

Practical guide

for international PhD researchers



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DISCLAIMER: IMPORTANT!

All amounts mentioned in this brochure may be subject to changes in the future. Please consult the latest information on the relevant websites.

FOR YOUR INFORMATION

Many of the websites are not available in English (only in Dutch and French). However, they contain crucial information so they are listed anyway.

This document contains links to provide you with even more detailed information:

- *links to external websites are **written in orange**;*
- *links that refer to another chapter in this brochure are **written in red**.*

WELCOME

An exciting new chapter in your life is about to start: you are moving abroad to Antwerp, Belgium, on your own or with your family. It will surely be a new adventure, challenge and experience.

We, the University of Antwerp, would really like to welcome you to our city and our university – soon to be your city and your university too.

There are many things to take into account when you move abroad. This brochure is aimed at all international PhD researchers, non-European as well as European, and intends to guide you through the practical steps of the moving process so you can start your new adventure as pleasantly as possible. Seeing as many different situations can apply, not every chapter in this brochure might be as relevant to your specific situation, but it will definitely give you a good overview.

So far, you have already completed the **first steps**: you have found a supervisor at the University of Antwerp who has agreed to guide your research. Moreover, you also have funding to cover your stay in Belgium and you have received the **official approval** of your faculty, department or institute. Please check with your supervisor and **your faculty** which additional steps you need to take to complete your enrolment. Keep in mind that you need to officially enrol as a PhD researcher at our university (first time: in person) and that annual re-enrolment is mandatory. Some of you may also be registered as members of staff, in the case that your research is funded by the university.

We hope this guide will be helpful to you.

Good luck and welcome to the University of Antwerp!
Enjoy your stay here!

DID YOU KNOW?

... that you can find a lot of useful information via the helpdesk page **for international students**

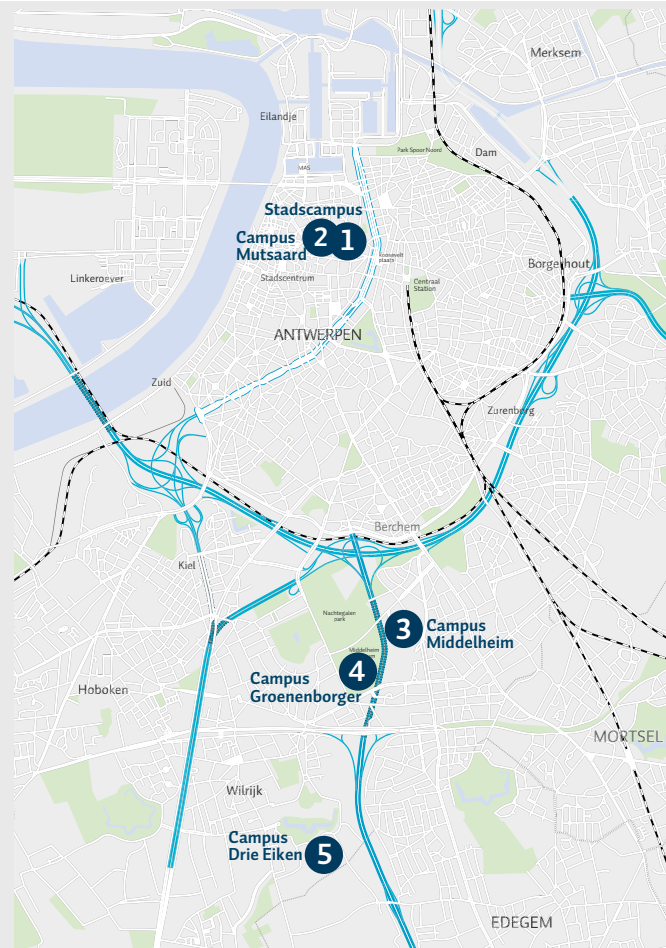
INTRODUCTION TO THE UNIVERSITY OF ANTWERP



The University of Antwerp has about 20,000 students, making it the third largest university in Flanders. 19,6% of our students are international students, with 130 nationalities represented. The University of Antwerp is characterised by its high standards in education, its internationally competitive research and its entrepreneurial approach.

We have **5 campuses** spread across the city of Antwerp:

- [1] Stadscampus and
- [2] Campus Mutsaard located in the inner city (2000)
- [3] Campus Middelheim
- [4] Campus Groenenborger located in Antwerp (2020)
- [5] Campus Drie Eiken and located in Wilrijk (2610)



Spread over these campuses are our 9 faculties:

- Faculty of Business and Economics
- Faculty of Applied Engineering
- Faculty of Arts
- Faculty of Design Sciences
- Faculty of Law
- Faculty of Medicine and Health Sciences
- Faculty of Pharmaceutical, Biomedical and Veterinary Sciences
- Faculty of Social Sciences
- Faculty of Science

The university also has **20 institutes and 48 related centres** (e.g. Antwerp Research Institute for the Arts (ARIA), Institute of Development Policy (IOB), associated Faculty of Nautical Sciences, etc.)



[1]

Academic system at the university

Higher Education in Flanders has adopted the Bachelor-Master structure. A 3-year undergraduate cycle leads to a Bachelor's degree (180 ECTS *European Credit Transfer System*), followed by a 1- or 2-year graduate cycle (60 or 120 ECTS) leading to a Master's degree. Advanced Master's programmes ('MaNaMa') offer further specialisation and/or competences in a certain field of study. We also offer postgraduate programmes, which build upon a Bachelor or Master programme.

The doctoral degree (PhD) is the highest level of specialisation in scientific research and can only be awarded by recognised universities.

The academic year runs from the end of September to June and is divided into 2 semesters. Each semester comprises 13 weeks of lecturing, concluded by a 4-week examination period. July to September is generally a lesson-free period, but the academic and administrative staff continue to work and some courses are provided in this period.



[5]



[3]

Rules and regulations for PhD researchers

The document '**General regulations on obtaining the academic degree of doctor at the University of Antwerp**' applies to all PhD researchers. Here you can find the rules regarding admission and enrolment, supervision and the individual PhD commission, public defence, etc. In its appendix you will also find the 'charter for PhD researchers' with an overview of what is expected from you and what is expected from your supervisor and other parties involved in your research.

Every faculty also has its own **faculty regulations** with specific rules regarding the faculty itself and the more practical arrangements (progress reports etc.).



[5]



[5]

Stage 1

BEFORE your stay

In this section you will find the following subjects

- Important documents
- Finding housing in Antwerp
- Insurance
- Driving in Belgium
- Family
- Pets
- Getting to the University of Antwerp
- Location of the campuses

IMPORTANT DOCUMENTS

Before you come to Antwerp, you may need to arrange the following documents:

- **Student visa** (necessary for all nationalities other than EEA¹, Monaco and Switzerland). PhD researchers with an employment contract will have to apply for a visa D as researcher (further information will be provided by the HR Officer)
- Proof of travel and health insurance (e.g. European Health Insurance Card)
- Legalised documents if applicable (e.g. diploma)
- (International) driver's licence

PLEASE KEEP IN MIND *that there might be administrative steps (deregistration, taxation, social security, etc.) to take in your own country before you move to Belgium.*

¹ EEA (=European Economic Area) states are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Island, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Norway, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden, The Netherlands and UK.

Student visa

Citizens of countries in the EEA, Monaco or Switzerland do not need a visa and can travel to Belgium with just a regular passport or identity card.

If you have a different nationality and wish to stay in Belgium for more than three months, you must apply for a **long stay visa** (type D) as a student through the **Belgian embassy** or consulate in your home country. Having a European Union residence permit from another EU country is not sufficient because upon arrival in Belgium you will have to present the same documents to the immigration office as for a student visa (type D) application and the procedure will take much longer.

In some cases it can take more than three months to obtain a visa, so it is important to apply on time. Do not travel to Belgium on a tourist visa unless you plan to stay for less than three months.

The following documents are required for your **visa application** (you need to check this with your local Belgian embassy):

- A travel document or national passport where a visa can be inserted (valid for at least 12 months from the date of travel)
- Visa application form (two copies)
- Two recent passport photographs
- Letter of Acceptance as a PhD researcher
- **Sufficient means of solvency**
- Proof of good conduct
- A **medical certificate**, signed and stamped by a doctor recognised by the Belgian embassy

The documents listed above are merely the basic documents required in all cases. Please contact the Belgian embassy as soon as possible to check whether additional documents are required.

Always use the documents and forms provided by the Belgian Embassy, otherwise you risk having your visa application refused. More information regarding the correct documentation can be found on the website of the **Department of Home Affairs** (temporarily only available in Dutch and French; for English or your local language please also check the website of your embassy).

Official documents issued abroad might need to be legalised or carry an apostille, depending on the type of document and the country where it has been issued. Documents issued abroad in a language other than Dutch, English, French or German must be translated by a sworn translator and, if applicable, legalised.

i For more information on legalisation and translations of documents, please check the website of **the Federal department of Foreign Affairs** or contact the Belgian embassy in your country of residence.



Fees for your visa

When applying for a visa, two fees must be paid:

1. The consular fee

these are the processing fees for a visa application at the embassy. The exact amount can be consulted on the website of the embassy or the consulate of your home country.

2. The administrative fee

for the treatment of certain visa applications (D) and certain residence applications. Proof of payment must be added to the application file. Students are required to pay € 204. PhD researchers with an employment contract are required to pay € 358.

Students or researchers who receive a scholarship from the University of Antwerp are exempt from the administrative fee and will receive a certificate from the university (HR Department) or the International Relations Office that needs to be provided to the embassy.

i More information on the administrative fee is available on the website of the **Immigration office**

LIVING IN ANTWERP: FINDING HOUSING

To find permanent accommodation for your entire stay in Belgium it is best to visit the places on offer and even compare different offers, to see what fits your expectations and needs. Therefore, it is recommended arranging a temporary living arrangement first: you can book a youth hostel, hotel or use **Airbnb** and start your search for a more permanent solution from there.

The city of Antwerp has a population of over 500,000 inhabitants. There are 48,000 students in and around the city, who live among the other inhabitants.

Antwerp is compact enough to get around by bike or public transport. Apart from the historic inner city centre, there are other living areas like 'Sint-Andries', 'Zuid' (the (new) South), 'Park Spoor Noord' (park northern railroad track), Borgerhout and 'Zurenborg'.

The following **postal codes/districts** are close to the different campuses:

- Stadscampus: Antwerpen (postal codes 2000, 2060 or 2018) or Borgerhout (2140)
- Campus Middelheim/Campus Groenenborger: Berchem (2600), Wilrijk (2610) or Antwerpen (2020)
- Campus Drie Eiken: Wilrijk (2610), Edegem (2650, outside Antwerp) or Mortsel (2640)



The cost of living in Antwerp

The accommodation prices vary depending on the location, number of bedrooms and even the duration of the rental agreement. Accommodation portals will give you the best indication of the accurate prices.

In addition – to budget your stay – you have to keep in mind that there are also other costs (food, clothes, insurances, etc.). Below you can find an overview with estimated costs for an average student:

Activity	Estimated cost
Local transportation costs to Antwerp by train from Brussels International Airport	€ 10
Temporary accommodation for the first week	€ 150
Registration at the City Hall	€ 25
Bicycle rent	€ 60 per year
Health insurance	€ 100 per year
Living costs (food, clothes, medical costs, household purchases, language course, social activities, transport)	€ 600 per month € 7,200 per year
Rent for housing (average costs based on a 2-bedroom apartment in Antwerp)	€ 950 per month € 11,400 per year
Rent deposit (maximum three months' rent)	€ 2,850
Utilities costs: internet, water, electricity, gas, fire insurance, etc.	€ 179 per month € 2,148 per year
Total yearly estimated amount	€ 23,943 (+ tuition fees, payable in the first year of enrolment and in the year of defense)

Temporary accommodation

Hotels

Renting a room in a hotel might be an option for the first period. Probably the best option to look for a hotel is through

- [booking.com](https://www.booking.com)
- [trivago.com](https://www.trivago.com)
- [tripadvisor.com](https://www.tripadvisor.com)

i TIP

If you are a youth hostel association member, you can rent a room with breakfast at cheaper rates.

