PRE-ARRIVAL AND FIRST MEETING CHECKLIST

Pre-arrival

I have:

□ a letter of admission (full PhD) or a letter of invitation (exchange or visiting PhD)
□ secured sufficient means for my stay in Belgium
□ arranged a visa (if applicable)
□ arranged housing
□ discussed my travel time and date with my supervisor or the supporting staff of my supervisor
□ discussed the time and date of my first day at work with my supervisor or the supporting staff of my supervisor

Tips and tricks:

1. Plan your trip in advance
   Plan your travel from your place of arrival to the city of Ghent, Kortrijk, Bruges or Ostend. For more information please go to https://www.rome2rio.com/ or visit the websites of the public transportation.
   Trains: https://www.belgiantrain.be/en/
   Buses in Flanders and Brussels: https://www.delijn.be/en/
   Buses in Wallonia and Brussels: https://www.letec.be/en
   Metro in Brussels: https://www.stib-mivb.be/home

2. Important documents to bring with you!
   □ Visa
   □ Passport
   □ Birth certificate
   □ Diplomas
   □ Proof of travel insurance
   □ Marriage certificate (if applicable)
   ! make sure to have printed versions as well as digital versions !

3. What to bring?
   - If you own a smartphone check whether it is not SIM-locked. You can have a working SIM upon arrival in Belgium. For more information go to https://www.airalo.com/
   - A type E travel adapter plug, also called the European plug. This is the standard type of socket in Belgium, characterized by two round pins and a hole for an earth pin at the top.
   - Need medication? Take enough medication with you for the first weeks and provide an English summary of your medical history and an overview of the vaccinations received
   - Some passport photos (white background, don't smile)
   - A small amount of cash or a credit card (visa or master card) that works in Belgium.

After arrival

I have:

□ reported my stay to the city hall within eight working days of my arrival.

First meeting

Get information on:

□ The structure of Ghent University, the Faculty and the Department
□ How to access buildings and rooms
□ Wellbeing at UGent

Make the necessary arrangements in relation to:

□ Office hours
□ Coffee breaks
□ Telework
□ Ways of communication

Get an explanation on IT related matters:

□ Internet access
□ VPN connection
□ Access to SharePoint/other software
□ Access to printers
□ TimeEdit
□ Ufora
□ Oasis
□ Phonebook
□ Athena
□ SAP MyApps