



ORIENTATION DAY 2026



VRIJE
UNIVERSITEIT
BRUSSEL



Can I have the PowerPoint?

- Sent via email
- Uploaded on our [website](#)



VUB student organisations

International Student Platform – *Our Role*

As the International Student Platform, we connect international students, discuss diverse topics and act as one voice representing the interests of all international students at the VUB.



ISP@VUB.be



[VUB.ISP](https://www.instagram.com/VUB.ISP)

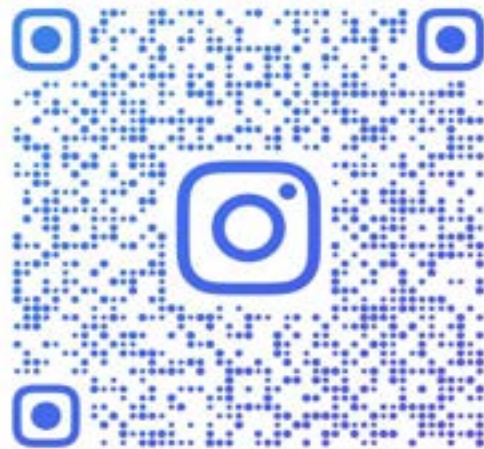


facebook.com/vub.isp

Erasmus Student Network

- Non-profit International Student Organization
- Students Helping Students
- Opportunities for Cultural Understanding and Self-Development

ESN VUB EHB
WhatsApp group



@ESN_VUBEHBXL



INTERNATIONAL RELATIONS OFFICE

- International project management
- International student support
- Going abroad: studies, internships, volunteering
- International initiatives by students
- International Equitable Cooperation
- Diplomacy & public affairs
- International recruitment, marketing & comms



www.vub.be/en/internationalisation-vub



EXCHANGE TEAM



▼ LOUISE



▼ PAOLA



▼ MARIA GIULIA



▼ INGRID



▼ ARINA

EXCHANGE TEAM



exchange.incoming@vub.be



+32 476 63 08 78 (for calls only)

International Relations office – IRMO

- ▼ Policy & organisation
- ▼ General assistance to students
- ▼ Contact with home university
- ▼ Certificates (Arrival & Departure, etc.)

Education & Student Administration Office – OWSA

- ▼ Admin for the Learning Agreements
- ▼ Transcript of Records
- ▼ Student Card with enrollment certificate



Only today:

Hand-out at the end of this session

Any other day:

Pick ups of student cards and certificates [here](#).

Ms. Louise Debeer
Ms. Paola Mureddu
Ms. Maria Giulia Modena
Ms. Ingrid Bauwens
Ms. Arina Klishina

Ms. Robin Van Der Smissen
Mr. Jeremy Herremans

Contact person VUB

Your home university

- Your scholarship
- Starting changes in your DLA/OLA (only)

exchange.incoming@vub.be

Exchange Team

- Certificates (Arrival & Departure, etc.)
- General administrative assistance
- Contact with home university

Student administration

- Transcript of records
- Signing physical LAs
- Student card

Check your faculty contacts

Faculty Secretariat

- Course schedules
- Lecture rooms
- Exam schedules

Faculty Exchange Coordinator

- Learning Agreement: Content
- Information about the content of courses
- Registration of courses

EXCHANGE COORDINATORS



ECONOMISCHE &
SOCIALE WETENSCHAPPEN
SOLVAY BUSINESS SCHOOL

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

Coordinator Internationalisation:

Mr. Jonas Loos

E: mobility.es@vub.be

EXCHANGE COORDINATORS



☐ Languages

Prof. Philipp Kramer, E: Philipp.Kramer@vub.be

☐ Applied Linguistics

Prof. Geert Crauwels, E: Geert.Crauwels@vub.ac.be

☐ History

Prof. Frits Heinrich, E: Frits.Heinrich@vub.be

☐ Art Sciences &
Archaeology

Prof. Christophe Snoeck, E: Christophe.Snoeck@vub.be

☐ Philosophy

Prof. Jan Jasper Mathé, E: jan.Jasper.Mathe@vub.be

Coordinator Internationalisation: Ms. Catharina Peersman, E: mobility.lw@vub.be

EXCHANGE COORDINATORS



☐ Pharmacy

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

☐ Biomedical Sciences

Prof. Karen Sermon, E: Karen.Sermon@vub.be

☐ Health - Gerontology

Prof. Rose Njemini, E: Rose.Njemini@vub.be

EXCHANGE COORDINATORS



RECHT &
CRIMINOLOGIE

☐ Law

Prof. Tony Joris, E: Tony.Joris@vub.be

Mr. Victor Van Steendam, E: Victor.Van.Steendam@vub.be

Ms. Floor Debeyne, E: Floor.Debeyne@vub.be

☐ Criminology

Ms. Jasmine De Backer, E: Jasmine.De.Backer@vub.be

Mr. Lars Breuls, E: Lars.Breuls@vub.be

Ms. Floor Debeyne, E: Floor.Debeyne@vub.be

General address for Faculty of Law and Criminology: mobility.rc@vub.be

EXCHANGE COORDINATORS



PSYCHOLOGIE &
EDUCATIEWETENSCHAPPEN

❑ Psychology

Prof. Martijn Van Heel, E: Martijn.Van.Heel@vub.be

❑ Adult Educational Sciences

Ms. Marta Lucchetti, E: Marta.Lucchetti@vub.be

❑ Educational Sciences

Prof. Chang Zhu, E: Chang.Zhu@vub.be

Ms. Ana Escolana Diaz, E: Ana.Escalona.Diaz@vub.be

Coordinator Internationalisation: E: pe.mobility@vub.be,

EXCHANGE COORDINATORS LIJCHAMELIJKE OPVOEDING & KINESITHERAPIE

- ☐ Physical Education
- ☐ Physiotherapy

Mrs. Katrijn D'Herdt, E: mobility.lk@vub.be ; Kdherdt@vub.be

EXCHANGE COORDINATORS



WETENSCHAPPEN &
BIO-INGENIEURSWETENSCHAPPEN

- ☐ Biology
- ☐ Bioengineering Sciences
- ☐ Geography

Prof. Thomas Merckx, E: Thomas.Merckx@vub.be

Prof. Stefan Magez, E: Stefan.Magez@vub.be

Prof. Matthieu Kervyn, E: Matthieu.Kervyn.De.Meerendre@vub.be

- ☐ Mathematics
- ☐ Physics
- ☐ Urban studies
- ☐ Urban design & Spatial Planning
- ☐ Chemistry
- ☐ Oceanography
- ☐ Informatics

