

Dear student,

With this mail we try to provide you with the necessary information to come to Brussels concerning student accommodation, transport,...

If you have any more questions after reading this document, know that we provide an information session at the beginning of the academic year (together with a social activity, 21st of September).

Questions can be sent to stuvo.brussel@luca-arts.be. Note that our offices are closed from the 11th of July until the 8th of August, there is no follow – up of this mailbox during closure.

Student accommodation

If you are looking for accommodation, there are many options.

First of all, there is our own dormitory residence hall, exclusively for students of LUCA and KU Leuven campus Sint-Lucas. It's located on a 5 min walk from the campus: Paleizenstraat (Dutch)/Rue de Palais (French) 116, B-1030 Brussels.

Take a look at the rooms: <https://www.upkot.be/projects/art-upkot/>

Looking for a room in our residence hall? Then please fill in the form you find in attachment and send it to jana.mathys@luca-arts.be.

You can also find student accommodation with the help of Brik, the service desk for students in Brussels and our partner organisation.

For short and mid-term housing needs they operate the Van Orley International Student House.

Located in the city centre and with good public transportation connections to all campuses, this is the perfect place for Exchange students to stay.

Interested? Go to brik.be/vanorley and fill in the contact form.

On July 14th they'll send out a call for applications. You'll get a list of available rooms with prices and specifications in your mailbox.

More information in the brochure attached, the [website](#), or welcome@brik.be

If you're in search of a room only for this summer, just contact them, you can book it right away.

A single room is at your availability as from € 23 per day - all inclusive.

You're staying for an academic year? Check MyKot.be for available rooms in Brussels. The landlords who publish their accommodation offers on MyKot.be must use the Brik – contract, so you always know that the contract is in order.

Other options, **which are not affiliated to LUCA School of Arts (so own risk)**:

- www.allekoten.be
- www.easykot.be
- www.eu-rentals.com
- Rent a flat together with friends or other students. However, the difficulty here is that their range of offers doesn't fit within student accommodation, the contract generally lasts 3 years and water and electricity are not included in the rent. Check the following website www.appartager.be (in French) to rent a room from people who want to share a flat for some months. Beware that it is not student accommodation, so we can't provide much help when a problem arises.

The area where the campus is located at, is called "Schaarbeek" (zip code is 1030). A room near the campus is easy to find, but notice that Schaarbeek is lively during the day but calm in the evening. Evening activities happen mostly in the city centre (1000 Brussel, 15 minutes from school by tram).

The average price of a normal student room is about 450 euro. It might be difficult to make a reservation for a room from abroad, the owner will need your signature on the contract.

Upon arrival you may prefer to book short term accommodation first in order to look for long term accommodation. This process should take a week in average. You can find an address of a youth hostel on the following websites: <https://www.hostelworld.com> or www.ieugdherbergen.be

Also, if stuvo receives an offer concerning accommodation, it is placed on our Facebook – page: <https://www.facebook.com/stuvo.luca.brussel/>

But please note that stuvo is not responsible for the information mentioned in the post, we do not check the information, we only operate as an intermediary.

Other Facebook – profiles that might be useful in finding accommodation or a roommate:

- <https://www.facebook.com/arch.kuleuven>
- <https://www.facebook.com/sintlucasarchitectuur>
- <https://www.facebook.com/sintlukas.brussel>
- <https://nl-nl.facebook.com/NarafiFoto>
- <https://www.facebook.com/NARAFI-Film-127697770916/>
- <https://www.facebook.com/LUCAinterieurvormgeving/?fref=ts>

The rental agreement:

The rental agreement will specify certain things: the amount of the security deposit, the duration, the rental fee, notice period(s), obligations, rights, prohibitions, etc. A contract is binding, so once it has been signed there is no backing out of it.

A Dutch, French and English model of a rental agreement can be viewed at: <http://kotbaas.be/het-brik-modelcontract/>

The deposit:

Keep in mind that you might be required to pay a deposit. Make sure the landlord gives you a receipt! The landlord can request you to open a joint bank account for the deposit, which will be returned to you upon departure if no damage has been ascertained to the room or its furniture. The deposit should never be considered as payment for the rent!

Supplementary costs:

If the cost of heating, electricity, water, etc. is not included in the rent, it should be clearly stated in the contract how these costs will be calculated (a fixed fee is also possible).

Very often a landlord will ask for an advance of approximately € 50.

At the end of the rental period this sum is compared with the real costs by reading the meters and then you either get a refund or may be required to pay extra.

Keep in mind:

- to carefully read the rental agreement before signing;
- to note down all verbal promises;
- to take the meter reading;
- to fill out an inventory;
- that in Brussel you have to pay a province tax of about € 90. The province will send you a taxation letter some time during the academic year.