A full-year membership costs € 10 for those under 29 years old.

Hostels/temporary housing

You can also find various hostel accommodations in Antwerp.

For short-term stays and if you would like to have more facilities than you would usually find in hotels or hostels, you can try to find short-term accommodation.

- Website overview hostels ► www.hostelworld.com
- Websites for hostels situated in Flanders ► www.jeugdherbergen.be
- Bed & Breakfasts ► www.gastenkamersantwerpen.be
- Apartments in Antwerp ► www.apartmentsantwerp.com | furnished apartments and studios for short- or long-term rent
- Be housing ► www.be-housing.be | website for temporary housing
- Private rooms ► www.airbnb.com
- YUST offers flexible housing, ranging from short-term stays in their dorms or private rooms to longer stays ([see below](#)).

YUST HOTEL (short stay)

Address	Coveliersstraat 2, 2600 Antwerp
Information	<ul style="list-style-type: none"> - Yust a bed (40m²): Bed in a dorm for 8 people with curtain for privacy. Private bathroom and toilet. Bedding & towels included. Free lockers. Green energy USB per bed. Bedside lamp per bed. - Yust a room (18 m²): private room for 2 people. Kingsize bed. Private bathroom & toilet. Flatscreen TV. Sitting area. - Yust a room L (22 m²): Private room for 2 people. Kingsize bed. Private bathroom & toilet. Flatscreen TV. Sitting area. - Yust a family room (28 m²): Private room for 4 people. Private bathroom & toilet. 1 x kingsize bed + 1 x bunk bed. Flatscreen TV. Free lockers. - Yust suite (35 m²): Luxurious private room for 2 people. Private bathroom & toilet. Flatscreen TV. Kitchenette with fridge/freezer, coffee machine & combioven. Private lounge. Dining table. More information can be found on the website.
Persons	1 / 2 / 4
Rent	Prices on request
Contact	+32 496 54 03 39 antwerp@yust.be yust hotel

Preparations for long-term renting

There are different types of accommodation you can choose from, depending on your needs and wishes. The most common options are:

- **House:** living space, kitchen, bathroom and several bedrooms. With or without a garden. Generally not furnished.
- **Apartment or flat:** living space, kitchen, bathroom with one or several bedrooms. In a larger building with other apartments/flats. With or without a terrace/balcony, very rarely with a garden. Generally not furnished.
- **Duplex or studio:** small living space with integrated bedroom and private kitchenette and/or bathroom.
- **Student room (or 'kot'):** student accommodations can only be rented by students. A student room is a furnished accommodation (bedroom) with shared kitchen and shared bathroom. A student (individual) studio has a private kitchen and/or private bathroom.



Houses and apartments/flats

If you come here with your family you will probably look for an apartment or house. If you are here alone it might be more economical to rent a studio.

Choosing suitable accommodation

Before actually moving to Belgium, you can already book appointments with house or apartment owners to check the accommodation soon after your arrival.

It is vital to see the actual state of the accommodation before committing to a rental agreement. If possible, check different accommodation options in order to compare the price-quality ratio. Also, make sure to check the connection to the University of Antwerp and the commuting time in the morning and in the evening.

Prices

Prices for flats or apartments can be more than € 900/month. Houses in good condition in Antwerp are often more expensive than apartments.

Utilities

Please be aware that additional costs like water, gas, internet, electricity and building maintenance are generally not included in the rental price.



Where to look

The following websites advertise houses and apartments for rent for either 1 or 3-9 year contracts.

- Immoweb ► www.immoweb.be
- Zimmo ► www.zimmo.be
- Immovlan ► www.immo.vlan.be
- 2de hands (only available in Dutch or French) ► www.2dehands.be
- Immoscoop ► www.immoscoop.be

It might be a good idea to get in touch with your faculty and ask if they have direct contacts to accommodation owners that are willing to rent them out for some time or if they know apartments that will become available. Seeing as new researchers come and go, it might be possible to take over their rental agreement.

Co-housing is also possible in Belgium, but make sure the owner of the accommodation agrees to it.

JUST LONG STAY (1 month – 1 year)

Address	Coveliersstraat 2, 2600 Antwerp
Information	Two apartments. Both apartments are fully furnished. This furniture includes a kitchen with full equipment like a coffee machine, fridge, dishwasher and combi oven; a dinner table with four chairs; a double bed with pillows, duvet and linen; a lounge with sofa and 40-inch TV; a bathroom with a shower, towels and a separate toilet; and a wardrobe. Besides that, the rooms will be provided with nice decoration, bins, clothes hangers, etc. Once a week, the bed linen and towels will be replaced. More information can be found on the website.
Persons	1 / 2
Availability	Short term = possible (min. 1 month)
Rent	Rent 1 – 6 months: € 1,160/month (35 m ²) or € 1,410/month (55 m ²) 7 – 11 months: € 879/month (35 m ²) or € 1,109/month (55 m ²) 12 months: € 709/month (35 m ²) or € 875/month (55 m ²)
	Utilities € 100 for 1 person € 135 for 2 persons
Contact	+32 496 54 03 39 antwerp@yust.be yust long stay

Student accommodation ('Kot')

Student rooms (or 'kot') with a shared and/or private bathroom and with a shared and/or private kitchen can only be rented by students. Generally speaking, student accommodation can only be rented by one person; only in exceptional cases by a couple.

Do you want to use the accommodation in Belgium as your main and official residence? Keep in mind that you cannot be domiciled at an accommodation with a lease for student accommodation.

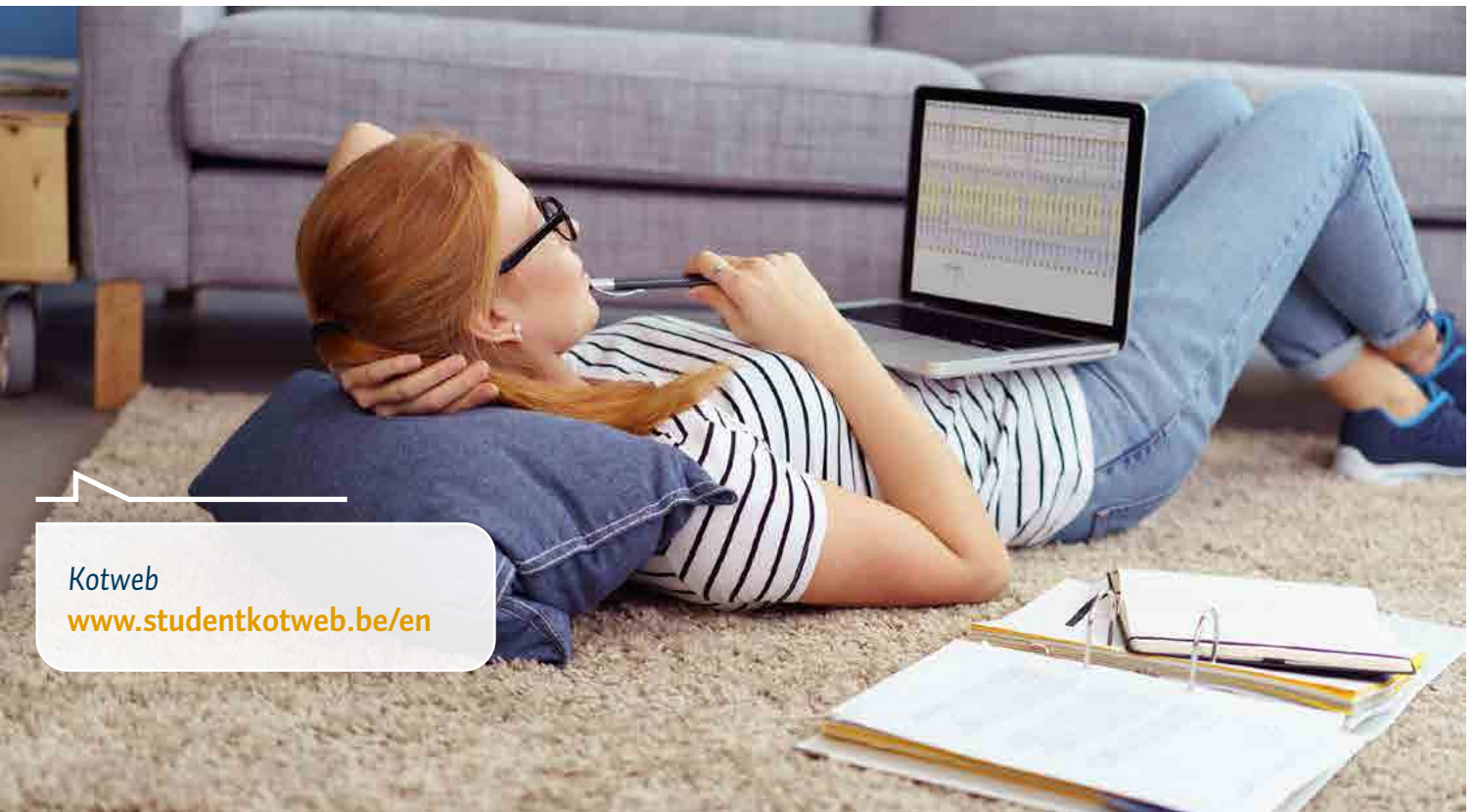


Choosing suitable accommodation

Kotweb offers the largest range of student accommodation in Antwerp and is the reference for top quality student accommodation. This initiative is a unique collaboration between the city of Antwerp, higher education institutions in Antwerp and GATE15, Antwerp's student portal. Together they strive for high quality student accommodation in Antwerp and provide neutral information for both students and owners.

We advise you to search for a student accommodation with a green quality label and a model lease.

- **Quality label:** Accommodation for students must comply with certain statutory regulations in terms of quality, fire protection and urban development. The city of Antwerp inspects all student accommodation in Antwerp. Based on this inspection, the city service assigns a quality label (green, blue or red) to each student property. The quality label can only be found on Kotweb.
- **Model Lease** (= rental agreement): Kotweb provides a standard lease that students are recommended to use. If the landlord uses the model lease, it is certain that it is a contract with a good legal basis and corresponds to Belgian rental law. The **model lease** is provided in Dutch and in English and can be checked online.



Kotweb

www.studentkotweb.be/en

Prices

Please be aware that the average price for a **student room** with a shared bathroom and kitchen is € **390/month**. The average price for a **studio** with a private bathroom and/or kitchen is € **450/month**. In most cases costs like internet, water, gas, electricity and heating are not included in the rental price.

Your landlord can charge a fixed amount for utilities such as heating, electricity, water etc. or work with a provisional charge. The provisional charge is paid in advance and actual usage amounts are calculated at the end of the lease. Avoid any unpleasant surprises and ensure you clarify which of these two systems will be applied before you sign a lease.

On **Kotweb** the rent and energy costs are mentioned to give you a clear overview.

Where to look

Vacant student rooms can be found on **Kotweb**.

Help

Please write to internationalstudenthousing@uantwerpen.be if you are an international student and you have a question about your student accommodation or your rental agreement.