Prof. Leandro Vendramin, E: Leandro.Vendramin@vub.be

Prof. Sophie De Buyt, E: Sophie.de.Buyt@vub.be

Prof. Bas Van Heur, E: bas.van.heur@vub.be

Prof. Fabio Vanin, E: Fabio.Vanin@vub.be

Prof. Yue Gao, E: yuegao@vub.be

E: oceansandlakes@vub.be

Prof. Beat Signer, E: Beat.Signer@vub.be

Coordinator Internationalisation: Mrs. Marjan Maes, E: mobility.we@vub.be

EXCHANGE COORDINATORS



- ☐ Architectural Engineering
- ☐ Electrical Engineering
- ☐ Chemical Engineering
- ☐ Civil Engineering
- ☐ Electronics & Imaging
- ☐ Materials Science
- ☐ Mechanical Engineering
- ☐ Hydrology, Construction Eng.
- ☐ Industrial Engineering
- ☐ Biomedical Engineering
- ☐ Applied Computer Science
- ☐ Photonics

Prof. Lars De Laet, E: Lars.De.Laet@vub.be

Prof. Philippe Lataire, E: plataire@vub.be

Prof. Iris De Graeve, E: Iris.De.Graeve@vub.be

Prof. Lincy Pyl, E: Lincy.Pyl@vub.be

Prof. Adrian Munteanu, E: Adrian.Munteanu@vub.be

Prof. Iris De Graeve, E: Iris.De.Graeve@vub.be

Prof. Philippe Lataire, E: plataire@vub.be

Prof. Marijke Huysmans, E: mhuysman@vub.be

Prof. Kris Steenhaut, E: Kris.Steenhaut@vub.be

Prof. Jef Vandemeulebroucke, E: jefvdmb@etrovub.be

Prof. Kris Steenhaut, E: Kris.Steenhaut@vub.be

Prof. Heidi Ottevaere, E: Heidi.Ottevaere@vub.be

Coordinator Internationalisation:

Ms. Pauline De Pelsmacker, E: ir.mobility@vub.be

Join the
WhatsApp
Community



**EXCHANGE TO
DO'S** 

Exchange roadmap



Make sure all the steps in the section “Before Mobility” in Mobility Online are complete



Make sure your Belgian paperwork is in order

☐ Insurance (mandatory for non-EU)

☐ Registering at the town hall (mandatory for everyone)



Attend the Orientation Day



Communicate your arrival to the Exchange Team

CERTIFICATE ARRIVAL/DEPARTURE

Arrival:

- ▼ Earliest date possible: beginning of the semester 6 February 2026
- ▼ Standard date for students present today 6 February 2026

Departure:

- ▼ Latest date possible = date of last exam of first session
- ▼ Proof to be uploaded in Mobility Online

**HOME
UNIVERSITY
TEMPLATES WILL
NOT BE SIGNED**

HOW TO OBTAIN YOUR CERTIFICATE?

Easy Steps

01



Upload your proof of arrival in Mobility Online

Ticket of travel, rental contract, etc.
Something that proves you have arrived

02



Wait for the Exchange Team to validate the date

This can take a few weeks

03



Download your certificate from Mobility Online

You can submit this document to your university. **External documents will not be signed**

CHANGES TO LEARNING AGREEMENT

1

- Inform your coordinator at your home university **AND** at VUB

2

- Make the change to your learning agreement and confirm

Deadline: 28th February

3

- VUB exchange coordinator to approve online (after deadline)

4

- Carry out the remaining administration of your flow till completion

5

- Your courses are registered for you

Changes for all



Timeline for changes

- ▼ Exchange team confirms your arrival date
- ▼ Download your Certificate of Arrival in Mobility Online
- ▼ You can make changes to your Learning Agreement (only once!)

You are not obliged to make changes if your pre-departure LA is ok

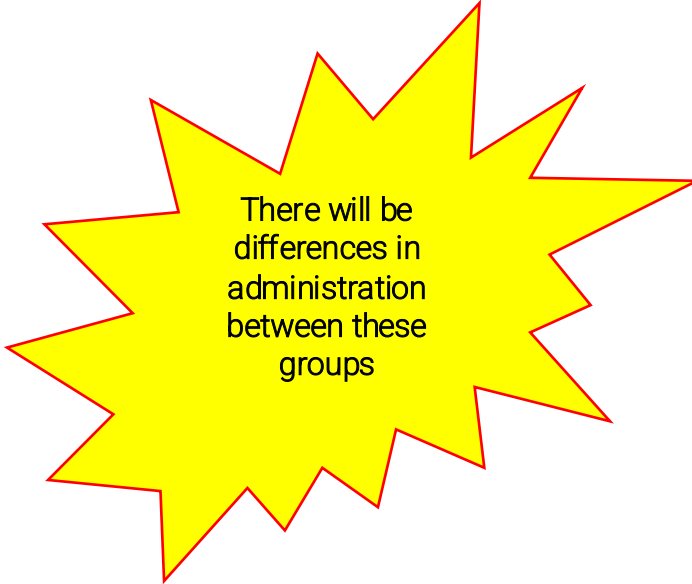
Let's talk about **changes**

▼ Erasmus students **with** a digital/online learning agreement

▼ Erasmus students **without** a digital/online learning agreement

▼ Non-EEA exchange students & KA171 students

▼ Erasmus Belgica students



There will be differences in administration between these groups

Erasmus+ Learning Agreement
Student Mobility for Studies
 Mobility between Erasmus+ countries (EU
 Member States and third countries associated to
 the Programme)

[Learning agreements are digital in the Erasmus+ 2021-2027 programme. Higher education institutions can exchange digital learning agreements through an IT system connected to the Erasmus Without Paper Network. This template is provided for those institutions that are in the process of connecting to the network and might need an editable version of the template. For more information, please visit the European Commission's webpage about [Erasmus Without Paper](#).]

