

# 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.

## 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