/en
Get your ESNcard

Become Part of The Erasmus Generation

bit.ly/ESNcardVUBEhB21-22
Join our Telegram group
International Student Platform
As the International Student Platform, we connect international students, discuss diverse topics and act as one voice representing the interests of all international students.
International Student Platform

ISP@VUB.be

VUB.ISP

facebook.com/vub.isp
LIVING IN BRUSSELS
**ID card valid for duration of academic programme & for duration of funding for studies**

<table>
<thead>
<tr>
<th>EU</th>
<th>Non-EU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short-type residence (max. 3 months)</strong></td>
<td></td>
</tr>
<tr>
<td>No registration required</td>
<td>Report to District Town Hall (‘Commune’) for ‘Declaration of Arrival’ (annex 3) within 8 days of arrival after finding temporary accommodation other than hotel, youth hostel (family &amp; friends)</td>
</tr>
<tr>
<td><strong>EU</strong></td>
<td><strong>Non-EU</strong></td>
</tr>
<tr>
<td><strong>Long-type residence</strong></td>
<td></td>
</tr>
<tr>
<td>Make an appointment online by clicking on “first registration EU inhabitant” **</td>
<td>• Report to District Town Hall (‘Commune’) for ‘Inscription Request’ (Annex 15) with mention of national register number) after signing rental agreement</td>
</tr>
<tr>
<td>****Make sure you check with your own Town Hall</td>
<td>• You can open an online bank account with Wise, Hello Bank…</td>
</tr>
<tr>
<td></td>
<td>• ID-card compulsory</td>
</tr>
</tbody>
</table>

*please always verify this information with the website of the official authorities
Required documents

- Rental contract
- National ID/Passport with type D visa
- For EU citizens: Proof of Health Insurance
- For non-EU: Registration certificate from VUB for 54 credits
- For non-EU citizens: Proof of Health Insurance SIP INTEGRAL insurance ([www.sipinsurance.eu](http://www.sipinsurance.eu)) or Partena. Please sign up upon arrival in Belgium
- For non-EU citizens: Proof of Solvability (scholarship, blocked account or annex 32 (= guarantorship procedure*))

Sometimes also: birth certificate, civil status certificate, or certificate of good conduct

* Pay attention: up to 70% of visa applications with Annex 32 currently are not accepted by the Embassies.

Appointment @ Foreigners Department

Local Police Check

Belgian ID-card

Can take 2-6 months!

There can be different procedures depending on the Brussels District
Every person living in Belgium is advised to register with a national health insurance provider. With a national health insurance you will benefit from reimbursements:

- ±70% general care
- 100% for critical diseases

**PARTENAMUT OFFICE**

- National health insurance
- Multinational, assistance and advice
- Communication in English
- Specialised in student matters

**Partenamut office VUB**

Pleinlaan 5 (International Relations Office)

Tuesday & Friday:
10:00-12:30 + 13:30-16:00

E-mail: vub@healthinsurance.be

Non-EU exchange students (KA107): SIP integral → No Partena needed
In Case of Emergency
EU EMERGENCY NUMBER 112
POLICE 101
Campus Security:
02 629 11 11
ICE – Contact
(In Case of Emergency)
MIVB/STIB = public transport system in Brussels covering metro, tram, bus, and train (optionally, Brupass XL).

5 MIVB/STIB ‘Bootiks’ (i.e. where you can get your pass)

Driving tip: Trams in Belgium **always** get priority

Night buses are only in weekends!

!! Check UK and multiple entry

!! Check Schengen Visa = travel in EU

More info on December PowerPoint and provider’s website
SUSTAINABILITY & ENVIRONMENT

Sustainable development is a central goal of the university, with 4 green campuses.

Throughout the university and across Belgium, **recycling is vital**. The following rubbish bags are used across Belgium, colour-coded:

- Blue bags = plastics, drinking cartons and cans
- White bags = general refuse
- Green bags = garden waste
- Yellow bags = paper and cardboard
- Orange bags = food waste (composting)

More info [on the website](#)
OVERVIEW VUB

- **1830**: ULB, University in Brussels, French spoken
- **1834**: ULB
- **1963**: All ULB faculties offer courses in Dutch
- **1970**: VUB independent, with full programmes in Dutch
- **2011**: Brussels University Alliance (VUB-ULB)
- **2019**: Start European University EUTOPIA