General information

[Applicable for all learning agreement types]

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	European Student Identifier (ESI) <small>[Unique electronic identifier for mobile students]</small>		Level of education <small>(EQF level)</small>	Field of education <small>(ISCED code)</small>	<Field of education <small>(clarification)</small> >
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email
Receiving Institution	Name	<Faculty/Department>	Erasmus code	Country	Administrative contact person name; email
The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>					

Learning agreement type and mobility duration

Learning agreement for studies type (select one) <ul style="list-style-type: none"> Long-term mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> Short-term mobility with a mandatory virtual component <input type="checkbox"/> Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> 	Estimated duration (to be confirmed by the Receiving Institution) <p>Planned period of the physical mobility:</p> <ul style="list-style-type: none"> Academic year [year/year] from [<day>/month/year] to [<day>/month/year]
--	---

Based on the selected learning agreement for studies type, only the applicable learning agreement type below is visible to the student, sending and receiving institutions.

What is a DLA/OLA and is it *contagious*?

- ▼ All Erasmus students have an Erasmus+ LA
- ▼ Not all send it to us using the digital/online learning agreement
- ▼ How to understand what you are using to send us your LA?

CURRENT STATUS IN MOBILITY ONLINE

ERASMUS+ STUDIES
with DLA/OLA

Applicant details

Last name
First name(s)
Birthday (dd.mm.yyyy)
Nationality
Gender

Exchange Programme: Erasmus+ KA131 Studies
Academic year: 2024/2025
Country of the sending institution:
Sending institution:

Period of mobility:
Actual start:
Actual end:

Necessary steps

	Done
Before the mobility - Application and registration	
Online Registration	<input checked="" type="checkbox"/>
Personal data completed	<input checked="" type="checkbox"/>
Before mobility - Upload and print documents	
Passport-size photo uploaded	<input checked="" type="checkbox"/>
Valid ID-card or passport uploaded	<input checked="" type="checkbox"/>
Health insurance uploaded	<input checked="" type="checkbox"/>
English language certificate uploaded	<input checked="" type="checkbox"/>
Transcript of records (ToR) before mobility uploaded	<input checked="" type="checkbox"/>
Other relevant documents uploaded	<input type="checkbox"/>
Information about Learning Agreement provided	<input checked="" type="checkbox"/>
Application documents checked by VUB Student Administration	<input checked="" type="checkbox"/>
Digital Learning Agreement (EWP) accepted	<input checked="" type="checkbox"/>
Letter of admission printed	<input checked="" type="checkbox"/>
Registered with student number	<input checked="" type="checkbox"/>
Student number: 0634825	
During mobility - Tasks to be completed during the mobility	
Proof of date of arrival	<input type="checkbox"/>
Arrival in Brussels/Stay abroad started	<input type="checkbox"/>
Arrival date:	
After mobility - Report your departure date and get your transcript	
Proof of date of departure	<input type="checkbox"/>
Departure date reported to the International Relations office and registered	<input type="checkbox"/>
Departure date:	

Before mobility - Upload and print documents

- Passport-size photo uploaded
- Valid ID-card or passport uploaded
- Health insurance uploaded
- English language certificate uploaded
- Transcript of records (ToR) before mobility uploaded
- Other relevant documents uploaded
- Information about Learning Agreement provided
- Application documents checked by VUB Student Administration
- Digital Learning Agreement (EWP) accepted

Your university is using a DLA/OLA

Erasmus+ changes

with DLA/OLA

- ▮ Changes always start at your home university: ask your home university to make changes.
- ▮ VUB needs to receive the changes by 28 February
→ Your University needs to send the DLA/OLA to us by 28 February
- ▮ After the deadline the exchange coordinator will review them
- ▮ If approved, your courses will be registered by the faculty

CURRENT STATUS IN MOBILITY ONLINE

ERASMUS+ STUDIES
without DLA/OLA

Applicant details

Last name	Exchange Programme	Erasmus+ KA131 Studies	Country of the sending institution
First name(s)	Academic year	2024/2025	Sending institution
Birthday (dd.mm.yyyy)	Period of stay abroad	Spring semester	Country of the host university
Nationality	Actual start date		Belgium
Gender	Actual end date		Name of the host university
			BRUSSELS - VRIJE UNIVERSITEIT BRUSSEL
			Study field

Necessary steps

- Before the mobility - Application and registration
 - Online Registration
 - Personal data completed
- Before mobility - Upload and print documents
 - Passport-size photo uploaded
 - Valid ID-card or passport uploaded
 - Health insurance uploaded
 - English language certificate uploaded
 - Transcript of records (ToR) before mobility uploaded
 - Other relevant documents uploaded
 - Information about Learning Agreement provided
 - Learning agreement signed by the student and the sending institution's academic exchange coordinator uploaded
 - Application documents checked by VUB Student Administration
 - Learning agreement (before mobility) approved by the VUB exchange coordinator
 - Download the fully signed learning agreement
 - Letter of admission printed
 - Registered with student number
- During mobility - Tasks to be completed during the mobility
 - Proof of date of arrival
 - Arrival in Brussels/Stay abroad started
 - Arrival date
 - Changes to the learning or traineeship agreement needed/not needed
- After mobility - Report your departure date and get your transcript
 - Proof of date of departure
 - Departure date reported to the International Relations office and registered
 - Departure date