INSURANCE

After your arrival in Belgium, you need to acquire the necessary insurances (see chapter Stage 2). It might also be useful to have travel insurance before leaving your own country. If you are covered by a health insurance provider in another European country before moving to Belgium, you can apply for an **EHIC**.

DRIVING IN BELGIUM

If you have a valid driver's licence that is originally issued in a European Union member state, you can continue using it.

It might be useful to exchange it for a Belgian licence though, as this simplifies things when you lose the drivers' licence or at the time of renewal. Be aware of the fact that by exchanging your European drivers' licence you will get a Belgian licence, so the types of vehicles that you are allowed to drive in Belgium might differ from what you were allowed to drive in your home country.

If your licence is issued in a non-EU country, you are allowed to drive with an international driving permit for visits that are up to six months in duration. Please note that this additional permit needs to be issued in your home country! However, if you intend to stay in Belgium for a longer period of time, or if you establish resident status, you need to **exchange** the international driving permit for a local licence for driving in Belgium.

FAMILY

If you wish to bring other family members with you to Belgium, please make sure you find out about the family reunification procedure in advance. This is a complex and time-consuming process.

More information is available on the website of the **Immigration Office** (only available in Dutch).

PETS

To bring your pet(s) to Belgium, **specific regulations** apply:

1. Within the EU, your dog or cat needs to have a European passport and needs to be chipped and vaccinated against rabies;
2. If you travel from a country outside the EU, your pet needs to have an individual certificate (there is an official European model for this). Please remember to contact your vet to ask about the regulations applicable in your country.



UNIVERSITY OF ANTWERP

Getting here

All the preparations in your home country are finished and now it is time to get here!

If you come by airplane, you will probably fly to either Brussels International Airport (Zaventem) or Charleroi (Brussels South) airport.



Brussels International Airport (Zaventem) is located about 45 km (28 min.) from Antwerp city centre.

- **Bus transfer:** Take the **Airport Express Bus**, a direct coach service from the airport to the centre of Antwerp (Antwerp Central station for campuses Stadscampus or Mutsaard), and to Crowne Plaza Hotel (Campuses Drie Eiken, Middelheim and Groenenborger). Coaches operate every hour. The journey to Antwerp Central station takes around 45 min. (if you get off at Crowne Plaza Hotel it is 35 min.) and costs € 10.
- **Train transfer:** the station is at floor -1 in Brussels airport and the ticket can be purchased at a ticket vending machine by credit card. Antwerp Central Station (35 min. from Brussels Airport Zaventem by train) is situated at the heart of the city, at a 10-15 minute walk from the Stadscampus and Campus Mutsaard. Campuses Middelheim, Groenenborger and Drie Eiken are a short taxi or **bus ride** away from Antwerp Berchem station.

If you fly to **Charleroi (Brussels South) Airport**, on arrival, you can buy a public transport ticket to Antwerp (bus + train ride), which takes less than 2 hours. From Charleroi Airport, you need to buy a combi-ticket at the square outside the airport for +/- € 20. This includes the bus ride from the airport to the station and the train to Antwerp.

Another option is **Eindhoven Airport** (+/- a 1 hour-drive by car from Antwerp). A shuttle bus operates several times a day between Eindhoven Airport and Antwerp Berchem station (search for “bus Antwerp Eindhoven Airport” in your search engine).

Location of the campuses



Stage 2

DURING your stay



In this section you will find the following subjects

- What to do upon arrival
- What to do during the first weeks here
- Belgian government services
- Practical information on living in Antwerp
- Transport
- Practical information about the University of Antwerp



WHAT TO DO UPON ARRIVAL

- Complete your enrolment as a PhD researcher in person at the **Registrar's Office**
- Meet with your HR officer for your contract or grant agreement (only if you are/will be appointed as staff at the University of Antwerp)
- Apply for a **residence permit**
- Get **health insurance**
- Open a **bank account**

There might also be specific procedures you have to follow for your home country that have to be completed once you are here in Belgium.

WHAT TO DO DURING THE FIRST WEEKS HERE

Enrolment at the University of Antwerp

Once your PhD application file is approved by the faculty, you will be invited by the Registrar's Office to take the next step in your enrolment process. The invitation will list all necessary documents you need to bring when coming to enrol in person. PhD candidates can enrol until the end of May each academic year. Please note that re-enrolment is required for each academic year, including the academic year of defence of the PhD thesis. However, the tuition fee is only required in the first year of enrolment as a PhD researcher and in the year of the defence. If both situations happen to fall in the same academic year, payment is required twice. In the case of a joint PhD between two Flemish universities, you only need to pay the tuition fees to the home institution.

To enrol, please always make an appointment with the Registrar's Office through the [helpdesk](#).

After your enrolment has been processed, you are officially a student of the University of Antwerp. Your student card is sent via regular mail to your postal address in Belgium. More information and frequently asked questions (FAQ) can be found via the [Helpdesk for International Students](#).

Do not forget to inform your supervisor about your arrival and schedule a meeting.



Email address

Your student email address will be created after you have enrolled. Please note that the Antwerp Doctoral School and other internal services send their information emails (regarding deadlines, funding calls, etc.) and newsletters to your student account so make sure to check this email address regularly! You will receive your student account (username and password) at the time of your enrolment in person.

Online tools

You will have access to several online university tools (username and password will be provided at the time of your enrolment):

- the electronic learning environment **Blackboard**
- the **Student information system Antwerp (SisA)**: the digital core of education administration at University of Antwerp. SisA allows you to update your personal and contact details, manage or review your academic path (including study programme, progress reports, timetable etc.) and check if there are any outstanding tuition fees.

Initial meeting with the HR department

Categories of Academic Personnel

The **university's staff** is divided into several categories:

- AP: Academisch personeel (*Academic personnel*)
 - ZAP: Zelfstandig Academisch Personeel (*Tenured Academic Personnel*)
 - AAP: Assisterend Academisch Personeel (*Assistant Academic Personnel: teaching and research assistants*)
 - BAP: Bijzonder Academisch Personeel (*non-statutory Academic Personnel*)
- ATP: Administratief en Technisch Personeel (*Administrative and Technical Personnel*)

PhD researchers are present in different categories.

BAPs are the largest and most diverse group of personnel within the university. The BAP statute includes all non-statutory research and educational staff members. The largest BAP group consists of PhD scholarship researchers funded by the University of Antwerp. A PhD scholarship researcher is not recruited under an employment contract, but has student status and receives a grant that is exempt from taxes.

If you are an AAP (academic assistant) you will work on your PhD on a part-time basis and will spend the rest of your time supporting one or more ZAP members in their teaching programmes. As an academic assistant, you are appointed for a two-year period. This term can be extended twice, to a maximum of six years.

As a BAP or AAP member you will receive more information about your category during the welcome meeting at the HR department. Your HR officer will arrange this meeting with you.

A third possibility is that you have your own funding for your research, or receive a personal grant e.g. funding from the European Union, the FWO (Research Foundation – Flanders) or other funding institutes. In that case, you may be linked to the funding organisation and/or may not always be an employee at the University of Antwerp (you will – of course – need to enrol as a PhD researcher).



In general, if you receive a grant or contract through the University of Antwerp you will be invited for a meeting by your HR officer to complete the formalities for your contract as an employee of the University of Antwerp.

During the welcome meeting with the HR officer, you will receive a staff card (your picture will be taken there) and your staff email account. This will give you access to:

- **Pintra** (internal information portal) and **Peoplesoft** (internal registration system with access to the time registration system, personal details, holidays, etc.);
- certain buildings on campus that are not freely accessible;
- the libraries and printers.

The HR officer appointed for your faculty is your first contact for all questions about working at the University of Antwerp.

He/she will also inform you about your salary or grant, social security, taxes, and benefits like public transport discounts and bike allowance.

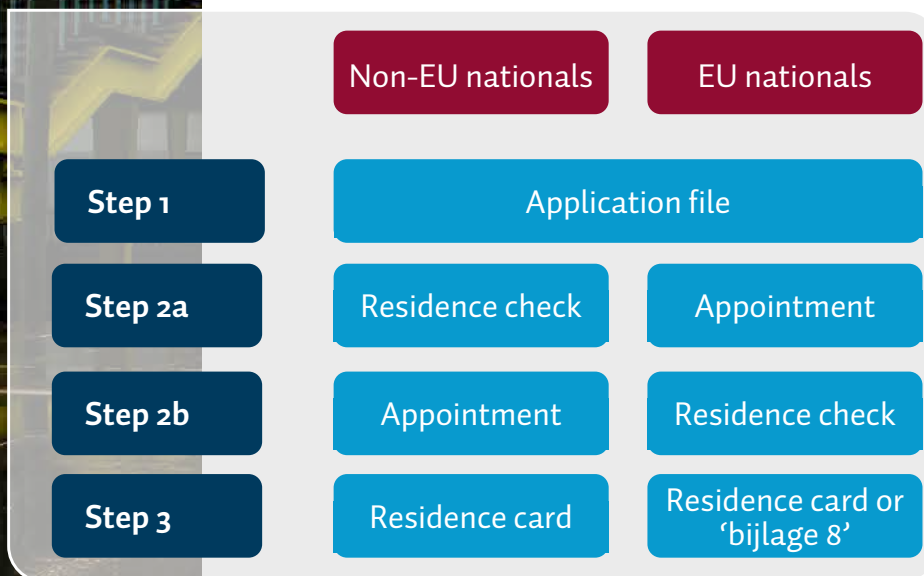


Residence permit

All international and PhD researchers who will be staying in Antwerp for more than 3 months have to apply for a **residence permit** upon arrival. The **International Relations Office** can assist you with this procedure. Please note that the average duration for obtaining your residence card is approximately two months. With a residence permit you can:

- Open a bank account
- Apply for a residence parking permit
- Get health insurance in Belgium
- Get a Belgian driver's licence

Once you have obtained your residence permit, do inform your HR officer by sending him/her a copy.



Before you leave Belgium, do not forget to **deregister!**

When your enrolment at the university was reported to the Database Higher Education of the Flemish Government by the Registrar's Office, a (temporary) national registration number "rijksregisternummer" was created for you, called BIS number. Once you obtained the residence card you will have your permanent national registration number. It is a unique identification number given to every resident in Belgium. It consists of 11 digits starting with your date of birth. The use of the national registration number is protected by the privacy law.

Your national number is also visible in your SisA self service (personal details). If you notice a difference between the national number in SisA and on your residence permit, please inform the Registrar's Office.

Health insurance

Anyone living and/or working in Belgium is obliged to register at a health insurance fund. It will cover most of the costs in case you are ill and in case you are ill for a longer period of time, you also have access to a limited replacement income.

There are two ways to get health insurance: you can register either with one of the five health insurance providers ('ziekenfondsen' or 'mutualiteiten') or with the 'Hulpkas voor Ziekte- en Invaliditeitsverzekering' (HZIV), a public social insurance institution.

The HZIV only offers the basic mandatory insurance and does not provide any additional insurance plans.

You are free to choose your health insurance provider. The health insurance contribution you have to pay depends on the health insurance provider you are registered with (between approximately € 85 and € 100 per year).

The health insurance providers do offer additional insurance plans, which allow you to extend your basic health insurance (e.g. hospitalisation insurance, dental care ...). You have to pay an additional fee for these insurances. In exchange for this fee you will receive additional benefits, services and compensation for payments made to service providers, for e.g. vaccinations, contact lenses, corrective glasses, personal alarm systems, speech therapy, orthodontic treatment, ambulance transport, osteopathy, chiropractic treatment, acupuncture, some implants, hospital stays, sports club membership, births, adoptions, dental care, youth holidays and care residences (depending on the additional insurance you take). Furthermore, you can also receive medical assistance abroad, use babysitting services, get home education for sick children and request medical material. Contact the health insurance providers for an overview of the services offered.

