

# Checklist: PhD student at Ghent University

## Arriving in Ghent

- Check out the webpages on where Ghent University is situated and what means of **transportation** are available.
- Depending on your time of arrival, you can spend your first night in Ghent at the **accommodation** that you have chosen or that has been arranged for you. If applicable, sign your housing contract.
- Most students are expected to first report to their **promotor or programme coördinator**.
- Present yourself at the **International Admission Desk**. Finalise the Ghent University enrolment procedure. You need to take into account that the formalities for an initial enrolment can take approx. 30 minutes. Do not forget to bring your letter of admission, identity papers and other documents.
- At the same time, you will be requested to pay the **tuition fee**. Should you have a credit card or a bank card, you can pay at the office. If you cannot pay by card, a bank transfer form with a structured reference will be given to you after completing the administrative enrolment formalities. The structural reference is unique to your enrolment and will automatically link your payment to your enrolment. You cannot pay in advance!
- If the enrolment is completed, you will be the proud owner of a **student ID card**. Keep this card with you at all time. You can use all UGent facilities, such as the Sports Centre, student restaurants, bike rent etc.
- Included in the enrolment at the Student Administration, you will be automatically registered at a **Doctoral School**.
- All Phd researchers enrol as PhD students. Those who receive funding from a Flemish funding body or directly from Ghent University, will also be expected to visit the **Personnel Department** to sign their contract and receive a staff ID card.
- All international students staying in Ghent have to report to the Foreigners Registration Office within eight working days after arrival. **Registration at the host city** consists of three steps: (1) online registration of your arrival, (2) confirmation of residence and collection of your residence permit, (3) deregistration at departure.
- Take care of your **insurance policies**. You are legally obliged to have a health insurance during your stay in Belgium (more information on health care).
- Once enrolled, you will receive an **UGent account** for all your ICT needs. Check out your webmail, Minerva and Athena platforms.
- It may be useful to open a **bank account**, especially for students who will be receiving a scholarship or allowance from Ghent University. At some banks, you have to present your residence permit and/or UGent student card.
- In the event you brought your children with you, you can register them at a school or kindergarten or look for a nursery.