Before mobility - Upload and print documents

Passport-size photo uploaded

Valid ID-card or passport uploaded

Health insurance uploaded

English language certificate uploaded

Transcript of records (ToR) before mobility uploaded

Other relevant documents uploaded

Information about Learning Agreement provided

Learning agreement signed by the student and the sending institution's academic exchange coordinator uploaded

Your university is **not** using a DLA/OLA, you **uploaded** a file

Erasmus+ changes without DLA/OLA

Changes always start in the VUB Mobility Online

During mobility - Tasks to be completed during the mobility

Arrival in Brussels/Stay abroad started

- Arrival date : 17.09.2024

Certificate of arrival is available [Print Certificate of Arrival](#)

☒ Changes to the learning or traineeship agreement needed/not needed [Click here to let us know whether changes to the learning or traineeship agreement are required or not](#)

Thank you for indicating changes to your Learning Agreement are needed.

Do/Did you need to make changes to the original learning agreement? * ☐ Yes ☐ No

[Back to the application workflow](#) [Submit answer](#)

During mobility - Tasks to be completed during the mobility

Arrival in Brussels/Stay abroad started	<input checked="" type="checkbox"/>
Arrival date : 17.09.2024	
Certificate of arrival is available	<input type="checkbox"/> Print Certificate of Arrival
Changes to the learning or traineeship agreement needed/not needed	<input checked="" type="checkbox"/> Click here to let us know whether changes to the learning or traineeship agreement are required or not
<input checked="" type="checkbox"/> Learning agreement Changes signed by the student and the sending institution's academic exchange coordinator uploaded	<input type="checkbox"/> Upload Learning Agreement Changes signed by yourself and your home institution
Changes to the learning agreement approved by the exchange coordinator	<input type="checkbox"/>
Signed Learning Agreement changes uploaded	<input type="checkbox"/>

Only possible after
declaration of arrival

Please use the same
document signed
before departure and
upload by **28 February**

Wait for VUB's approval

REMINDER



- ▼ You don't need to register your courses.
- ▼ Your courses are registered for you by the faculty based on your Learning Agreement.
- ▼ Make sure your Learning Agreement is up to date.

CURRENT STATUS IN MOBILITY ONLINE

STUDIES:
OTHER STUDY EXCHANGES
EBELGICA

Query application work flow

Applicant details

Last name
First name(s)
Birthday (dd.mm.yyyy)
Country of the sending institution
Sending institution

China
CN MWU - Northwest University

Study field
Country of the host university
Name of the host university
Start date
End date

Belgium
B BRUSSELS - Vrije Universiteit Brussel
16-09-2024
01-02-2025

	Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application and registration					
	Online Registration	<input checked="" type="checkbox"/>	23.05.2024		
	Personal data completed	<input checked="" type="checkbox"/>	23.05.2024		Generate address data
Before mobility - Upload and print documents					
	Passport-size photo uploaded	<input checked="" type="checkbox"/>	23.05.2024		Upload passport size photo for the application
	Valid ID-card or passport uploaded	<input checked="" type="checkbox"/>	23.05.2024		Upload a copy of a valid ID-card or passport
	English language certificate uploaded	<input checked="" type="checkbox"/>	23.05.2024		Upload English language certificate
	Motivation letter	<input checked="" type="checkbox"/>	23.05.2024		Upload letter of motivation
	Transcript of records (ToR) before mobility uploaded	<input checked="" type="checkbox"/>	24.05.2024		Upload transcript of records before mobility
	Other relevant documents uploaded	<input checked="" type="checkbox"/>	28.05.2024		Upload other relevant documents
	Learning agreement (LA) courses at RECEIVING institution filed in	<input checked="" type="checkbox"/>	28.05.2024		
	Learning agreement (LA) courses at SENDING institution filed in	<input checked="" type="checkbox"/>	29.05.2024		
	Learning agreement (before mobility) approved by the VUB exchange coordinator	<input checked="" type="checkbox"/>	04.06.2024		
	Learning agreement before mobility printed	<input checked="" type="checkbox"/>	06.06.2024		Print learning agreement
	Learning agreement signed by the student and the sending institution's academic exchange coordinator uploaded	<input checked="" type="checkbox"/>	11.06.2024		Upload learning agreement signed by yourself and your home institution
	Fully signed learning agreement before mobility checked and approved by CVSA	<input checked="" type="checkbox"/>	11.06.2024		
Before the mobility - Visa related procedures					
	Letter of admission printed	<input checked="" type="checkbox"/>	08.07.2024		Print Letter of admission
During mobility - Tasks to be completed during the mobility					
	Proof of date of arrival	<input type="checkbox"/>			Upload a document confirming your arrival date in Belgium
	Arrival in Brussels/Stay abroad started	<input type="checkbox"/>			
	+ Arrival date :				
	Changes to the learning or traineeship agreement needed/not needed	<input type="checkbox"/>			
After mobility - Report your departure date and get your transcript					
	Proof of date of departure	<input type="checkbox"/>			
	Departure date reported to the International Relations office and registered	<input type="checkbox"/>			
	+ Departure date :				

CURRENT STATUS IN MOBILITY ONLINE

ERASMUS+
TRAINEESHIPS

Query application work flow

Applicant details

Last name		Country of the host university	Belgium
First name(s)		Name of the host university	BRUSSELS - Vrije Universiteit Brussel
Birthday (dd.mm.yyyy)		Expected day of arrival	30.06.2024
Country of the sending institution	Austria	Expected day of departure	30.11.2024
Sending institution	A INNSBRUCK - University of Innsbruck		