You can sign up for these insurance policies online or in one of their offices, depending on the health insurance provider. Some of them also have an English website (currently only **CM**, **Partena** and **HZIV**).

Check it **online**

Name	Website	Address
CM Christelijke mutualiteit	▶ www.cm.be ▶ www.cm.be/international	Antwerp • Nationalestraat 111 • Ellermanstraat 74 Wilrijk • Heistraat 37
LM Plus Landsbond van Liberale Mutualiteiten	▶ www.lm.be	Antwerp • Kasteelpleinstraat 79 • Lange Nieuwstraat 109
De VoorZorg Socialistische mutualiteit	▶ www.devoorzorg.be	Antwerp • Belgiëlei 142 • Nationalestraat 130a Wilrijk • Heistraat 45
OZ PARTENA Onafhankelijk ziekenfonds	General overview page: ▶ www.mloz.be ▶ www.oz.be ▶ www.partenahealthinsurance-expats.be/en	OZ - Antwerp • Oudevaartplaats 50 Partena - Antwerp • Rubenslei 4
VNZ Neutraal ziekenfonds	▶ www.vnz.be ▶ www.neutrale-ziekenfondsen.be ▶ www.symbio.be	Antwerp • Troonplaats 2
HZIV Hulpkas voor Ziekte- en Invaliditeitsverzekering	▶ www.caami-hziv.fgov.be	Antwerp • Frankrijklei 81-83 box 3

Once you have chosen a health insurance provider, you can start the registration procedure depending on your status at the University and your personal situation.

PhD researchers who receive a grant or a salary from the University of Antwerp need to pay social security contributions in Belgium as well. They need to submit a certificate to the Belgian social security (“attest van onderwerping”) to register with the health insurance provider. This document will be provided by the health insurance provider and needs to be filled in by the HR Officer at the HR Department.

In case of problems with the registration, you can contact the **International Staff Office**.

Self-funded PhD researchers (no grant or salary paid by the university) might also need to register with a health insurance provider, depending on their nationality and personal situation.

i If you are an employee of the University of Antwerp, you can benefit from special rates for some of these insurances. For more details, please consult **PINTRA**.

As a resident of an EEA country, you will have to obtain a European Health Insurance Card from your own health insurance provider before travelling to Belgium.

If you are a non-EEA national studying in Belgium you need to register in the Belgian Registry of Foreign Nationals and a Belgian health insurance is mandatory.

Find out more about specific health insurance requirements on our **website**.

Please keep in mind that your health insurance in your home country and the insurance in Belgium should be subsequent! Do not terminate it prior to the starting date of the health insurance here in Belgium. If there is a gap in between you might lose your claim for reimbursement for several months.

Further in this brochure we will explain the practical steps to **see a doctor**.

Other insurances

Other relevant insurances might be:

Travel insurance	For refund of medical expenses abroad, cancelled flights due to bad weather, cancelled trip due to illness, luggage lost at the airport
Tenant insurance	For damage caused by tenants to the homeowner's property, see also chapter on insurance for renting
Civil liability insurance / third party liability	For damage either suffered or caused by you, your family members or pets
Fire insurance	In Belgium, tenants need to get their own fire insurance as most of the time the tenant will be held liable in case of fire
Hospitalisation insurance*	Extra insurance to retrieve (almost) all your costs during a stay in the hospital
Dental insurance*	Extra insurance to retrieve (almost) all your costs for dental care
Car insurance	Insurance when involved in a car accident
Content insurance	Insurance to get paid for damage to personal possessions in your house

*Most insurance policies have a strict waiting period.



Flemish social protection

Everybody living in Flanders, aged above 25, needs to pay a yearly amount of € 52 towards a social health fund. For more information, please contact your Belgian health insurance provider. This **insurance** can be used if rehabilitation, psychological care, elderly care, etc. is needed. Certain exemptions might be applicable.

Bank account

If you receive a grant or salary from the University of Antwerp, it is recommended to have a Belgian bank account. If you prefer to continue your foreign bank account, please contact the HR Department to check if this is possible or not.

Please note that some banks ask for a (temporary) residence permit before you can open your bank account.

The correct procedure for opening the account can be consulted on the website of your bank of choice. Researchers with an employment contract can get assistance of the International Staff Office in regards to **opening a bank account via the university**.

Children: Child benefit

If you receive a scholarship or a salary from the university, you automatically pay social security contributions that entitle you to a childcare benefit for each child you have living in Belgium. More information can be found on **Pintra** or by contacting your HR officer.

BELGIAN GOVERNMENT SERVICES

Compulsory city and province taxes

Everyone who has a domicile in Antwerp is subject to provincial tax.

There are 3 types of taxes:

Tax letter from the Province of Antwerp

All students registered in Antwerp will receive an annual notice for payment (usually +/- € 36). International students are however exempt from this tax. It is crucial though that you respond to the letter immediately, because if you do not respond within two months, you will need to pay the tax, plus additional administrative costs, which can be high!

Send an **email to the STIP** (Office of Student Affairs), informing them that you are an international student and are exempted from this tax. Do not forget to attach a proof of your enrolment (the study certificate that can be downloaded from SisA) and the tax form. The STIP will contact the tax authorities for you.

Tax letter from the Federal Tax Office

This is the part of your personal taxation deducted 'at source' each month from your salary. If you are a student and you have an income, then you have to declare it. You will automatically receive a tax return form, which you have to fill in and return before June 30th of the tax year (please note that deadlines may vary). If your net taxable income is smaller than the threshold amount, the withholding tax on your professional income - which your employer already deducted - will be reimbursed in full. More information is available at the STIP.

If you are registered as an employee, you will also automatically receive information regarding your tax letter via the HR department.

Town taxes

This is a percentage of your personal taxes (8% in Antwerp) and will automatically be incorporated in your tax bill. All tax-paying inhabitants of the town are required to pay town taxes as well. In case you receive a scholarship, you do not have to pay this tax.



i Once you register at the town hall and receive your residence card, you may receive letters from government agencies in Dutch.

Please do not ignore such correspondence!

Extension of the residence permit

Extension of your residence permit is possible through the University's **International Relations Office**.

Procedure

Fill in the **identity infosheet** for an extension and email a scan of the required documents (i.e. valid proof of enrolment and a proof of scholarship or proof of sponsorship (annex 32)) to residencepermit@uantwerpen.be and use "residence permit extension" as subject line.

The International Relations Office (IRO) will send your application file to the immigration office of Antwerp. After approval, you will receive an email with the appointment date and other details.

At the appointment, you are asked to present your passport and current Belgian residence card (Belgian Identity Card type A); a copy of the appointment email; two passport pictures and you have to pay € 24.20, preferably by credit card (contact IRO for urgent procedure prices).

Please do not send your application both through the IRO and through the immigration office in Deurne. That will only complicate matters.

If you have an employment contract with the University of Antwerp, the extension of your residence permit will be done through the **HR Department**.

Change of address

If you change your address in Belgium, you are required to pass this information on to the **local authorities**. You must do this within eight working days of your move to a new address. You can do this either via the 'e-loket' or by calling the number 03/22 11 333 (keep the national registration numbers of all family members that moved at hand).

If you move to another city, a local police officer will conduct a residency check at your new address. It is important that your official name is displayed at your front door/near the doorbell. If you are moving within the same city or district, this physical check will probably not take place.

Finally, it is essential to pass on your new address to the Registrar's Office and the Human Resources Department at the university ('DP&O') in order to ensure that all documents are sent to the correct address. You can edit your personal details in SisA yourself.

PRACTICAL INFORMATION ON LIVING IN ANTWERP

Accommodation

Renting a house or apartment

When visiting the accommodation, pay attention to the building and the state of the accommodation. Make sure you ask about the additional costs on top of the rental price. Check when it is available and if you can officially register yourself at the address. If you would like to have a pet, it is also best to discuss this beforehand. If the owner needs proof of your employment at the university, please contact your HR Officer.

Rental Agreement

If you wish to rent a property, you must sign a rental agreement with the landlord. By law, the agreement must be drawn up in Dutch. Consequently you will have to sign that Dutch document and this document is legally binding, but do not sign it unless you understand everything.

Every tenancy agreement must be in **writing**, and the landlord must give the tenant an original copy before the rental period starts. The contract needs to include at least the following:

- The identity of the parties (first names, name, date and place of birth and address);
- The address of the rented property;
- The start date of the contract;
- The duration of the rental period;
- The tenant fee;
- A description of all rooms and parts of the rented building;
- The date of signature and signatures of the landlord and the tenant(s).

The contract must include a detailed **description of the property** (inventory of the premises: “plaatsbeschrijving”). This needs to be completed before or within the first month that the tenant moves in. The description can either be prepared by the parties themselves or by an expert. If you and your landlord agree to have it done by an expert, each party pays half of the costs incurred. The costs will probably amount to € 300 or even more. At the end of the rental term this description will be reviewed to check if everything is still in the same condition as you found it. The description needs to be dated and signed by all parties.



i The Tenants' association

(Huurdersbond - website only available in Dutch) assists people with legal advice or questions about renting.

Both the tenancy agreement and the inventory of the premises need to be legally registered. This is taken care of by the landlord.

If you rent accommodation with **furniture**, make sure you check what furnishings are included and whether you need to buy your own towels, bed linen (sheets, pillow, pillowcase and blankets) and kitchen utensils. Furnishings that are included in the accommodation will also be listed in the rental contract as they have to stay there after your departure. If the owner finds something missing, he will deduct the costs from your deposit.

There are long-term rental contracts for 1 or 3-9 years. If you do not terminate the contract in a legal way, the contract may be automatically renewed. Usually, the notice needs to be given by registered letter and three months before the end date of the contract. Make sure you terminate the contract on time and in the requested format agreed upon in the rental agreement.



Deposit

In most contracts, a deposit will be requested. This is very common and you cannot negotiate your way out of it. Please note that the payment of a deposit is a binding acceptance of the contract.

The amount of this deposit equals a maximum 3 months' rent (no more than that!). The safest way is to transfer the deposit into a bank account, as you have a proof of payment. Never pay rent or your deposit through Western Union. The deposit is normally transferred to a blocked bank account in the tenant's name.

The deposit cannot be used to pay last months' rent.

Before leaving the property, make sure you clean everything. Both parties need to sign the bank's form releasing your deposit. Show that form to your bank and they will transfer the money to your account (the whole amount, or in case you agreed that some money needs to be paid to the landlord, the bank will split the amount according to what is written on the form).

Maintenance of the rented property

The landlord is required by law to keep the property in good condition. However, some maintenance work can be at the expense of the tenant. The rental agreement specifies these responsibilities.

When informing the landlord about any problems in the rented property, make sure you use email so you have a proof of report. Add relevant information such as when you discovered the problem, photos or how it occurred.





Electricity, gas, water

A contract with a provider of electricity, gas and water is mandatory in Belgium.

For private accommodation, most rental fees do not include the costs for electricity, gas, water, etc. The tenant is free to choose his/her own supplier, so keep in mind to do so once you have signed the rental agreement. Several websites allow you to compare suppliers based on your consumption. Changing your supplier is possible with a notice period of one month. Usually the new supplier gives this notice, so all you have to do when you want to change suppliers is to sign the contract with the new one.

Electricity & gas are about € 80 per month (depending on usage), water about € 15 per month. In general, these utilities will cost about € 100 per month in total.

