

# Checklist: exchange student at Ghent University

## Preparing your stay

- Consult the Ghent University webpages to obtain general information about the university itself.
- Check out **grant and scholarship possibilities**.
- Follow the exchange student **application procedure**. Take into account that deadlines may apply and that the entire process can take up to 3-4 months. When admitted, you will receive a letter of invitation. Be careful, some faculties have their own application deadlines.
- Academic preparation**: get your curriculum abroad approved by the Academic Board at your home institution before departure. Take into account the prerequisites of each course.
- Check immigration regulations and obtain the **correct entry clearance or visa to study** in Belgium before leaving home and in good time to begin your study. Contact the Belgian Embassy or the office of the Flemish representative in your country. You will be asked to present your letter of invitation.
- Arrange a **place to live**. Look for accommodation either yourself or through the UGent Housing Department. It is essential to start looking for accommodation at least 4 months before the start of your stay.
- Language preparation**: students are advised to start learning Dutch before their arrival in Ghent and to take basic yet intensive Dutch courses once they are here. Exchange students will have to prove they possess a certain level of Dutch or English language knowledge.
- Check your **insurance status**.
- Make your **travel plans**. Arrange travel tickets and travel insurance. You should consider taking out medical insurance for your journey to Belgium, and to cover emergency repatriation to your home country in the event of a serious accident or illness.
- Check **regulations on bringing belongings to Belgium**. You are advised to insure your luggage before your journey and label it clearly. Check your luggage weight against your airline's allowances.
- Visit the **doctor, dentist and/or optician** if necessary. Obtain a letter of explanation from your doctor for any prescribed medication you may need to bring with you.
- Students with a **disability** can count on a specialised support service - contact the coordinator for details.
- Make a folder to bring with you**:
  - valid national identity card or passport,
  - (if applicable) visa,
  - letter of invitation,
  - proof of enrolment at your university (e.g. student ID card)
  - travel plan and tickets,
  - proof of insurance,
  - a certificate containing the grant/scholarship information,
  - accommodation details (including confirmation),
  - list of contacts (who must be contacted in case of emergency, people in your university, Embassy in Belgium),

- (if applicable) driving license,
- passport photos (min. 6),
- include photocopies of these documents (incl. the personal details pages of your passport and visa stamp).
- Top tip: also make a contact card for your family before you leave - include contact information about Ghent University (faculty department, student administration, exchange student advisor etc.).