□ ■	Reccomended steps	Done	Done on	Done by	Direct access via following link
■	Before the mobility - Application and registration				
	Online Registration	<input checked="" type="checkbox"/>	25.06.2024		
■	Before mobility - Upload documents				
	Passport-size photo uploaded	<input checked="" type="checkbox"/>	25.06.2024		Upload passport-size photo for the application
	Valid ID-card or passport uploaded	<input checked="" type="checkbox"/>	25.06.2024		Upload a copy of a valid ID-card or passport
	Signed traineeship agreement uploaded	<input checked="" type="checkbox"/>	25.06.2024		Upload the signed traineeship agreement
	Proof of grant/scholarship uploaded	<input checked="" type="checkbox"/>	26.06.2024		Upload a proof of scholarship / clearly stating the funding source and the annual amount of the scholarship
	Valid EEA residence permit	<input checked="" type="checkbox"/>	26.06.2024		Upload a copy of a valid EEA residence permit/stamp
	Health insurance uploaded	<input checked="" type="checkbox"/>	25.06.2024		Upload proof of health insurance
■	Before the mobility - Screening by host university				
	Application formally checked and approved by the VUB	<input checked="" type="checkbox"/>	25.06.2024		
	Letter of admission printed	<input checked="" type="checkbox"/>	25.06.2024		Print Letter of admission
■	During mobility - Tasks to be completed during the mobility				
■	Arrival in Brussels/Stay abroad started	<input type="checkbox"/>			
	• Arrival date :				
	Changes to the learning or traineeship agreement needed/not needed	<input type="checkbox"/>			
■	After mobility - Report your departure date				
	Proof of date of departure	<input type="checkbox"/>			
	Departure date reported to the International Relations office and registered	<input type="checkbox"/>			
	• Departure date :				

CHANGES TO LEARNING AGREEMENT

STUDIES:
OTHER STUDY EXCHANGES
EBELGICA

ERASMUS+ TRAINEESHIP

During mobility - Tasks to be completed during the mobility				2 / 3
Student has arrived in Brussels/Stay abroad started	<input checked="" type="checkbox"/>	05.09.2018		
Certificate of arrival is available	<input checked="" type="checkbox"/>	05.09.2018	Print Certificate of Arrival	
 Changes to the learning agreement needed/not needed	<input type="checkbox"/>		Click here to let us know whether changes to the learning agreement are required or not	

!Important to indicate it
also if you do not need
changes

Thank you for inc
institution' and 'E

Do/Did you need to make changes to the original
learning agreement?

☐ Yes ☐ No

Back to the application workflow

Submit answer

Deadline: 28 February 2026

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 filled in	<input checked="" type="checkbox"/>	24.05.2018	Edit courses at the RECEIVING institution
Learning agreement (LA) courses at SENDING institution filled in	<input checked="" type="checkbox"/>	30.05.2018	Edit courses at the SENDING institution
Learning agreement before mobility is complete	<input type="checkbox"/>		Click here to let us know whether your learning agreement before mobility is now complete

☐ Indicate changes are **final**

☐ Only possible **once**, so make sure the changes are final!

REASONS FOR CHANGE

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

HOUSING – TRUSTED SOURCES



= Brussel en Ik (meaning, 'me')

- VUB Campus rooms or in private sector
 - For private sector: contact Brik
 - For rooms on campus? [Contact Student Housing](#)
- Short stay/semester/year
- Rents:
 - Student room on average €550
 - Studio on average €700

REGISTRATION AT THE TOWNHALL

→ ID card valid for duration of academic programme & for duration of funding for studies

EEA	Non-EEA
Short-type residence (max. 3 months)	
No registration required	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 & friends)
Long-type residence	
<ul style="list-style-type: none">•Report to District Town Hall ('Commune') for 'Inscription Request' (annex 15 with mention of national register number) after signing long term rental agreement•Non-EEA: Annex 15 can then, for example, be used for opening bank account or you can open an online bank account with Wise, Revolut, Hello Bank...•ID-card compulsory for students with stay +90 days	

19 districts in Brussels



REGISTRATION AT THE TOWNHALL

Read more on [our website](#)

There can be different procedures depending on the Brussels District

Required documents*

- Rental contract
- 2-3 Passport-size photos
- National ID/Passport with type D visa
- Registration certificate (standard form) from VUB for minimum 54 credits
- Proof of Health Insurance upon extension of the Belgian ID card
- For non-EEA citizens: Proof of Solvency (scholarship, blocked account or annex 32 (= guarantorship procedure))

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

Appointment
@ Foreigners
Department

Local Police
Check

Belgian ID-
card

Can take 2-6
months!

* Non-exhaustive overview. You are responsible to check with your town hall.

HEALTHCARE

Every person living in Belgium is advised to register with a national health insurance provider (=‘mutuelle’).

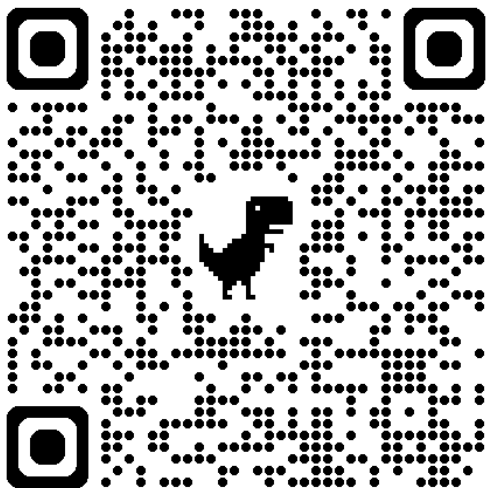
▼ Public health insurance will assist you in the following situations:

- Reimbursement in case of visit at the doctor (general practitioner or specialist), pharmacy, hospital, dentist
- Urgent care abroad
- Many other advantages : *optics, vaccinations, sports club membership, physical therapy, chiropractic, contraception, mindfulness, homeopathy, psychology sessions, dietician consultations, etc..*