Pay attention to:

- the duration of the rental agreement;
- the term of notice.

Fire insurance:

Most landlords have a fire insurance polis for the whole building and split the cost amid the tenants by asking a little amount on top of the rent. This should be included in your rental agreement. Otherwise, the landlord can ask you to arrange your own fire insurance policy. If you or your parents have a fire insurance policy in your home country, you can ask to include your room in Belgium in the policy. If you don't have a policy in your home country, you have to visit an insurance broker in Brussels. You don't need to have an official address in Belgium to close the deal. The policy is for at least 1 year and has an average cost of € 58.

Health Insurance > As Doc Nomads you are insured through AON, so you can neglect this

If you have an European Health Insurance Card you are covered in case of hospitalisation. For out – patient costs you need to advance the total sum of the cost at the doctor and at the pharmacy. You can subscribe with a Belgian health insurance fund if you would like to follow the same rules as for residents (you only have to pay 20 – 30% of the total sum of the medical cost).

If you don't have an EHIC – card, you can enrol in a Belgian health insurance fund. At the beginning of the academic year an information session will be held about this issue.

<http://www.bepartena.be/en/expats/education/student/>

You can always contact them: students@bepartena.be

As Stuvo LUCA we work with Partena, but there are also other options:

- CM: <https://www.cm.be/international-website>
- Bond Moyson: <https://www.bondmoyson.be/ovl/Pages/default.aspx>
- CAAMI: <https://www.caami-hziv.fgov.be/en>

You need a Belgian mobile number?

If your mobile phone is NOT SIM – locked, you can buy a SIM – card in Belgium. The three most known operators in Belgium are:

- www.proximus.be
- www.base.be
- www.mobistar.be

If your mobile phone is SIM – locked, you'll need to buy a new mobile phone which is NOT SIM – locked.

It is forbidden to use a mobile phone in Belgium which is not registered or can't be traced to a person.

Public transport in Brussels

MIVB (www.mivb.be) is the company that provides public transport in Brussels, this means tram, metro and bus. For a student 'School Season Ticket' please check the MIVB – website.

At the beginning of the academic year Stuvo will provide information about the possibilities to rent a bike or take a look at <https://brik.be/en/mobility/fiets/>

Leisure

Stuvo organizes a lot of activities for students, most of them are participatory for international students, only a few of the activities are solely in Dutch.

If you want to stay informed: check our Facebook page (www.facebook.be/stuvo.luca.brussel) and check our monthly newsletter.

Information on student life in Brussels by Brik: <https://brik.be/en/discover-brussels/>

Jobs

Stuvo dispatches work opportunities for students within the school or outside. It depends on your nationality whether you can work in Belgium or not:

https://www.belgium.be/en/work/coming_to_work_in_belgium/work_permit

Belgian Bank Account

Many banks will require that you show them not only your identity card or (travel) passport but also a Belgian residence document that officially confirms your address in Belgium. As long as you don't have a Belgium residence card / residence permit certain banks are not willing to allow an exception to this rule.

However, some banks are apparently a bit more flexible and allow the following procedure for non-EU students to open a bank account for 2x 3 months.

- 1^e period of 3 months → conditions = ID-document (passport) and enrolment statement higher education insititute and housing contract
- 2^e period of 3 months → condition = valid residence permit / card of Belgium (for instance: annex 15)

ING is known to be a good bank for expats: <https://www.ing.be/en/retail/expat>

BNP offers a special service for students: <https://www.bnpparibasfortis.be/nl/Homepage-Expats-NL?axes1=en&axes4=expa>

KBC has a special offer for expats in Brussels:

<https://www.kbcbrussels.be/retail/en/expats.html?zone=footer-1>

Useful websites and phone numbers

- about Brussels: www.bruxelles.irisnet.be (information on language courses!) and www.brusselsinternational.be
- Doctors in Brussels: www.bhak.be and <http://www.luca-arts.be/en/health>
- Guard duty medical consultation night and weekends: 02 / 242 43 44
- Guard duty consultation of dentist night and weekends: 0903 / 39 969
- Guard duty pharmacies night and weekends: 0900 / 10 500
- Language courses:
 - Dutch: <http://www.huisnederlandsbrussel.be/en/home>
 - French: <http://www.maisondelafrancite.be/fr/>

Contact information

Student Services

Lefrancqstraat 9

1030 Brussel

stuvo.brussel@luca-arts.be

Stuvo LUCA will be closed from the 11th of July until the 8th of August

International Office – KU Leuven, Faculty of Architecture

Nele De Meyere

Coordinator International Relations

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1030 Brussel

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International office – LUCA School of Arts

Wim Aerts

Senior International-officer/Admissions

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Hannah Dick

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