



UC Leuven
Limburg
MOVING MINDS

Registration at City Office Leuven



If you are a non-EEA citizen and if you intend to study in Belgium for a period exceeding 3 months (90 days), you are required to register with the City Office in Leuven.

Students residing in a municipality other than Leuven, please contact the municipal office of your municipality of residence.

For UC Leuven-Limburg students who will reside in Leuven, the procedure below will apply.

STEP 1: REGISTRATION @ UCLL

The first step is, of course, to register as a student at UC Leuven-Limburg. Follow the steps at ucll.be/degree-registration.

IMPORTANT:

- After registration, **activate your student account and email address as soon as possible**. Please **update** your information in [KU Loket](#) (your personal point of entry for all administration at UC Leuven-Limburg) with your permanent student address, your Belgian bank account and in case your contact information has changed.
- Please note that we will require all non-EEA students to subscribe to an **Insurance policy** offered by UC Leuven-Limburg. This insurance will cover personal damage and damage to third parties during your stay in Belgium for a small fee. The correct amount of the fee will be mentioned when you subscribe.
- Students requiring a study **visa (non-EEA students)** must apply for a **long-term visa Type D (12 months)**. If you arrive with a short-term visa (or without a visa because you are exempt or hold a valid residence permit from another EU country), you must **immediately make an appointment at the city office** in order to request a "declaration of arrival" (in Dutch: Aankomstverklaring).

STEP 2: START OF REGISTRATION @ CITY OFFICE

The next steps are only of importance for students who reside in the city of Leuven. Students residing outside Leuven are kindly requested to contact their municipality for more details.

- UCLL in cooperation with the city of Leuven has a system in place to process your city registration. Only if you have uploaded your **proof of financial means and your rental agreement into your online application**, will your file be forwarded to the Leuven City Office! **Inform the Admissions Office by sending an email to admissions@ucll.be**.

Please wait until the City Office invites you by email for the next step (see step 3).

STEP 3: BEING INVITED (FIRST VISIT)

A City Office staff member will check your file:

If your file is **complete** AND your **address corresponds** to their housing database → the Leuven City Office will instruct you by email how to collect the so-called Annex 15 which proves that you have started registration.

Keep this document, as you will also need it in order to open a Belgian bank account.

STEP 4: POLICE CHECK

The police will come to check if you actually live at the address that you provided. Please make sure that your **name is clearly visible on the doorbell and letterbox!** The police has one month to check. If you reside in an official student residence, the police will contact the building manager directly.


STEP 5: APPLICATION RESIDENCE PERMIT (SECOND VISIT)

Once the report of the address check by the police has arrived at the City Office, your file will be processed. This may take some time.

Subsequently, you will receive an email with a link to **make an appointment** to report to the non-Belgians Office (in Dutch: Dienst niet-Belgen) to be registered in the foreigners' register and to apply for the electronic residence permit.

STEP 6: COLLECTION OF RESIDENCE CARD (THIRD VISIT)

After you receive the **activation codes** for your electronic residence card by post, you can book an appointment to collect the card at the A Counter ("A-zone") of the City Office.

 Please **activate your student account and email address as soon as possible**, because all important information between the student and the City Office will be exchanged via your student email address.

 From start to end, the registration procedure may take up to 2,5 months.

CONTACT

Non-Belgians Office, Leuven City Office (next to Leuven Railway Station)
Professor Van Overstraetenplein 1, 3000 Leuven
tel. +3216 27 21 94

You must always make an appointment <https://www.leuven.be/en/appointment-and-opening-hours>.

UCLL International Office: admissions@ucll.be