Every accommodation in Belgium has meters installed to count the consumption of electricity, gas and water. These meters are usually located in the cellar of the building. Often there are separate meters per unit so that consumption can be measured individually. If this is not the case, the costs are split equally.

Each year the provider will ask to send the current meter reading to them in order to calculate the total actual use and to re-calculate your monthly fee. You then need to either pay the difference or get some money back from your advance payments. If you do not provide your meter reading your provider will estimate the consumption.

i In Flanders, the average household water consumption is 40 m³ (= 40,000 litres) per person per year. The water from your household tap is as drinkable as bottled water. There is no need to use a water filter.

i The voltage in Belgium is 230V - 50Hz. Belgium uses the standard European two-pin plug and socket.



Student accommodation 'Kot'

Rental Agreement

If you rent a room via **Kotweb** the landlord might use the **model lease**. Please be aware that the model lease is not mandatory, but we advise students to search for accommodation with one. If the landlord uses the model lease, you can be sure it is a contract with a good legal basis and fully corresponds to Belgian rental law. The **model lease** is provided in Dutch and in English and can be checked online.

The model lease is a fixed-term contract. This means that at the end of the agreed rental period, you are not required to give written notice and the contract cannot be renewed automatically. If you decide to leave earlier, you are obliged to pay rent until the end of the contract.

The new Flemish Rental Decree includes specific regulations for student rentals. It came into force on 1 January 2019. More information and the whole brochure can be found on Kotweb.



Deposit

A landlord will ask you to pay a deposit of 2 month's rent. Please note that the payment of a deposit is a binding acceptance of the contract. After your renting period you will get the complete deposit back, provided that you return the rented good in exactly the same state and nothing needs to be fixed after your departure.

Since January 2019 a deposit can only be transferred into a bank account and cannot be paid cash. Never pay rent or deposit through Western Union. The deposit is not a way to pay last months' rent.



Antwerp city life

Antwerp is a lively city with a rich, historic past, a vibrant cultural life, interesting museums, numerous bars and restaurants, nice shops and much more. These websites will help you discover Antwerp:

- ▶ **Visit Antwerp**: an overview of tourist information
- ▶ **Interactive map**: on the city map you will find an overview of what is available in the vicinity of your (future) home (only available in Dutch)
- ▶ **Internationals and Expat Blog**: communities for expats
- ▶ **Use-it**: tourist information for young people
- ▶ **Tripadvisor**
- ▶ **Meetup.be**
- ▶ **This is Antwerp**
- ▶ **Spotted by locals**
- ▶ **Visit Flanders**

Several Facebook groups that organise activities for expats, e.g. “Expats girls permanently in Antwerp”

The website of the city of Antwerp (in Dutch) can also be helpful to find your way:

- ▶ **Sports locations** (including public swimming pools)
- ▶ **Sports associations** in Antwerp
- ▶ **Activities** in Antwerp
- ▶ **Overview of cultural associations & meeting centres**
- ▶ **Overview of museums** in Antwerp

A-kaart

The city of Antwerp offers an ‘**A-kaart**’ (A-card) (in Dutch only). This card is useful for everybody who likes culture, sports and reading. Participation in these activities organised by the city authorities earns you A-points. Saved points can be traded for discounts, free entry to public swimming pools or used during events. You will also receive a newsletter with many tips for things to do in and around Antwerp.

You can pick up your A-card free of charge at several locations in Antwerp.



Possibilities to find a childcare facility

- ▶ **Kind & Gezin**
- ▶ **City of Antwerp | general information**
- ▶ **City of Antwerp | check for free spaces**

Children: childcare & schools

Belgium has a great network of childcare and schools. A child younger than 2.5 years can be registered in a childcare facility (see above). If you cannot find what you are looking for in Antwerp, you can contact the **contactpunt kinderopvang** via contactpuntkinderopvang@antwerpen.be. Please be aware of the fact that you need to register for a spot in a childcare facility months before you actually want to bring your child!

Older children can go to a kindergarten. You also need to register your children in the kindergarten about 1.5 years before they are actually old enough to go there. More information can be found on <http://scholenzoeeker.antwerpen.be/> (website in Dutch)

From the age of 6 years, all children in Belgium need to go to school (until they are 18 years old). For more information about schools, please check the website of **Atlas** or the **city of Antwerp** if you live in Antwerp or the website of your own city or municipality. Schools are free of charge, but there might be small fees for services such as lunch time supervision, food, theatre visits or other excursions, and after school care (if applicable).

Antwerp also offers several **international schools**. If your stay in Belgium is not very long, this might be an excellent option. However, please remember that these schools usually teach in English and have substantially higher school fees!

Please also keep in mind that there are **school holidays** throughout the year. If your children cannot stay at home during these periods, you can register them for school holiday programmes. These activities are not free of charge. If you are an employee at the University of Antwerp, you can receive a discount for some activities.

Please check **PINTRA** for more information.

Service vouchers (as for cleaning)

If you want some help with the cleaning of your apartment, you can contact specialised companies that organise cleaners for private homes. They will find a suitable cleaner for you and manage the administrative aspect with that person. You will only sign a contract with the company, not directly with your cleaner.

To pay your cleaner you can use '**dienstencheques**' (service vouchers). Service vouchers are a safe payment method to use (housekeeping) services for a favourable price. The vouchers can be used for e.g. housekeeping, ironing services or to have somebody do your grocery shopping. An overview of all valid activities that can be paid for with service vouchers can be found on the Flemish website for service vouchers (only available in Dutch). All residents of Flanders can use the service vouchers. The price per voucher (= per hour) is € 9 and they are partially deductible from your taxes (for the first 167 service vouchers). So in reality you only pay € 7,20 per voucher/hour.



To use these vouchers you have to register online at '**Dienstencheques Vlaanderen**' once.

You order your vouchers by simply transferring money to the provided bank account. These vouchers are added to your online profile and each time your home is cleaned, your cleaner fills in his/her hours electronically and the vouchers are also deducted electronically. You can also opt for paper vouchers.

Laundry

If you do not have a washing machine in your apartment, you can use one of the public washing facilities (you do your laundry yourself) or a laundry service (the laundry is done for you). You will find them all over Antwerp. You even have public laundries where you can have a drink or something to eat while you wait for your laundry to be ready (e.g. the '**Wasbar**').

Always try to bring enough change to the laundry.

Library

Antwerp has several **public libraries**. You can buy a membership card and borrow books, CDs, DVDs, etc. You can also use the internet there and gain access to other services. With your **A-card** you will get a discount on your yearly membership fee.



Medical services

You are free to choose your own doctor.

Either choose from a list of **general physicians** or search by name or keyword in the **Yellow Pages** (e.g. “dentist”).

In Belgium, seeing a doctor might work differently than in your home country. Generally speaking, when you are ill, you visit a general practitioner in your neighbourhood first. He/she will examine you and, if necessary, prescribe medicines or send you to a specialist or to the hospital with a referral letter. This doctor will also give you a sick note to provide to your employer. At the **University of Antwerp** you will need a sick note from the second day of your illness onwards, for other employers this might be different. Please check their procedure.

You are also free to make an appointment with a specialist without seeing a general practitioner first.

During weekends and before or after your doctor’s office hours, you can see a doctor on duty. There are several **general practitioners out-of-hours service centres** (Huisartsenwachtposten) in the Antwerp area, which work closely with the emergency services in Antwerp and all hospitals. In case of an emergency, you can get help at the Emergency section of the hospital, but keep in mind that you should only go there for life-threatening or other really urgent cases. The costs for a consultation there are higher.

i Visiting a doctor

- After choosing your doctor, you need to make an appointment. Some doctors also offer the possibility to see them without an actual appointment. This is called ‘vrije raadpleging’.
- Usually an appointment with a general practitioner costs +/- € 25 so you should bring that money in cash when you have a consultation. Most doctors also offer the possibility to pay by card.
- After your consultation, the doctor will give you a receipt. To be reimbursed, please fill in your personal data or use the identification sticker provided by your health insurance provider.
- Send this receipt to your health insurance provider (either via post or bring it by one of their offices yourself). Based on this documentation, they will transfer the reimbursement into your bank account. Recently it became possible at some doctors’ practices that the reimbursement is processed automatically and the amount will swiftly be transferred to your bank account (for this automatic reimbursement your registration at the health service provider must be complete).



The Belgian health insurance system reimburses (Belgian) medical expenses. On average, the health insurance system will reimburse 75% of your expenses. How much is reimbursed depends on the nature of the service provided and on the status of both the insured person and the care provider.

In most cases, the full amount will not be reimbursed. You will often be required to pay a personal contribution, the so-called 'remgeld' or patient contribution. In principle, the personal contribution amounts to 25% of the expense but this may be higher depending on the type of care provided. Some (essential) medical expenses are reimbursed in full.

Mobile phone/television/internet

In Belgium, there are several telecom providers, which all offer package deals. Please consult their website for more information (see below).

To get a grasp of the costs: a package with internet and television (and landline) will cost (depending on how many GB you want per month) between +/- € 40 and € 80.

Name	Website	TV	Internet	Mobile	Landline
Belgacom/Proximus	▶ www.proximus.be	✓	✓	✓	✓
Telenet	▶ www.telenet.be	✓	✓	✓	✓
Scarlet	▶ www.scarlet.be	✓	✓	✓	✓
Tv Vlaanderen	▶ www.tv-vlaanderen.be	✓	✓	✓	✓
Base	▶ www.base.be			✓	
Viking	▶ www.vikingco.com			✓	
Orange	▶ www.orange.be	✓	✓	✓	
Netflix (online TV)	▶ www.netflix.com	✓			
Stevie tv (online TV)	▶ www.stievie.be	✓			
Lycamobile	▶ www.lycamobile.be/en			✓	

Recycling your waste

In Belgium, waste must be sorted in order for it to be recycled. Some types of waste are collected at your house, others you have to dispose of at collection points (e.g. glass) and waste recycling centres (e.g. small hazardous waste).



In Antwerp, like many other Belgian cities and municipalities, waste is collected on a weekly basis. Your waste needs to be sorted in different bags (often the garbage bags have different colours depending on the waste category) and needs to be placed outside your house when it is 'garbage day' in your area. Via the **calendar** you can find out on which day the waste is collected in your street. You can only put bags out on the street earliest in the evening before the collection.

More information on **how waste must be sorted** can be found on the website of **Gate15**. The number or colour of bags used can differ from city to city, but in Antwerp, the waste is sorted into **three different bags**:

- White: general waste (waste that does not belong in one of the other bags);
- Blue: PMD waste (= PMC: low-density polyethylene plastic, metal and drink cartons). The drink cartons comprise recyclable plastic bottles, cans and beverage cartons (attention: not all plastic waste, some of it belongs in the 'general waste' bag so always make sure to check the signs on the bottles and cans!);
- Green: biodegradable waste (vegetables, fruit, garden waste).

The specific bags that you must use can be bought at the supermarket. They are quite expensive as the taxes for your waste are included in the price. So the less waste you produce, the less money you spend! Only waste that is presented in the correct bags will be collected.



Paper and cardboard should also be separated from other waste. It is usually collected at home in a cardboard box (or another type of box) and is also collected on your doorstep, but the collection schedule might be less frequent. Please note that in some areas in Antwerp '**sorting streets**' ('sorteerstraatjes') are used instead of bags. If you live in one of these areas, you collect your waste in any bag. To dispose of it you need to take it to the correct underground container (the waste is sorted as described above for the bags). To open the lid of the underground container you need an access card. The access card is available in e.g. the district house or a city office. You need to top up your card via bank transfer, in order to pay for the disposal of your waste.