Rector:
Prof. dr. Jan Danckaert
OVERVIEW VUB

8 FACULTIES

- Social Sciences & Solvay Business School (ES)
- Law & Criminology (RC)
- Psychology & Educational Sciences (PE)
- Languages & Humanities (LW)
- Science & Bio-engineering Sciences (WE)
- Medicine & Pharmacy (GF)
- Engineering (IR)
- Physical Education & Physiotherapy (LK)
LIFE AT VUB

FACILITIES ON CAMPUS

📍 Food on campus:
  ➢ Restaurant: Warm meal 5,6 €
  ➢ Opinio: Sandwiches & pasta
  ➢ Pilar
  ➢ Complex
  ➢ Sports facilities
➢ "Sportmix" card - 28 different sports (€ 15, 30)
  - Sport card €10,30

➢ Swimming Pool

➢ Competitions

➢ BasicFit Gym

➢ Find a Sports buddy via VUB sport app
Medical facilities:

*Humanities, Sciences & Engineering Campus*: doctors
  - Mon-Fri: 08:00-17:00. Appointments online
  - Henri Schoofslaan 8. Tel: 02 897 19 50
  - Includes: dentist, physiotherapy & gynaecology

*Health Campus Jette*: Group practice Patio
  - First appointment call 02/425 21 87
  - Bonaventurestraat 13, 1090 Jette
LIFE AT VUB

FACILITIES ON CAMPUS

- Library
- Bookshop
- ‘Crazy Copy’
- Computer rooms
VUB DEPARTMENTS
STUDENT INFORMATION - INFOPUNT

Building D, entrance hall
Pleinlaan 2, 1050 Brussels
Mon-Fri: 09:00-17:00

Tel: 02 2 629 2010
Email: info@vub.be

Student portal: How What Where?

https://wearestudent.vub.be/
Academic Language Centre (ACTO)
English, German, Italian & Modern Greek

► Campus Etterbeek, Building B (room B2.14)
► Search 'ACTO' on vub.be/en

Semper CVO
Dutch, English, French, German, Italian, Spanish, Arabic, etc.

► Campus Etterbeek, Building D, room D1.33
► www.cvosemper.be
The Study Guidance Centre offers:
• information,
• counselling and
• training to help you study more efficiently

Contact us any time for personal advice, and check what's going on in our free workshops

Contact our Meeting Points: guidance@vub.be

- **Humanities, Sciences & Engineering Campus**
  Building F - +32 2 629 23 06

- **Health Campus**
  ILRC, Building A (room A.053C) - +32 2 477 44 81

- **Technology Campus**
  By appointment - +32 2 629 23 06
VUB DEPARTMENTS
REPORT IT!

• Report inappropriate behaviour
• Prevent an escalation
• Stop other people’s unwanted behaviour
• Get the support you want

➢ Confidentiality is guaranteed
➢ **YOU** determine which behaviour is unacceptable
➢ Report it! No procedures started without express permission by person who filed the report
➢ Report it! ⇒ professional secrecy

report via email:
reportit@vub.be
With its new You Are Not Alone (YANA) policy, the university is putting maximum effort into prevention and better support for those reporting transgressive behaviour, so they do not feel alone.
LIFE AT VUB: PILAR

PILAR - HOUSE FOR ART & SCIENCE AT VUB

• Cultural facilities in building Y on campus Etterbeek
• Activities in English
• Music, art,...
• https://pilar.brussels/en
COMMUNICATION WITH STUDENTS

You're go-to source for all info is the Student Portal

There is a **student newsletter** sent to your VUB email address every other week.

**CANVAS** is where you'll find all the communication from your programme/faculty.
VUB ON SOCIAL MEDIA

www.facebook.com/VUBInternationalRelations

@vubrussel

Orientation Day
EXCHANGE TO DO’S
### CONTACT PERSON – WHO DOES WHAT

#### EXCHANGE TEAM

| International Relations & Mobility Office (IRMO) | Student Administration (OWSA/SAC) |
|------------------------------------------------|--|---|
| ❑ Policy & organisation | ❑ Administration for the Learning Agreements |
| ❑ General assistance to students | ❑ Transcript of Records |
| ❑ Contact with home university | ❑ Student Card (sent via post to physical address mentioned in earlier sent survey) |
| ❑ Certificates (Arrival & Departure, etc.) | ❑ Enrolment Certificate (sent electronically) |
| ❑ Proof of Registration | ❑ Full list e-mail addresses later |