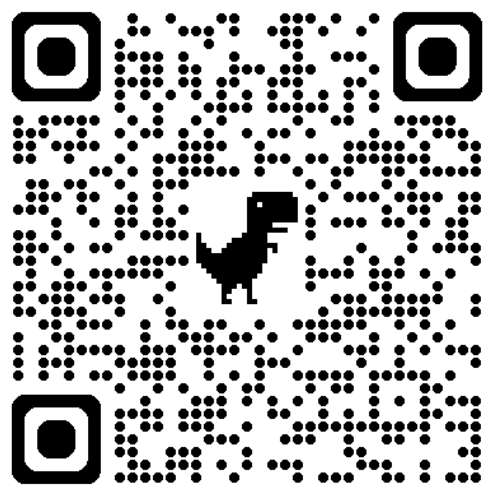
PUBLIC HEALTH INSURANCE IS
COMPULSORY IN BELGIUM

Read more on [our website](#)

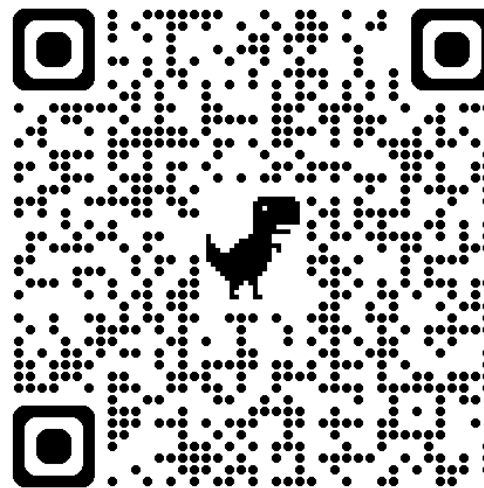
HEALTHCARE



FOR STUDENTS
WITH THE
BLOCKED
ACCOUNT



FOR STUDENTS
WITH EHIC



FOR EVERYONE
ELSE

In Case of Emergency

EU EMERGENCY NUMBER 112

POLICE 101

Etterbeek Campus Security:

02 629 11 11

CULTURE & DISCOVER BRUSSELS

How did VUB International Students experience Brussels?

<https://www.youtube.com/watch?v=ta1N78tINx8>

- ▼ Discover Brussels with a greeter: volunteer guide
- ▼ News/Newsletters:
- ▼ Agenda (agenda.brussels/en/newsletter)
- ▼ Be expat be brussels » email europa@visit.brussels
- ▼ Bruzz.be
- ▼ EYCA card
- ▼ VISITBRUSSELS: <https://visit.brussels/en>
- ▼ @ BIP – Place Royale
- ▼ @ City Hall – Grand Place
- ▼ @ Station Europe – Place Luxembourg

LIVING IN BRUSSELS

▼ Public transport

[MIVB/STIB](#) = public transport system in Brussels covering metro, tram, bus, and train

▼ [5 MIVB/STIB 'Bootiks'](#)

- Student yearly pass = €12 (until age 24)
- Student yearly pass (with trains within Brussels) = €52 (until age 24)
 - VUB registration certificate needed!
- Monthly pass, 10-trip cards
- [STIB-MIVB PRRB 12MTH](#) (Partena)
- Tickets at STIB-MIVB machines for single tickets or day passes.

Driving tip: Trams in Belgium always get priority

Night buses are only in weekends!

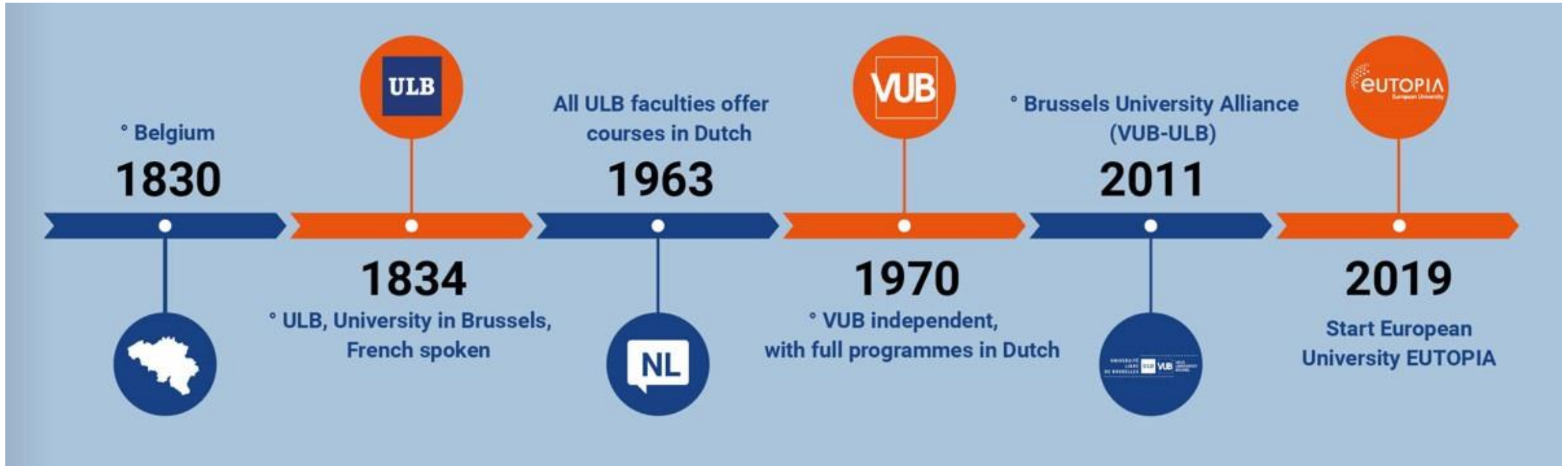
LIVING IN BRUSSELS

▼ Sustainability & environment

- **Sustainable development** is a central goal of the university, with 4 green campuses.
- ▼ Throughout the university and across Brussels, **recycling is vital**.
- ▼ The following rubbish bags are used across Brussels, 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)
 - Collection point: glass, clothes, oil,...