Recycling centre

If you have bigger things to dispose of you can go to a **recycling centre** ('container park'). Most sections are free of charge (e.g. wood, metal, tyres, plastic, etc.), but for some you have to pay (e.g. building waste). To enter a container park you need your ID card. Students need to request an access card through toegang.containerparken@stad.antwerpen.be

TRANSPORT

To get around in Antwerp, you can walk, take a bike, a bus or tram, take a taxi or drive your car.

If you receive a grant or salary from the University of Antwerp you can request an allowance if you use public transport or a bike to get to work. Please ask your HR contact for more information or look it up on **Pintra!**

Public transport (bus/trams)

All information regarding trams and buses (lines, timetables, stops, etc.) can be obtained via the website of **De Lijn**. Please note that public transport in Belgium is not 24/7; at night, you will not find any services and during weekends at lesser frequencies.

Train

Belgium has an extensive railroad network so for longer trips, taking the train is a good option. On **Belgian Rail** you can search for connections and buy train tickets. Tickets can also be bought in the train stations themselves. Please do not forget to purchase a ticket before you enter the train, to avoid a fine.

There are many different **ticket options**. Please check the website to see if a cheaper option than the 'regular' ticket applies to you (e.g. weekend tickets, RailPass, GoPass for people under 26, etc.).





Bike

Antwerp has a lot of traffic and many one-way streets, so using a bike is often a faster way to get from A to Z. There are bicycle lanes in almost every street, distances are not too large and with the right gear, you can cycle all year round.

You can either rent a bike or purchase one.

Make sure that your bike has a bell, front and rear brakes and lights, and sufficient reflectors.

When parking on the street, you can find designated bike racks on the street in various locations across the city. You may also park your bike on the pavement if people can still get by and it is not an obstacle.



Buying a bike

If you want to buy your own bike you can visit one of the many specialised bike stores all over the city or you can buy a second-hand bike online on e.g. [zdehands](#).

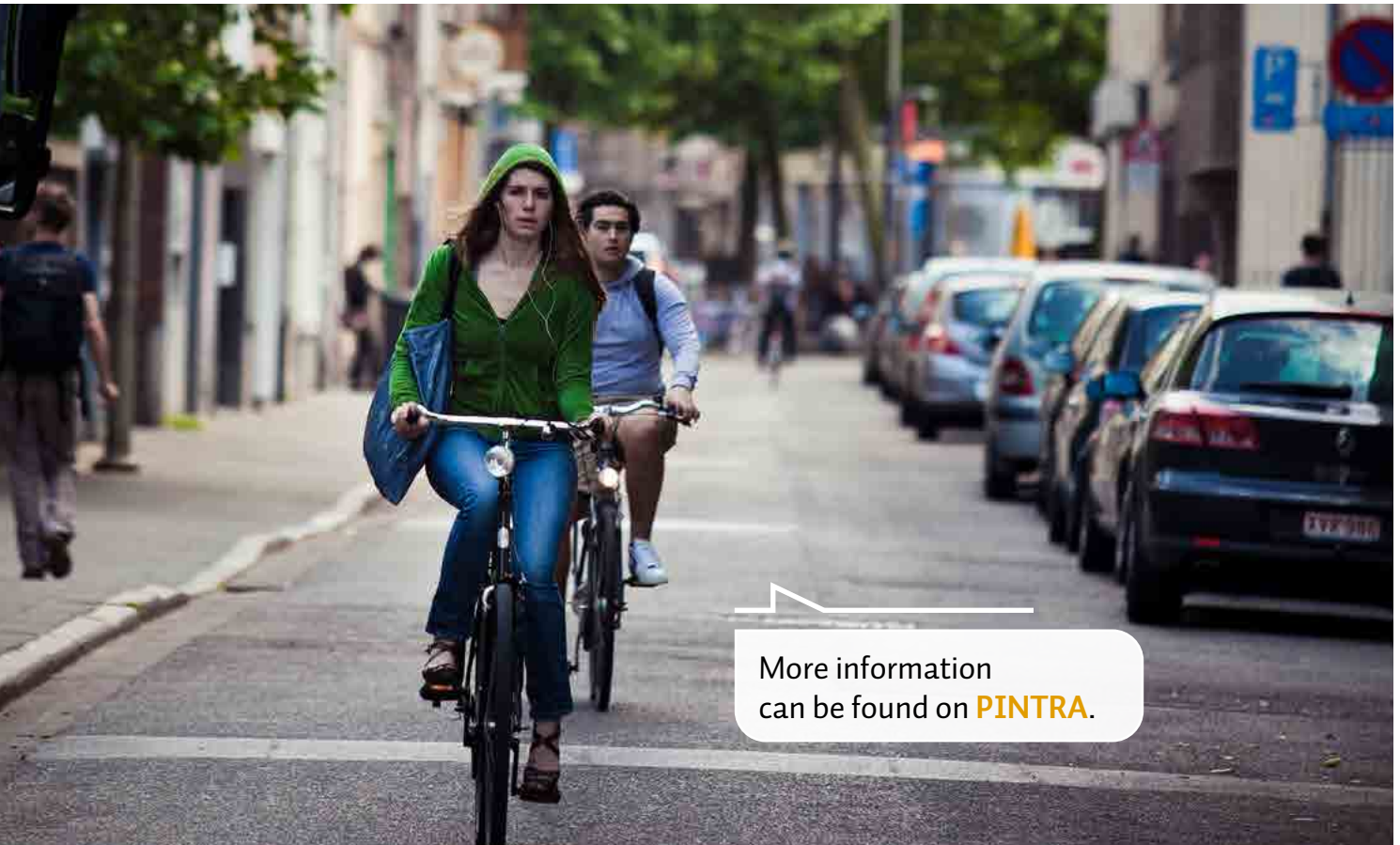


Renting a bike

i There are many ways to rent a bike in Antwerp:

- ▶ **Velo** is Antwerp's metropolitan bike sharing. You can pick up and drop off bicycles at various points, whenever you like. You can buy an annual pass online or rent the bikes for shorter periods of time.
- ▶ **Fietshaven** (website only available in Dutch and French) is located below the Central Station. You can rent a bike for a year.
- ▶ With **Blue-bike** you can easily get from the train, tram or bus station to your destination and back. Place your Blue-bike card on the card reader; the bike will be yours until you return to the station.
- ▶ **Levanto**: Rent a bike for several months. Book it online with identity card and student card numbers and pick it up the next day at the Central Station. A deposit needs to be paid. The website is dual-language, so underneath the Dutch text you can read the information in English.





More information
can be found on **PINTRA**.

Bike repair shops

Bike stores also often offer repair services. The university has a bicycle repair shop and mobile bicycle service. You can go there for small repairs or to check your tyre pressure. You can either repair your bike yourself or have a technician do it for you.

i If you need a bike pump, you can borrow one at one of the libraries of the university. They will ask to show your student or employee card.

Bike security

If you park your bike, please make sure that you lock it at all times so that it will not be stolen. Preferably, use a chain to lock it to a bike rack, tree, pole etc.

The police in Antwerp offers a service to **mark your bike**: send an online application (only in Dutch) for a label with your national registration number. You need to stick this non-removable label on the frame of your bike.

In the unfortunate case where your bike is stolen, you have to report it to the police. This can be done online via the '**Blue Line**' (Blauwe Lijn) (only in Dutch). If your bike is found it can easily be identified as yours via the sticker.

Steps- & Scooter-shares

Next to bike-sharing initiatives, you will also find initiatives to share steps or even scooters. The system is quite similar: you register once for the service and are free to use the facility whenever you need it.



i **BIRD-steps** can be found in a lot of cities, so with your account you can unlock bikes all over the world! On a city trip to London or Madrid? Just unlock your step there as well!

Already have an account? Just use it here in Antwerp!

Shared steps

For a fixed charge per minute, you can cover short distances quickly with electric shared steps (1 € + 0.15 €/minute).

First you need to download the **app** of the provider of your choice via the App Store or Google Play and create your account. If you need a step, use the app to locate the closest step, as the steps do not have a designated parking spot. The app also informs you about the battery status of the chosen step.

You can unlock the step by scanning the QR code (Bird) or by pushing the button (Troty) on the steering wheel. After your journey, leave the step in a place where it cannot obstruct traffic, bikes or pedestrians and end your journey in the app (tap the button). The steps can be used between 7:00 am and 21:00 pm.

To use an electrical step, push off 2 or 3 times to get started and turn up the throttle with the handle. The step also has a brake on the steering wheel; to slow down, squeeze the brake with your left hand.

Do not forget to bring your own helmet, the step can handle a speed up to 18 km/h! Please ride in bicycle lanes, not sidewalks or on the street.

Please keep in mind that you need to be at least 18 years to be able to use the electrical step!



i Since 2019 you can find three different services to get a shared step in Antwerp.

- ▶ **Bird**
- ▶ **Troty** (only in Dutch)
- ▶ **Poppy**

Shared scooters

If you wish to use an electrical scooter in Antwerp, download the app of the supplier Bird, Troty or Poppy and register. In order to register, you need to be at least 18 years of age, have a driver's license (license B will suffice) and have a valid credit card. A helmet is stored in the trunk, so there is no need to provide it yourself.

With **Poppy** you pay € 0.25/minute if you drive your scooter and 0.10 €/minute if you park your scooter, but keep the reservation going). No extra start-up costs!

The scooters are charged and cleaned on a regular basis. You also have full insurance!

Another electrical scooter company is **Scooty**. You pay a fee for the registration once and 0.26 €/minute (€ 0.07/minute if you pause your journey).

With your rented scooter you can also transport a passenger (make sure you provide a helmet for this person). However, it is not allowed to have another person drive on your account.

Car

If you did not bring your own car, you can either rent a car via a rental car company or you can participate in 'car sharing'. For the latter, you have to sign up via the website of the provider.

Please make sure that your driver's licence is valid in Belgium. As long as you are in Belgium with a visa you can use your recognised **non-European driver's license**. If you are European you can simply use the driver's license from your home country.



Only in the case that you have a Belgian identity card, you **need to exchange** your non-European driver's licence for a Belgian one.

Please note that in most Antwerp areas, you will need to pay for parking. Always check for parking meters! If you live in these areas, you can apply for a parking permit, which allows you to park in your street or neighbourhood for free and without a time limit. This parking permit is free of charge. More information can be found on the website of your city (e.g. for **Antwerp**).

If you want to bring your own car, please keep in mind that you might have to follow specific procedures, depending on the country you come from. Antwerp has a low-emission zone in the city (called 'LEZ'), so please **make sure that your car is allowed** to enter the city (only valid if you need to go to the Stadscampus; all other campuses are located outside of this zone).

i CAR SHARING ▾ PROVIDERS

- ▶ **Tapazz** | you can rent or rent out a car yourself;
- ▶ **Cambio** | you have to pay a monthly fee and get a chip card. With this card, you can book cars for short or long terms. You pay per km and time you rent the car. The car can be taken from designated parking spots in and around Antwerp;
- ▶ **Cozycar** | ideal for those who only occasionally need a car;
- ▶ **Bolides** | rents out cars that you have to pay for per km and time period;
- ▶ **Drivy** | rent a car from a private person for the period you require.
- ▶ **Poppy** | Download the app, find a car close by and drive to your destination. You just pay per minute: 0.33 €/minute (0.10 €/minute when you park your vehicle and keep hold of your reservation - 90 €/dag). 200 km are included, if you drive more than that you will pay an additional 0.25 €/km! Insurance is included in these costs. The cars are fully electric!

i TAXI ▾ SOME OPTIONS

- ▶ **AntwerpTax**
+32 3 238 38 38
- ▶ **DTM taxi**
+32 3 366 66 66
- ▶ **Stadtaxi**
+32 3 233 37 37
- ▶ **Taxi Antwerpen Service**
+32 3 230 55 55
- ▶ **Metropool Taxi**
+32 3 231 31 31

PRACTICAL INFORMATION ABOUT THE UNIVERSITY OF ANTWERP

Activities

As a student, you can partake in many activities at a reduced price.

an option:

- **UANTWERP PLUS PASS:** The UAntwerp Plus Pass costs € 25 and grants you access to the complete sports programme of the University of Antwerp. Plus! You can attend 4 activities organised by the Culture Commission free of charge. The UAntwerp Plus Pass is only available for students, staff and alumni of the University of Antwerp.

