



# What to do with official letters from government institutions?

## Don't ignore them!

---

Dear students,

Once you register at the town hall and receive your residence card, you are considered a resident. During the year, you may also receive letters from government agencies in Dutch, which can be difficult for to understand. Please DO NOT ignore such correspondence! There are 2 types of taxes:

### 1) TAX LETTER FROM THE PROVINCE OF ANTWERP



One such letter is the tax bill from the provincial authorities. All students registered in Antwerp will receive an annual notice for payment (usually around 36 euro).

However, international students are exempt from this tax. It is crucial though that you respond to this letter immediately. If you do not respond within two months, you will need to pay the tax, plus additional administrative costs which can be high!

#### WHAT SHOULD YOU DO?

Send an email to the address on the back of the letter ([belastingen@provincieantwerpen.be](mailto:belastingen@provincieantwerpen.be)), saying that you are an international student and thus exempt from this tax. Don't forget to attach a proof of being a student (this is your study certificate that can be downloaded from SisA) and to ask for a confirmation of your email.

*In a nutshell*, you should send an email with:

- Reference number as stated on the letter in front
- Proof of study certificate in attachment
- Suggested text: "I would like to inform you that I have received the letter with reference number ... for provincial taxes. I am a foreign student at the University of Antwerp (please find my proof of registration in annex). Could you please confirm that this tax is not applicable to me?"

## 2) TAX LETTER FROM THE GOVERNMENT “INCOME TAX”



This tax form comes in a big brown envelope with a lot of papers. This letter is sent from the Federal Public Service of Finance to indicate your income. Even though, international students are exempt from paying this tax as well, it is crucial though that you respond to this letter as soon as possible. If you do not respond within two months, you will need to pay the tax, plus additional administrative costs which can be high!

### WHAT SHOULD YOU DO?

#### Option 1

When you receive this, you can bring the envelope to my office (see address below) together with a printed copy of your study certificate (the one you can download from SisA), then I will send it back by regular mail and I write a letter saying that you are a student registered at the University of Antwerp.

#### Option 2

In case you cannot make it to my office (for example you already left Antwerp), then you can send an email to [ctk.db.antwerpen.distr4@minfin.fed.be](mailto:ctk.db.antwerpen.distr4@minfin.fed.be) saying that you well received their letter, but that you are an international student and thus exempt from this tax. Send a long a copy of your study certificate (the one you can find in SisA) and ask them to confirm the receipt of your email.

*In a nutshell*, you should send an email with:

- Copy of your tax letter in attachment
- Proof of study certificate in attachment
- Suggested text: “I would like to inform you that I have received the letter for the income taxes. I am a foreign student at the University of Antwerp (please find my proof of registration in annex). I have no income in Belgium and therefore exempt from paying this tax. Could you please confirm that this tax is not applicable to me?”

Kind regards,  
International Relations Office  
Gratiekapelstraat 10, 2000 Antwerpen.  
Opening hours:  
From Mon to Friday : from 09 am until 01pm  
Closed on Wednesdays!