**exchange.incoming@vub.be**

#### FACULTY

<table>
<thead>
<tr>
<th>Faculty Secretary</th>
<th>Exchange Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Course schedules</td>
<td>❑ Learning Agreement: Content</td>
</tr>
<tr>
<td>❑ Lecture rooms</td>
<td>❑ Information about the content of courses</td>
</tr>
<tr>
<td>❑ Exam schedules</td>
<td></td>
</tr>
<tr>
<td>❑ Registration of courses</td>
<td></td>
</tr>
</tbody>
</table>

**Full list e-mail addresses later**
Exchange student
Deadline 28 February 2023 (included)
What to do?

Changes to learning agreement
• Log in to SOP Mobility online
• Under “During mobility”: Click here to let us know whether changes to learning agreement are needed or not
• Approvals
• Questions: exchange.incoming@vub.be

Course registration done by faculty!
Changes to Learning Agreement in Mobility Online

1. Follow the courses
   Inform your coordinator at your home university AND at VUB

2. Make the change in Mobility-online: YES/NO + courses + FINAL

3. VUB exchange coordinator to approve online (after deadline)

4. You can print your updated LA, get the signatures and upload it again

5. OWSA has a final check online

Deadline: 28 February 2023 (included)
CURRENT STATUS IN MOBILITY ONLINE

- Studies
CURRENT STATUS IN MOBILITY ONLINE

- Traineeships

<table>
<thead>
<tr>
<th>Necessary steps</th>
<th>Done</th>
<th>Done on</th>
<th>Done by</th>
<th>Direct access via following link</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before the mobility - Application and registration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online registration</td>
<td>✓</td>
<td>08.06.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal data completed</td>
<td>✓</td>
<td>24.06.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Before necessity - Uploaded documents</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passport photo uploaded</td>
<td>✓</td>
<td>10.06.2022</td>
<td></td>
<td>Upload passport photo for the application</td>
</tr>
<tr>
<td>Valid ID card or passport uploaded</td>
<td>✓</td>
<td>10.06.2022</td>
<td></td>
<td>Upload a copy of a valid ID card or passport</td>
</tr>
<tr>
<td>Signed traineeship agreement uploaded</td>
<td>✓</td>
<td>21.08.2022</td>
<td></td>
<td>Upload the signed traineeship agreement</td>
</tr>
<tr>
<td>Health insurance uploaded</td>
<td>✓</td>
<td>10.06.2022</td>
<td></td>
<td>Upload proof of health insurance</td>
</tr>
<tr>
<td>Application formally checked and approved by the VUB</td>
<td>✓</td>
<td>23.08.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>During the mobility - Tasks to be completed during the mobility</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proof of date of arrival</td>
<td>✓</td>
<td>30.08.2022</td>
<td></td>
<td>Upload a document confirming your arrival date in Belgium</td>
</tr>
<tr>
<td>Arrival in Brussels/Stay abroad started</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes to the learning or traineeship agreement needed/not needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>After the mobility - Report your departure date</strong></td>
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<td></td>
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<tr>
<td>Proof of date of departure</td>
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<tr>
<td>Departure date reported to the International Relations office and registered</td>
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</table>
CHANGES TO LEARNING AGREEMENT

- IRMO first enters your arrival date (after this session): 10/02/2023
  - If you did not attend the session: please upload a proof of arrival
- You can print your Certificate of Arrival
- You can make changes to your Learning Agreement (**only once**)

---

**Deadline: 28 February 2023**
CHANGES TO LEARNING AGREEMENT

- Indicated ‘Yes’?
  You will be able to edit courses again in the same pipeline used before for adding courses:

| Learning agreement (LA) courses at RECEIVING institution filed in | 24.05.2018 |
| Learning agreement (LA) courses at SENDING institution filed in  | 30.05.2018 |
| Learning agreement before mobility is complete                  |            |

- Indicate changes are **final**
- Only possible **once**, so make sure the changes are final!
# REASONS FOR CHANGES

<table>
<thead>
<tr>
<th>Reasons for deleting a component</th>
<th>Reason for adding a component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Previously selected educational component is not available at the Receiving Institution</td>
<td>5. Substituting a deleted component</td>
</tr>
<tr>
<td>2. Component is in a different language than previously specified in the course catalogue</td>
<td>6. Extending the mobility period</td>
</tr>
<tr>
<td>3. Timetable conflict</td>
<td>7. Other (please specify)</td>
</tr>
<tr>
<td>4. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>
WELCOME TO OUR ONLINE WORLD

Do-it-yourself, but help available
1. You have to **inform yourself online**!

