

# Short Term International Visiting Staff

You have been invited by a Ghent University staff member for a short visit at Ghent University? Welcome! On this page we provide some practical information.

Note that this information is only intended for staff from another university, who have no employment contract with Ghent University, and who are staying for a short time, viz. a few days up to a maximum of 90 days.

## 1. Get to know Ghent University

Please check out the webpage '[About Ghent University](#)', to get to know the university a bit better. Or watch the film '[Ghent University yesterday, today and tomorrow](#)' which tells you all about Ghent University in just a few minutes.

## 2. Visa for Belgium

EU nationals don't need to apply for a visa. If you are a national from a country outside the EU, you will need a valid passport and possibly a visa. Please consult the [list of countries](#) whose nationals are required to hold a visa to enter Belgium.

If a visa is requested, please contact the Belgian [diplomatic post in your home country](#). For a stay that does not exceed 90 days, you need a Short Stay Schengen Visa ('type C'). Please know that a Short Stay Schengen Visa cannot be extended nor converted into a Long Stay Visa ('Type D').

### 3. How to reach Ghent

- [Practical information how to reach Ghent](#)
- [Practical information how to get to Ghent by plane](#)
- [Getting around in Ghent](#)

### 4. Accommodation

- [Finding a hotel, hostel or B&B in Ghent.](#)
- If your stay exceeds 14 days, then it is possible to rent a studio or a flat at the University Halls of Residence, a place is not guaranteed as spots are limited. More information you can find on the webpage '[Accommodation for academic and scientific staff & visitors](#)'. Please ask your Ghent University host to book this type of accommodation as all applications must be done by a staff member from your host faculty/department.
- If you are renting a room on the private market, make sure to get a fire insurance; check the rent agreement with the landlord to see if you're insured in case of fire during the duration of the lease. Also make sure your personal belongings are insured.

### 5. Registration at the City of Ghent

If you are not staying in a hotel or a lodging house subject to the legislation on control of travellers, then you must, within three working days of entering Belgium, register at the municipal administration of the place where you stay. In the city of Ghent you can do this by sending the required information and documents to [loketmigratie@stad.gent](mailto:loketmigratie@stad.gent). In the subject of the email write: 'APPLICATION DECLARATION ARRIVAL – your full name'.

<b>Needed information:</b> <ul style="list-style-type: none"> <li>- Address in Ghent;</li> <li>- Mobile Number;</li> <li>- E-mail address.</li> </ul>	<b>Needed documents:</b> <ul style="list-style-type: none"> <li>- Passport,</li> <li>- 1 recent picture (max 6 months old);</li> <li>- Visa C and entry stamp for Belgium of Schengen OR Residence Permit of another EU member state and date of arrival in Belgium;</li> <li>- If applicable, host agreement.</li> </ul>
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More information you can find on the [website of the city of Ghent](#).

## 6. Internet

If you have Eduroam at your home institution then you can easily log on to the Eduroam network at Ghent University by using your own credentials. If you do not have Eduroam, your Ghent University host will set up a UGentGuest network or your host can assist you in getting a Ghent University-account. With that account you can then connect to [Eduroam](#).

## 7. Insurance

Please check your own insurance and the insurance coverage of your home university.

Ghent University has a collective ALL-IN insurance. It is an insurance package covering medical costs, civil liability during private life and travel risks. If you are interested in this insurance, please contact your Ghent University host.

## 8. Scholarship administration


In case you receive(d) a scholarship, make sure to complete all required documents and forward them to the contact person who administers your scholarship. Usually this entails:

- A scholarship contract including a workplan;
- A Certificate of Attendance.

If your scholarship is paid by Ghent University, please note that Ghent University needs a Bank Identifier Code (BIC or SWIFT) and an International Bank Account Number (IBAN) in order to transfer your allowance. Please consider opening such an account in your home country if you do not have such an account already. Otherwise it is possible to open a WISE account, see [Practical info](#) regarding opening a bank account.

## 9. Staying in Belgium


- [Costs of Living](#)
- Important telephone numbers

 [112](#) - Emergency medical assistance, this is the European urgency number

 [101](#) - Police, emergency

 Tel:+32 9 266 61 11 - Ghent Police, non urgent need

 Tel:+32 9 264 88 88 - Ghent University emergency centre

 Tel:+32 70 245 245 - Poison centre

- [Visit Ghent.](#)