*Please note that student accommodations might have different rules.

OVERVIEW



Rector:
Prof. dr. Jan Danckaert



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 meals €4,5-6,5

➤ Bar Buna

➤ Pilar

➤ Complex

Sports facilities



LIFE AT VUB

Facilities on campus

📍 Library

📖 Bookshop

📄 Crazy Copy Center

💻 Computer rooms



EXTRACURRICULAR LANGUAGE LEARNING

- ▼ 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
- ▼ Courses start around beginning of February



EXTRACURRICULAR LANGUAGE LEARNING

Join the language tables at lunchtime
to brush up on your language skills!



LANGUAGE TABLES AT LUNCHTIME

TIME TO HONE YOUR LINGUISTIC SKILLS!

Practice your language skills with fellow learners and native speakers
while having lunch in the VUB Restaurant.

Campus Etterbeek, downstairs, international corner

Rincón Español	Mondays	12h-13h
Tavola Italiana	Tuesdays	13h-14h
Deutscher Stammtisch	Wednesdays	12h-13h
English Table	Wednesdays	13-14h
Table Française	Wednesdays	15h-16h @ PILAR
Nederlandse Tafel	Please contact Stefan.Clappaert@vub.be for more information on the Dutch table!	

SPORTS AT VUB

"[Sportmix](#)" card - 28 different sports
(€ 16.15 per semester + €10.9 for a card)

=> blended offer online/on campus sports

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, general practice &
gynaecology

▼ *Health Campus Jette: Group practice Patio*

▼ First appointment call 02/425 21 87

▼ Bonaventurestraat 13, 1090 Jette

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



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

What do you use the Student SelfService for?

!! Self service is for degree students

Manage personal information (address, phone...)

~~Register or cancel courses~~

View your transcript of record

* You can see your grades, but the ToR is via Mobility Online

~~Check the status of your payments~~

~~Re enrol for your programme~~

TRANSCRIPT OF RECORDS (ToR)

Student: Consult grades directly in the Student SelfService

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

A copy of the ToR is automatically sent to the contact person in your LA (home university)

E-TOOLS VUB



EXAM SCHEDULE

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!**

<https://www.youtube.com/watch?v=nFAd7RiuvVk>

- ▼ 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**.

COURSE INFORMATION

- ❑ Check your course schedule
- ❑ Consult the general schedules
- ❑ Compose your timetable yourself

The screenshot shows the 'Class schedules' page on the VUB website. The page has a light blue header with the title 'Class schedules' and a sub-header explaining that users can find their overview on this page. Below the header, there are two main sections: 'Consult the general schedules' and 'Compose your timetable yourself'. The 'Consult the general schedules' section includes a button for 'Online public schedules' and a list of steps for consulting public timetables. The 'Compose your timetable yourself' section includes a button for 'Online personal schedules' and a list of steps for creating a personal timetable. At the bottom, there are three smaller sections: 'Different class groups', 'Sick or absent?', and 'Educational Master schedules', each with a red arrow button.

Class schedules

Looking for the class schedule for your student group or course unit? Find your overview on this page! Attention: changes to the class schedule are possible. To check your timetable on a regular basis.

Consult the general schedules

These are the **public** class schedules, **available for anyone** to consult. Personal schedules can only be generated for registered VUB students.

Be aware: these are **provisional schedules**, which can still change by the start of the academic year! And even then, last-minute changes are always possible so make sure to check your schedule regularly!

[Online public schedules](#)

1. Click **Public Timetable Pages** and then **Timetable per Study Programme and course!**
2. You can look up schedules by searching for a **specific study programme, student group or course**.
3. Once you've selected your search criteria, click **Show schedule**.

[Manual to consult public schedules](#)

Compose your timetable yourself

Your personal schedule is **only available for registered VUB students** with an **active VUB account**.

Be aware: these are **provisional schedules**, which can still change by the start of the academic year! And even then, last-minute changes are always possible so make sure to check your schedule regularly!

[Online personal schedules](#)

1. Click **Student - Timetables for VUB-students**.
2. Log in with your VUB account (VUB e-mail address and password).
3. Click on **Timetable for Students** to create your own timetable.
4. An additional timetable will be coming soon where your personal timetable will be created automatically!

[Manual to create your own timetable](#)

Different class groups

Are there different class groups in your class schedule, and you don't know which one you belong to?

[>](#)

Sick or absent?

Are you sick or absent during a mandatory class?

[>](#)

Educational Master schedules

These schedules are only available in Dutch.

[>](#)

CHANGING THE LANGUAGE IN CANVAS



1. Go to the Webversion (it does not work in the app)
2. Click "Profiel"(=Account), "Instellingen"(=Settings)
3. Click "Instellingen bewerken" (=Edit Settings)
4. Select "English" in the "Taal" drop-down menu
5. Select the orange button with "Instellingen bijwerken"

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

OFFICE 365

- ☐ 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.BE)

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

VUB E-MAIL ADDRESS

- ☐ After enrolment, create VUB account
- ☐ Via VUB Password Manager
- ☐ Login and password
- ☐ Activation of your official email address
- ☐ Wifi = VUBnext

VUB account

As a new student, you need to create a VUB account and a VUB e-mail address. You will need this to gain access to the computers and wifi on campus, and for various VUB applications.

How to activate my VUB account?

After your enrolment is completed (by signing your online study contract), you receive an email within the hour to activate your VUB account. You manage your VUB account, VUB e-mail address and password in the **VUB Password Manager**.

You log in with the VUB e-mail address and password you receive in the activation email. After that you will be asked to choose a new password, and confirm by clicking 'change password'.

Your VUB account and e-mail address are ready for use within 24 hours after completing the account request procedure. Both remain valid during your entire VUB career.

VUB PASSWORD MANAGER

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.