2. VUB has **many different tools**

3. Find [here](#) an overview as a **starting point**

4. How-to videos for all tools on [CANVAS](#) page

5. Questions or difficulties to get online: go to **student information point**!
WEAREVUB
THE STUDENT PORTAL OF VUB
E-tools and portals

WeAreVUB

Canvas

Office 365

Student SelfService

Specific for Brussel

Class schedule

Log in using your VUB account

Canvas

Canvas is the digital learning platform of the VUB. This is where teachers make announcements and publish course materials. You can also communicate with your fellow students and teachers here.

Office 365

Office 365 gives you access to your official VUB email. You can also use Office software (word, Excel, PowerPoint), Sharepoint and Teams for Business. As you can imagine, all documents are saved online and accessible anywhere.

Student SelfService

Use this tool to quickly and easily manage your personal student administration. You can:
- Change your personal information
- View the status of your payments
- Apply for courses
- Change your programme
- Apply for external programmes
- Renew your (dental) insurance or change the name of your insurance provider.
CANVAS: CANVAS.VUB.
LEARNING PLATFORM

- Your courses
- Automatically synchronised with Student Self Service
- Manually added courses ≠ registration
- Course material and slides
- Assignments submissions
- Announcements
- Calendar
- Inbox
E-tools and portals

WeAreVUB

Canvas

Office 365

Student SelfService

Specific for Bistecca

Class Schedule

Log in using your VUB account

WeAreVUB is the place to be for students. You find information and have updates there, computers tailored to your preferences. Download the app and make a single update.

Canvas is the digital learning platform of the VUB. This is where teachers make announcements and publish course materials. You can also communicate with your fellow students and teachers here.

Office 365 gives you access to your official VUB e-mail. You can also use Office software (Word, Excel, PowerPoint, Outlook, and OneNote) for work or study. You can share and edit documents anywhere, anytime, and with anyone.

Student SelfService is the tool to consult and manage your personal student administration. You can:

- Maintain your personal information
- Check the status of your applications
- Register for courses
- Request for exemptions
- Apply for an international programme
- View your grades and mark all or part or the transcript of records

Orientation Day
You will be notified by e-mail (first activate your webmail!) when ready for you:

- first.last@vub.be as an official address (except ULB)
- Office software: Word, Excel, Powerpoint, Outlook ...
- Install software on 5 different computers
- Use software online
- Teams: chat and video chat
- Collaboration: share documents with other students and co-work on them
- Storage and back-up: 1 terrabyte
STUDENT SELF SERVICE - CALI.VUB
DO-IT-YOURSELF ADMINISTRATION TOOL

- Login: VUB email address
- Manage Personal Data
- Name used on official documents
- How you will be contacted by the university
- Consult exam results
After enrolment, **create VUB account**

Via **VUB Password Manager**

**Login and password**

**Activation of your official email address**

**Wifi = VUBnext**
Didn’t receive an activation email after completing enrolment?

You should receive the activation email within 1 hour after completing your enrolment. This means you successfully signed your online study contract. If you don’t receive this activation mail within the hour, please contact our ICT Helpdesk.

Forgot your password?

| Change your password here | Contact the ICT Helpdesk |

A few years between your last and current enrolment at the VUB?

Make a new application (with a new/different e-mail address) and contact studentadministration@vub.be to merge your new and old account.
E-tools and portals

1. WeAreVUB
   - VUB is the place to be for students. Find the information here: [link]
2. Canvas
   - Canvas is the digital learning platform of the VUB. This platform supports the learning process: [link]
3. Office 365
   - Office 365 gives you access to your official VUB e-mail. You can use Office applications (Word, Excel, PowerPoint, Sharepoint, Onedrive, and Teams): [link]
4. Student SelfService
   - Use this tool to access and manage your personal student administration: [link]
➢ Check your **course schedule**

➢ Consult **course timetable** by course
EXAMS
FOR MORE INFO, CLICK HERE

➢ Faculty or department secretary
➢ Oral & written exams
➢ Lab, papers, group work

❑ Exam registration on Canvas/Pointcarré (manuals available on some faculty webpages)

❑ Need help with studying? Contact the Study Guidance Center.
Faculty or department secretary

Oral & written exams

Lab, papers, group work

Start of classes (on campus) (13/02/2023)

Bank holidays (9/04/2023, 10/04/2023, 01/05/2023, 18/05/2023, 29/05/2023)

Start exams (Monday 03/06/2023 until 08/07/2023)
TRANSCRIPT OF RECORDS

❑ Student: Consult grades directly in the Student SelfService

❑ OWSA: Uploads certified copy –for credit recognition– in Mobility-Online

→ Need a hard copy? Please mail to exchange.incoming@vub.be
EXCHANGE COORDINATORS