Buddy project

Every year the University of Antwerp launches the '**buddy project**' to give incoming students from the Global South (Asia, Africa and Latin-America) a warm welcome and give them a feel of the Belgian hospitality.

In this project you will be paired up with a buddy who is familiar with European culture. The match is made based on personal preferences. You meet with your buddy on your own terms: only once, every month or even more often, it is entirely up to you and your buddy!

By entering this project you:

- Build up your **international social network** in Antwerp
- Get **insider-tips** about the university/city
- Practice **languages**
- Exchange **culture**
- Share **hobbies** (sport, culture, café...)
- Build up **new friendships**
- etc

To enter this programme you fill in a form in the **GenSpeak App** and see what match you will find!

Conflict mediation

The task of the **conflict mediator** ('ombudsperson') is to mediate — primarily but not exclusively — between PhD researchers and their supervisor(s) in case of conflicts in their work relationship.



Culture

The university has its own range of cultural activities such as concerts, exhibitions, theatrical performances, ...

On the website you can view the current **cultural programme**.

A permanent programme is '**Art on Campus**': all around the university you can find about 1,100 paintings, sculptures and other forms of contemporary art. You can explore these on your own or book a guided tour.



Doctoral Day

The Doctoral Day of the Antwerp Doctoral School is held twice each academic year: once in autumn and once in spring. This introduction day for new PhD researchers offers sessions on the PhD study programme, some practical steps in the PhD trajectory, research integrity and HR-related matters. The programme can slightly vary depending on the edition.

PhD researchers are expected to attend one Doctoral Day during the first year of their PhD trajectory. Once enrolled, you will automatically receive an email invitation via your student account.

Language courses

Belgium has three official languages: Dutch (Flemish), French and German. Antwerp is located in the Flemish part of Belgium, where Dutch is the lingua franca. Learning this new language is an exciting challenge!

The university offers online language courses to all PhD researchers via the platform Altissia. After enrolment, you can sign up for Altissia for only € 10 per year. Learn Dutch, French, German, Italian and English at various levels and at your own pace.

The university's **language centre Linguapolis** also organises various language courses. To really appreciate and enjoy your stay in Antwerp, we recommend taking a Dutch language course; it will make your life a lot easier. Linguapolis will also provide you with an official certificate of your level, recognised by future employers. You might qualify for a Flemish scholarship to pay for your language course at Linguapolis. More information and the procedure is available on the website of **Atlas**.

Other schools that provide (language) courses are: **Berlitz**; **LBC**; **CVO**; etc.


You can also make an appointment at **Atlas** (the integration office in Antwerp) to book a language course. They will personally explore your needs, guide you through the whole procedure and will help you with anything you need.

Please note that you might get the costs for the Linguapolis course reimbursed from your **educational credit** but only if you follow the doctoral training programme.

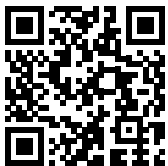
 University
of Antwerp

MONDO




 Do you want to be part of this community and know all about the upcoming activities?

Then join our Facebook group today! Look for 'MONDO by UAntwerp' or scan the QR code.



MONDO

MONDO aims to create a social network for foreign staff members, PhD and degree students and their family members. Throughout the year, MONDO organizes monthly varied social activities (e.g. guided city tour, museum visits, afternoon bowling, bicycle tour, visit to the Antwerp Christmas market,...). In this way, the university aspires to strengthen the social cohesion among international students and staff, and to help them become better acquainted with the country in which they live and work. Registration for each activity is necessary via the website! MONDO is an initiative of the International Staff Office, the International Students Office and the Antwerp Doctoral School. Social and cultural activities organised by the **culture** or **sports** department will also be announced via the MONDO network.

 Are you interested in helping out with the organisation of MONDO activities? Do you have ideas for new activities?

Great! Let us know via mondo@uantwerpen.be.

www.uantwerpen.be/mondo

Students and staff restaurants

Each campus has its own **student restaurant or cafeteria** where you can buy (vegetarian) meals, salads, sandwiches etc. at reasonable prices. You will get a discount when you show your student card at the register. All restaurants have a 'no cash'-policy, so you need to pay by card.



University regulations and facilities

The website of the University of Antwerp provides information about:

- ▶ **Education and Examination Regulations**
- ▶ **The academic calendar**
- ▶ **Facilities** at the university, like:
 - **Sports**
 - **Libraries**
 - **Computers and ICT**
 - **Student associations**
 - **Restaurants**

Active pluralism

The University of Antwerp takes an active pluralistic approach: taking an active interest in the philosophical positions of others is promoted because it can contribute to a more sustainable society and a better quality of life. Active pluralism is not a philosophical conviction in itself, but it takes belief and all its manifestations seriously and encourages dialogue within and among the various religions and ideologies. Our actively pluralistic approach is reflected in a number of services for students, such as the quiet space, pastoral care and secular service.

VABAP

VABAP is the association for Assistant Academic Personnel (AAP) and Non-statutory Academic Personnel (BAP). All PhD researchers are welcome to join this organisation and participate in their academic and social activities. It is also the perfect place to meet other colleagues.

Workplace health and safety

The department '**Health and safety at work**' aims to prevent accidents at work and occupational diseases, and promotes well-being at work in a broad sense. Each campus has a campus advisor who serves as a contact point for departments and individual employees who have questions regarding risks at their workstation (e.g. providing protective clothing). Every year, the department 'Health and Safety at Work' organises courses on ergonomics in the office, first aid, as well as evacuation exercises courses.

Stage 3

AFTER your stay



In this section you will find the following subjects

- Obtaining your diploma
- Early termination of your PhD
- Deregistration in Belgium
- Termination of contracts and insurances
- Register as an alumnus/-a

OBTAINING YOUR DIPLOMA

Once you have successfully defended your dissertation you are entitled to the PhD-diploma. The **diploma service** will compile your diploma file.

As soon as your diploma file is ready it will be sent by registered mail to your legal address. If you are leaving Belgium shortly after the defence of your dissertation it is important that you change your address in SisA.

All diplomas and supplements are issued in Dutch and English as a matter of course.

The diploma file you receive is the only original copy. Make sure you keep your original degree file in a safe place and make some back-up copies!

EARLY TERMINATION OF YOUR PHD AT THE UNIVERSITY OF ANTWERP

If you unexpectedly **end your PhD research** before the public defence, you need to inform the Registrar's Office and pay all outstanding fees.

You have to deregister yourself in **SisA** (only until May; if you terminate your PhD later it suffices to not re-enrol for the next academic year).

Please note that if you have a non-EEA nationality you should first deregister with the Belgian government before you can deregister as a student in SisA.

You also need to send an email to DoctoralEducation@uantwerpen.be to inform the Antwerp Doctoral School, as well as to your supervisors and to your faculty administration, in case they are not yet aware of the discontinuation.

If you also wish to terminate your contract as an employee of the University of Antwerp, you will need to get in touch with your HR officer. Everyone who was employed at the University can request a proof of employment after the contract is terminated. EEA nationals can also request a document (called "C4") to obtain unemployment support. With this document you can request your unemployment support at the **National Employment Office** (called 'RVA', 'Rijksdienst voor Arbeidsvoorziening'). In general, you need to stay in Belgium to receive your unemployment support but under certain conditions you can **transfer your unemployment benefits** to another EU country while looking for a job there (usually for at least 3 months and up to a maximum of six months). To do so you need to request a PDU₁ document at the RVA and provide it to your local employment organisation in your home country.

DEREGISTRATION IN BELGIUM

When leaving Belgium at the end of your PhD studies, it is important to deregister in Belgium correctly.

First, you need to deregister yourself as a resident of Antwerp. This deregistration is important for the Belgian government to know that you no longer live in Belgium, and therefore do not need to pay taxes, provincial taxes, the Flemish social insurance, etc. anymore. If you forget to deregister, you will keep receiving taxation documents at your last known address in Belgium and if you miss the payment deadlines, eventual fines will add up to the payments. In some cases, a future visit to Belgium can be denied because of the outstanding fines. It is also not possible to re-enter Belgium if you did not deregister before.

To start the deregistration procedure, you can either contact the city hall of your residence yourself or, when living in Antwerp, the International Relations Office can assist you with this procedure. Fill in a specific **deregistration form** and send the document to residencepermit@uantwerpen.be. The International Relations Office will then pass your deregistration file on to the Immigration Office. Once it has been processed, a document 'Model 8', proof of deregistration (in Dutch) will be sent to your email address.

Start the procedure five days before you actually leave Belgium at the earliest, or five days after you have left Belgium at the latest. Also, please do not forget to send your original residence permit (ID card) back to the city hall once you have left Belgium.

Keep in mind that if you have to move goods through customs, you will need to provide a proof of your deregistration.

Secondly, you also need to deregister for fiscal purposes. Once you have obtained the Model 8 document, you have to contact the local Belgian tax office in the city of your residence (address can be found on the last taxation document). Inform them that you are leaving Belgium and ask for an early tax declaration ('aangifte speciaal'). This tax document will tax your income until the last month of your stay in Belgium.

Within 3 months you need to complete this document. It will end your taxation duties in Belgium after leaving, and the tax return can be used as proof that you were obliged to pay taxes in Belgium. This might be useful in case of double taxation issues in your home country.

TERMINATION OF CONTRACTS AND INSURANCES

You have to terminate all contracts that you have in Belgium, as there might be:

- tenancy agreement (remember to ask for your deposit!);
- bank account;
- mobile phone, internet;
- gas, electricity, water;
- all insurances (health insurance, fire insurance, tenant's insurance, etc.).

Please contact the insurance provider or read your contract to see what actions are required to terminate the contract. In almost all cases this has to be done in writing, sometimes even by registered mail. Please also keep in mind that you might need to inform your provider/landlord several months before your departure that you want to terminate the contract.

REGISTERING AS AN ALUMNUS/-A

Register and join the vast **alumni network** of University of Antwerp worldwide. After you have registered, you will gain access to the alumni job database. You will also receive the alumni newsletter with interesting information and the magazines of University of Antwerp.



General information



In this section you will find the following subjects

- Important telephone numbers
- Pharmacies
- Hospitals
- Stores
- Important contacts at the University of Antwerp
- Introduction to Dutch
- Public holidays

IMPORTANT TELEPHONE NUMBERS



Fire | Accidents | Care



Crime | Nuisance



First ▶

 **112** Fire brigade and ambulance

 **101** Police (or 112)

The emergency numbers 100, 101 and 112 can be dialled on all phones on campus without the prefix '0'

After ▶

 **(03 265) 6666** University of Antwerp emergency number for internal support

If you are on the premises of the University of Antwerp during an incident, please remember to call the internal number 6666 (short for 03 265 66 66) after you have alerted the emergency services. This is the emergency number for internal support.

