

Which practical steps should I take before, during and after my exchange?

Preparing for your exchange involves a few important administrative steps before you arrive, during your stay at Ghent University, and before you return home.

What should I do before my stay?

Besides the application procedure, the following should also be arranged in advance:

- **Visa:** if you are a national from a non-European Union country, you may need a visa to enter Belgian territory.
- Necessary **Insurance documents.** The student/sending institution is responsible to make sure the student has sufficient health, travel and personal insurance. More information about [Insurance](#) can be found on the international website of UGent.
- **Accommodation:** you can arrange accommodation in university residences or on the private market. Our faculty is not involved in the allocation process of accommodation at the halls of residence. All inquiries concerning housing have to be addressed directly to our [housing office](#).
- Check the [International Student Guide](#)

What should I do during my stay?

- Please make sure you arrive a few working days prior to the start to arrange all the Erasmus paperwork at the faculty and to collect your **student card** at the Student Registration Desk of Ghent University (take your Letter of Invitation with you).
- Present your **Certificate of Arrival** to the Erasmus Administrator for completion.
- You will be invited to attend the **Faculty Welcome Days** during the week before the academic year/semester starts. Attendance is strongly recommended as these sessions provide essential information, and you will meet someone from the department of Logopaedic and Audiological Sciences. All information can be found through following website:
<https://www.ugent.be/en/administration/welcome>
- You may need to finalize your **Learning Agreement** after arrival. This must be done within one month after the start of term. For advice on course units or changes, contact the Erasmus Administrator (dr. Sofie Degeest). By the end of October you must finalize your learning agreement. After the 31st of October, changes to the learning agreement aren't allowed anymore.

What should I do after my stay?

- Present your **Certificate of Departure** to the Erasmus Administrator for completion.
- Your official **Transcript of Records** will be sent to your UGent email after exam results are announced. You are responsible for forwarding these documents to your home institution.