SEMESTER SCHEDULE

Academic Year 2025/2026



VRIJE
UNIVERSITEIT
BRUSSEL

- ☐ Start of classes: 09/02/2026
- ☐ Spring Holidays (06/04/2026 until 19/04/2026)
- ☐ Bank Holidays: 05/04, 01/05, 14/05, 25/05
- ☐ Start exams (Saturday 01/06/2026 until 04/07/2026)
- ☐ End of your exchange: date of your last exam

VUB SOCIAL MEDIA



www.facebook.com/VUBInternationalRelations (English only)

www.facebook.com/VUBrussel (Mostly in Dutch, sometimes in English)



@vubinternationalrelations (English only)



@vub Brussel (both languages)

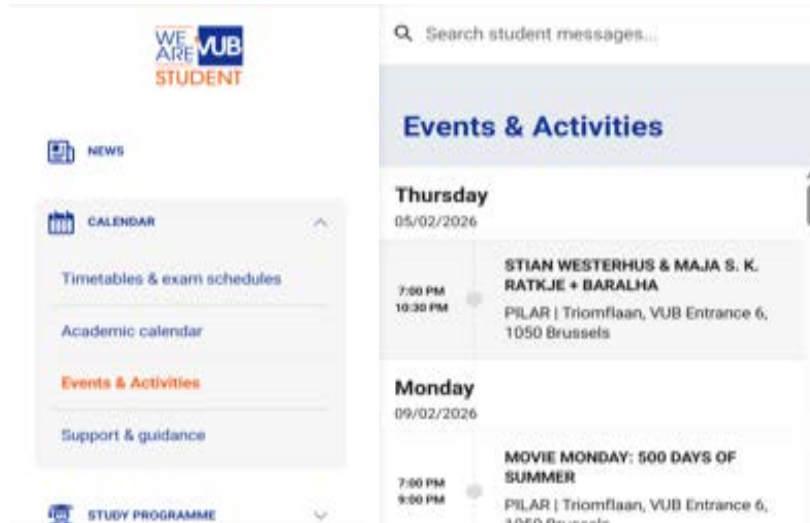
VUB STUDENT ORGANIZATIONS

<https://www.youtube.com/watch?v=ZlCuP9SSVXs>

COMING UP



Multilingual lunch at the student restaurant
Feb. 10th, from 12:00-14:00!  



Check the
student portal!

STUDENT CARD

- ☐ General hand-out after this session
- ☐ Collect your envelope containing your student card and enrolment certificate
- ☐ 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

URGENT SUPPORT

Are you in need of urgent support? Find out where to go here.

CAMPUS SECURITY EMERGENCY NUMBER

Campus security ensures your safety on the VUB campus. Call 02 629 11 11 for urgent support.

112 EMERGENCY NUMBER

Are you, or is someone close to you, in danger? Call the emergency number 112 for Ambulance, Police or Fire Department.

CHS HELPLINE

Need to talk now? CHS offers an English-spoken support helpline that is free of charge, anonymous and confidential. Call 02 648 40 14.

SUICIDE PREVENTION LINE 1813

Thinking about suicide? Call 1813, email or chat via zelfmoord1813.be (website only in Dutch).

ON CALL GENERAL PRACTITIONERS

Not feeling well when your regular general practitioner isn't around? Call 1733.

POISON CONTROL CENTRE

Helpline in case of poisoning. Call 070 245 245.

SEXUAL ASSAULT CENTRE

Support for victims of sexual violence. Visit sac.belgium.be to find help in your region. Drop by, email, or call.



WITHIN VUB

MEETING POINT STUDY GUIDANCE

Need a chat or a listening ear for big or small questions? Drop by, call, or email.

STUDENT PSYCHOLOGISTS

The team of student psychologists from Study Guidance is also available for you.

BRUCC

Centre for psychological services (psychological consultations and diagnostics), offering accessible primary psychological care.

CONFIDENTIAL COUNSELLOR FOR STUDENTS

A listening ear for problems or interpersonal conflicts on campus.

KOTCOACH

Support and a listening ear for students who live in VUB accommodations.

GENERAL PRACTITIONERS: UGP (ETTERBEEK) & PATIO (JETTE)

GP practices in collaboration with VUB.

REPORT IT HELPLINE

For reporting transgressive behaviour within the VUB community or on campus.

OUTSIDE VUB

JAC (UP TO 25 YEARS OLD) AND CAW

Personal guidance and solutions for all your questions. Check caw.be for a centre near you. Drop by, call, email or chat (website only in Dutch).

COMMUNITY HELP SERVICE (CHS)

Mental Health Services Centre in Brussels, housing an international team of professional therapists who support a comprehensive range of mental health issues. Check chsbelgium.org and Call 02 647 67 80 to book an appointment.

TEJO

Accessible and free therapeutic counseling for youths up to 20 years old. Drop by, call, or email a TEJO House near you via tejo.be (website only in Dutch).

VINDEENPSYCHOLOOG.BE OR VINDEENTHERAPEUT.BE

Find a psychologist or therapist that suits you. Also, for accessible and affordable primary psychological care (ELP) (websites only in Dutch).

DE DRUGLIJN

For all questions about drinking, drugs, pills, gaming and gambling. Call 078 15 10 20, email or chat via druglijn.be/english.

UNIA

For reporting discrimination and hate speech. Make an online report via unia.be/en or call 0800 12 800.

OVERKOPHUIS

Activities for youths up to 25 years old, as well as for a listening ear or professional assistance. Visit overkop.be for a centre near you (website only in Dutch).

The contact details of all these services can be found via this QR code.



Although some services only provide a website in Dutch, guidance should be available in English.

A cartoon illustration of a red fox wearing a dark brown fedora and a matching bow tie. The fox is smiling and has its right hand raised to the brim of its hat. The fox is positioned in the center of the image, set against a background of concentric blue circles that create a tunnel-like effect. The entire graphic is set against a solid orange background.

**THAT'S ALL
FOXES!!**