- Economics & Management/Business Studies
- Political Sciences
- Sociology
- Communication Studies
- BA Social Sciences

Coordinator Internationalisation:

Mr. Jonas Loos  E: faces@vub.be
<table>
<thead>
<tr>
<th>EXCHANGE COORDINATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Languages</td>
</tr>
<tr>
<td>Prof. Diana Castilleja, E: <a href="mailto:Diana.Castilleja@vub.be">Diana.Castilleja@vub.be</a></td>
</tr>
<tr>
<td>Applied Linguistics</td>
</tr>
<tr>
<td>Mr. Geert Crauwels, E: <a href="mailto:Geert.Crauwels@vub.ac.be">Geert.Crauwels@vub.ac.be</a></td>
</tr>
<tr>
<td>History</td>
</tr>
<tr>
<td>Prof. Benoit Henriet, E: <a href="mailto:Benoit.Henriet@vub.be">Benoit.Henriet@vub.be</a></td>
</tr>
<tr>
<td>Art Sciences &amp;</td>
</tr>
<tr>
<td>Archaeology</td>
</tr>
<tr>
<td>Prof. Karin Nys, E: <a href="mailto:Karin.Nys@vub.be">Karin.Nys@vub.be</a></td>
</tr>
<tr>
<td>Philosophy</td>
</tr>
<tr>
<td>Prof. Emiliano Acosta, E: <a href="mailto:Emiliano.Acosta@vub.be">Emiliano.Acosta@vub.be</a></td>
</tr>
</tbody>
</table>

Coordinator Internationalisation: mobility.lw@vub.be
EXCHANGE COORDINATORS

- Pharmacy
  Prof. Debby Mangelings, E: Debby.Mangelings@vub.be

- Biomedical Sciences
  Prof. Ellen Goossens, E: Ellen.Goossens@vub.be

- Health - Gerontology
  Prof. Rose Njemini, E: Rose.Njemini@vub.be

- Manual Therapy
  Prof. Aldo Scafoglieri, E: Aldo.Scafoglieri@vub.be
EXCHANGE COORDINATORS

Law
Prof. Tony Joris, E: Tony.Joris@vub.be
Mr. Floris Fonteyn, E: Floris.fonteyn@vub.be

Criminology
Ms. Julie Caluwaerts, E: Julie.Caluwaerts@vub.be
Mr. Lucas Melgaço, E: Lucas.Melgaco@vub.be
EXCHANGE COORDINATORS

- Psychology
  Ms. Safâa Achnak, E: Safaa.Achnak@vub.be

- Adult Educational Sciences
  Mr. Bas Dikmans, E: Bas.Dikmans@vub.be

- Educational Sciences
  Prof. Chang Zhu, E: Chang.Zhu@vub.be

Coordinator Internationalisation:

Ms. Freya De Vroede, E: pe.mobility@vub.be
<table>
<thead>
<tr>
<th>Subject</th>
<th>Coordinator Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Prof. Marc Kochzius</td>
<td><a href="mailto:Marc.Kochzius@vub.be">Marc.Kochzius@vub.be</a></td>
</tr>
<tr>
<td>Bioengineering Sciences</td>
<td>Prof. Wim Vrancken</td>
<td><a href="mailto:Wim.Vrancken@vub.be">Wim.Vrancken@vub.be</a></td>
</tr>
<tr>
<td>Geography</td>
<td>Prof. Matthieu Kerveyn</td>
<td><a href="mailto:Matthieu.Kerveyn.De.Meerendre@vub.be">Matthieu.Kerveyn.De.Meerendre@vub.be</a></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Prof. Uwe Einmahl</td>
<td><a href="mailto:ueinmahl@vub.be">ueinmahl@vub.be</a></td>
</tr>
<tr>
<td>Physics</td>
<td>Prof. Sophie De Buyl</td>
<td><a href="mailto:Sophie.de.Buyl@vub.be">Sophie.de.Buyl@vub.be</a></td>
</tr>
<tr>
<td>Urban studies</td>
<td>Prof. Bas Van Heur</td>
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- Declare your arrival date. We will enter it on Mobility Online so you can print a **Certificate of Arrival (CoA)**

- Having your own university’s arrival certificate signed
  - Preferable, if electronic version is sufficient, send it to exchange.incoming@vub.be
  - If hard copy is needed: come to IRMO on Monday.
  - Make sure as much information is already pre-filled!

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- General hand-out after this session
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- How to receive your student card, when not being able to attend the exchange info session?
- You can make an appointment to pick up the student card at a later time