Card stop (bank card or credit card lost or stolen)	+32 (0)70 344 344
Fire brigade/ambulance	112 (free)
Police (Non-emergency (Blauwe Lijn))	101 (free) 0800 123 12 (free)
Belgian poison control centre	+32 (0)70 245 245
Telephone Directory Assistance Service	1207
Doctor on call	1733 (not operable in all provinces yet)
Pharmacy on call	+32 (0)903 99 000



PHARMACIES

You can find many pharmacies in and around Antwerp. Pharmacies are usually open on weekdays during office hours (until 18:30 in the evening). If you urgently need medication after office hours, you can go to a **pharmacy on duty** tel.: +32 903 99 000. Please note that this after hours service is more expensive.



HOSPITALS

Antwerp has several excellent hospitals. Some of them are located near the campuses. You can see almost any specialist at these hospitals with an appointment, but to avoid any additional costs or long waiting periods you need a referral letter from your general practitioner. Usually the fee for a specialist consultation is € 50-90. Sometimes the administrative procedure and payment in hospitals takes longer than at a private doctor's practice, so calculate extra time for this visit.

i **When going to the hospital, you should bring the following documentation with you:**

- *Identity card*
- *Insurance documents:*
 - *European Health Insurance card or documents from the private or public health insurance affiliation*
 - *Affiliation card or information on the hospitalisation insurance*
- *Referral letter of the doctor (if you have one)*
- *A current list of medications*

Hospitals in Antwerp	Website	Address
AZ Monica Algemeen Ziekenhuis Monica	▶ www.azmonica.be	Campus Antwerpen Harmoniestraat 68, 2018 Antwerp Campus Deurne F. Pauwelslei 1, 2100 Deurne Polikliniek Blancefloer Blancefloerlaan 153, 2050 Antwerp
GZA GasthuisZusters Antwerpen	▶ www.gzaziekenhuizen.be	GZA Sint-Vincentius Sint-Vincentiusstraat 20, 2018 Antwerp GZA Sint-Augustinus Oosterveldlaan 24, 2610 Wilrijk GZA Sint-Jozef Molenstraat 19, 2640 Mortsel Polikliniek Hof ter Schelde August Vermeulenlaan 6, 2050 Antwerp
UZA Universitair Ziekenhuis Antwerpen	▶ www.uza.be	Wilrijkstraat 10, 2650 Edegem
ZNA ZiekenhuisNetwerk Antwerpen	▶ www.zna.be	Overview of all hospitals (about 15 hospitals located around Antwerp) Emergency departments can be found in ZNA Jan Palfijn, ZNA Middelheim and ZNA Stuivenberg
AZ Klina	▶ www.azklina.be	Augustijnslei 100, 2930 Brasschaat Campus De Mick Papestraat 30, 2930 Brasschaat

STORES

Please note that in Belgium, most stores are closed on Sunday. You will only find a small number of supermarkets that are open: e.g. the small “Express”-versions of the normal stores and they tend to be more expensive.

Suggestions can be found in the following tables:

■ Grocery stores	Website	Information
Delhaize	▶ www.delhaize.be	Large chain of Belgian supermarkets, offering internet shopping and home delivery. Large wine selection. Store locator on the website.
Carrefour	▶ www.carrefour.eu	Hypermarket selling groceries, clothing, electrical goods, stationery, garden equipment and toys. See website for nearest store.
Aldi	▶ www.aldi.be	Budget supermarket chain with limited ranges of fresh produce. Store locator on the website.
Lidl	▶ www.lidl.be	Discount supermarket selling fresh and frozen goods, fruit and vegetables, alcohol, fresh meat, bread and various items.
Match	▶ www.supermarche-match.be	Supermarket chain with stores across Flanders. More than 120 stores in Belgium. Also operates smaller stores called ‘Smatch’.
Colruyt	▶ www.colruyt.be	Chain of supermarkets selling groceries and fresh produce. See website for all locations.
Bio Planet	▶ www.bioplanet.be	Small chain of supermarkets selling organic or bio products. Also selling books, garden equipment and various items. See website for store locator.
Spar - Eurospar	▶ www.sparretail.be	Chain of budget supermarkets across Flanders.
Terrasana	▶ www.terrasana.be	Wide range of fresh organic products including vegetables, fruit and bread, dairy foods and a range of gluten-free products. At Brederodestraat 101, 2018 Antwerp.
Albert Heijn	▶ www.ah.be	Dutch chain of supermarkets with 42 stores in Belgium. Online store with pick-up points.

- Here you can find an [overview of stores](#), such as pharmacies and furniture or second hand stores.
- For second-hand goods you can consult the [website of 2dehands](#) (only in Dutch and French).
- In and around Antwerp you can find many large furniture stores: [Ikea](#), [Krea](#), [Verberckmoes](#) and many more. A lot of furniture and other things can also be purchased online.

- On this **website** you can find shopping areas.
- If you are searching for a café or a bar to go out, this **app** might help you to find the best places in town.
- Markets in Antwerp city:

Weekly markets	What	Where	When
Vogelenmarkt <i>Birds market</i>	Flowers, antiques, fabrics, jewellery, exotic birds and other animals	Oudevaartplaats, Theaterplein and surroundings	Sunday, from 8 am to 1 pm (also on public holidays)
Exotic market	Local products but also Turkish, Moroccan and southern European specialities	Oudevaartplaats, Theaterplein and surroundings	Saturday, from 8 am to 4 pm (except on public holidays)
Friday market	Old furniture and small antiques for auction	Vrijdagmarkt	Friday, from 9 am to 1 pm
Antiques market Saturday	Antiques market	Lijnwaadmarkt	Saturday, from 9 am to 5 pm (except on public holidays)
Antiques market Sunday	Antiques market	Sint-Jansvliet	Sunday, from 9 am to 5 pm (also on public holidays)
Bio Market	Organic produce	Falconplein	Sunday from 8 am to 4 pm



■ Monthly markets	What	Where	When
Boekenplein <i>Books Square</i>	Book market where you can enjoy musical performances while having something to eat/drink	De Coninckplein	Every third Sunday of the month between March and October, from 10 am to 5 pm
Lambermontmartre	Art market; different artists (painters, photographers, graphic artists, sculptors) show their work in an "à la Montmartre" ambience	Lambermontplaats in the south district (Zuid)	May-September: every last Sunday from noon to 5 pm ▶ www.lambermontmartre.be
Market for tomorrow	Creative forum where new designers present their creations of fashion, accessories, jewels or graphic work.	Square between Kloosterstraat and Riemstraat	▶ www.marktvanmorgen.be
Brocantwerpen <i>Flea market</i>	Flea-market finds, antiques and vintage	Grote Markt	March – October: every last Wednesday of the month, from 10.00 am to 6.00 pm ▶ www.brocantwerpen.be
Swan Market	Fashion, jewellery, art, vintage and accessories	Grote Markt	▶ www.swanmarket.nl
■ Yearly markets	What	Where	When
Rubens Market	The Rubens Market takes you back to the 17th century when Rubens, the great master of baroque, lived. The stallholders are dressed in clothes of that era.	Grote Markt and surroundings	August 15 from 8 am to 10 pm
Christmas Market	Cosy Christmas Market where you can have a bite while enjoying musical performances. You can also have fun on the ice rink.	Groenplaats, Grote Markt, Suikerrui, Steenplein	From the beginning of December to the beginning of January
Dubieus Design	Open-air market for second-hand design near the street fair of Offerandestraat, organised bij 'Designcenter De Winkelhaak'	Lange Winkelhaak-straat 26	▶ www.dubieusdesign.be

IMPORTANT CONTACTS AT THE UNIVERSITY OF ANTWERP

Helpdesk
for international
students

Overview of
the governance
structure

Overview of
central services

- ▶ **Antwerp Doctoral School**
Campus Middelheim | Building E | Room M.E.005
Middelheimlaan 1 | 2020 Antwerp
 - Doctoral Study Programme, educational credit, diploma supplement, general questions about the PhD trajectory: DoctoralEducation@uantwerpen.be
 - Joint PhD: JointPhD@uantwerpen.be
 - Courses: catherine.bayart@uantwerpen.be
kris.declerck@uantwerpen.be
- ▶ **Administrative contacts of the faculties**
- ▶ **Academic coordinators of the faculties**
- ▶ **International Staff Office**
Campus Middelheim | Building C
Middelheimlaan 1 | 2020 Antwerpen | Tel. +32 3 265 31 49
Int.Staff@uantwerpen.be
- ▶ **Registrar's Office**
Stadscampus, Building S, S.017
Lange St Annastraat 7, 2000 Antwerp
- ▶ **International Relations Office**
Gratiekapelstraat 10 | 2000 Antwerpen | Tel. +32 3 265 49 80
international@uantwerpen.be
- ▶ **STIP** 'STudentInformationPoint' – Department of Student Affairs:
Stadscampus | Building E | Agora | First Floor
Grote Kauwenberg 2 | 2000 Antwerp | Tel. +32 3 265 48 72
stip@uantwerpen.be
- ▶ **Conflict mediator** (please contact your individual doctoral committee first)
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INTRODUCTION TO DUTCH

Belgium is a small country but we have three official languages: Dutch, French and German!

In Flanders, Dutch is spoken, but most Belgians speak English and French quite fluently as well. Still, it might be helpful to know a few words:

Greetings

Hello	Hallo
Goodbye	Tot ziens
Welcome	Welkom
Have a nice day!	Nog een prettige dag!

Asking how someone is doing

How are you?	Hoe gaat het?
I'm fine, thanks	Alles goed, dank je
Not so well	Niet zo goed
And you?	En met jou?

General responses

Yes	Ja
No	Nee
Please	Alstublieft
Thanks	Dank je
You're welcome	Graag gedaan
Sorry	Sorry
No problem	Geen probleem

Personal data

First Name	Voornaam
Surname/Family name	Familienaam
Date of birth	Geboortedatum
Place of birth	Geboorteplaats
ID/passport	Identiteitskaart/paspoort
Country	Land
City	Stad
Street	Straat
Nationality	Nationaliteit
Address	Adres

Housing

For rent	Te huur
For sale	Te koop
Landlord	Verhuurder
Tenant	Huurder
Deposit	Waarborg
Account number	Rekeningnummer
Facilities	Voorzieningen
For common use	Gemeenschappelijk

You can also consult an online dictionary ([example](#)).

PUBLIC HOLIDAYS

- **1 November:** All Saints' Day (*Allerheiligen*)
- **11 November:** Armistice Day (*Wapenstilstand*)
- **25 December:** Christmas Day (*Kerstmis*)
- **1 January:** New Year's Day (*Nieuwjaar*)
- **In April:** Easter Sunday (*Pasen*)
- **In April:** Easter Monday (*Paasmaandag*)
- **1 May:** Labour Day (*Feest van de Arbeid*)
- **Date varies, always a Thursday in May:** Ascension Day (*Onze-Lieve-Heer-Hemelvaart*)
- **In May/June:** Whit Sunday (*Pinksteren*)
- **In May/June:** Whit Monday (*Pinkstermaandag*)
- **11 July:** Flemish Community Day (*Vlaamse Feestdag*)
- **21 July:** Belgian National Day (*Nationale Feestdag*)
- **15 August:** Assumption of Mary (*Onze-Lieve-Vrouw-Hemelvaart*)

The university collectively closes for one week per year:

- the week between Christmas and New Year.

PLEASE ALSO CHECK OUT the **academic calendar** for important dates and closing days of the university.



Colofon

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