Welcome guide for incoming ULg staff
&
visiting researchers
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Welcome to the University of Liège, dear colleague in mobility!

You have chosen to spend some time at the University of Liège, and we are delighted that you have done so! For a few weeks, a few months or a few years, the ULg will be ‘your’ University. It will place at your disposal its infrastructure, its knowledge, its know-how and its interpersonal skills, and will do its utmost to bring the best out of the resources which you will bring to it.

Liège’s reputation as a warm and welcoming place is no mere platitude but a reality. You will certainly have the opportunity to experience this throughout your research stay. As well as your host Research Unit, the Institution’s various Administration Departments, the Personnel Welfare Office and the University of Liège’s Mobility Centre, which is member of the European EURAXESS network, are at your disposal to make your stay as successful as much on a personal as on a professional basis.

This welcome guide will give you practical information as to the various services which you might need over the course of your stay. This information will certainly make your integration into our city easier.

When you have obtained your ULg username and password (see www.ulg.ac.be/identification-centralisee), we invite you to regularly consult the intranet pages of the ARH (Human Resources Department) and ARD (Research and Development Department) at the following addresses:


Don’t hesitate to ask any questions you might have and to tell us about your experiences. This will contribute to improving the quality of the services we provide. An evaluation form is available on our website:

www.ulg.ac.be/cms/c_25090/fr/initiative-EURAXESS

We look forward to meeting you soon.

The Department of Human resources
The Department of Research and Development

1. Belgium in a few words

Belgium has a population of 10 million inhabitants within a territory stretching over 30,507 km². Belgium is one of the founding nations of the European Union and its capital, Brussels, is also the European capital. This status makes it a very international city, 85% French-speaking, with large foreign language speaking minorities (European and foreign citizens). Belgium’s linguistic and cultural diversity, which is at the root of political conflicts, has given rise to a federal system of governance which is complex to say the least, and through which the well-known Belgian compromise has become renowned. Finally, for a long time now Belgium has established itself as the native land of beer, chocolate and comic strips.

1.1. A federal state

French, Dutch and German are the 3 official languages in Belgium. An invisible language border has divided the country into two parts: the French speaking South and the Flemish North. To this is added a German speaking enclave on the threshold of Germany. Brussels for its part constitutes a significant bilingual entity (French-Dutch) with a French speaking majority. The other regions, with a few exceptions, are unilingual.

Belgium is a Federal State which consists of three Communities and three Regions. Each one exercises its legislative powers in areas which are specific to it. The Walloon Region legislates in the French language region, which consists of the Provinces of Hainaut, Luxembourg, Namur, Wallon-Brabant and Liège. The Brussels-Capital Region exercises its legislative powers in the 19 local authorities located within the bilingual Brussels-Capital Region. The Flemish Region exercises its legislative powers in the territory of the Flemish region and the Brussels-Capital Region.

1.2. The climate

Belgium has a temperate climate, with mild but wet seasons and an average annual temperature of 9.4°C. The temperatures are mild, no matter the season, even if cold snaps (between December and March) or heat waves (between June and August) are always possible. A good piece of advice: make sure you have rainwear with you for every season.

© Michel Houet
Liège is the offspring of the Meuse. The river has shaped the face of the city as much as it has  influenced the character of its citizens. The ‘Liège spirit’ is  proud and tenacious, readily mocking and insubordin- ate, warm and welcoming. The puppet Tchantchès, a character from Liège folklore, sums up this spirit: his outspokenness often gets him into memorable  adventures.

Liège is also a cultural city: a dozen theatres, the Wallonia Royal Opera House, the Philharmonic Or- chestra, numerous cinemas (some of which specialise in art house cinema and films in the original lan- guage), several dozen art galleries and museums, not to mention the numerous cultural societies and public libraries (the ‘Chiroux’). Through its membership of  the EUREGIO and the Greater Region, Liège has confir- med that its cultural vocation has an international  dimension.

To escape the city all you have to do is take the bus  or €312 per year*. By train you can use one of its three railway stations, Liège-Guillemins (the largest), Liège- Jonfosse or Liège-Palais (the closest to the city centre). The Belgian National Railway Company (SNCB) offers  various reductions for travelling in Belgium. For ex- ample the Rail Pass enables you to take ‘infinite’ train  journeys within Belgium for €67* subject to possible  changes. It is valid for one year and can be used by several people. Don’t hesitate to consult the SNCB  website for more details: train schedules, reserva- tions, information, etc.

The local public transport system (TEC: Transports En Commun) has a far reaching bus network. Buses 48 and 58 go to the Sart Tilman campus from the city centre, and take about 5 minutes. Buses 57 and 68 must be taken from the Guillemins train station. The  length of the journey to the Sart Tilman campus is around 35 minutes for bus 48 and 50 minutes for bus 58. Waiting times between 2 buses (during the day) are from 4 to 10 minutes. Bus 28 gets you to the Sart Tilman (University Hospital and the Amphitheatres) from Fléron, taking you through Romsée, Bouny, Chaud fontaine, Ninane, Beaufays and Tilff. You can  buy tickets from the bus driver for €2.10*. Bus cards  are from 4 to 10 minutes. Bus 28 gets you to the Sart  Tilman campus by car very easily.

To get to Liège by train you can use one of its three railway stations, Liège-Guillemins (the largest), Liège- Jonfosse or Liège-Palais (the closest to the city centre). The Belgian National Railway Company (SNCB) offers  various reductions for travelling in Belgium. For ex- ample the Rail Pass enables you to take ‘infinite’ train  journeys within Belgium for €67* subject to possible  changes. It is valid for one year and can be used by several people. Don’t hesitate to consult the SNCB  website for more details: train schedules, reserva- tions, information, etc.

The House of Cyclists in the Guillemins station offers different services to (future) cyclists: bicycle rental, repairs, sale of material, information, bicycle salons, etc. Long term rental of bicycles is pos- sible at an affordable price (€4 per year*).

Bicycles are used by more and more people in Liège. Want to try ? The House of Cyclists in the Guillemins station offers different services to (future) cyclists: bicycle rental, repairs, sale of material, information, bicycle salons, etc. Long term rental of bicycles is pos- sible at an affordable price (€4 per year*).

A very complete road and motorway system (€40, €25, €42, and €315) enables you to get to Liège and the Sart Tilman campus by car very easily.

* Prices in effect in October 2016
Do you need a car for a short time? Cambio offers an easy and low-priced rental service. Each car has a reserved parking place. You pick up the car at the chosen station and put it back when you have finished using it. After signing up on the site, the reservations are made by telephone, on the Internet, or via AppCambio. How much does it cost? A monthly subscription and the trips you have made.

**BY PLANE**

The main airport is located in Zaventem, near Brussels. From the airport's train station you can take the train to Brussels-North or Leuven and then the connection to Liège-Guillemins (or Luik/Lüttich-Guillemins). Two trains every hour connect Liège and Brussels, and the journey takes a little over an hour.

The RAIL PASS takes you to any Belgian destination for the price of 75€ for 10 trips. This ticket does not free you from paying the Diabolo tax between the airport and Louvain or Bruxelles (to be paid via Internet or to the ticket inspector). Since June 1, 2015 the Brussels-Zaventem station has been equipped with electronic doors to enter or leave the station.

Brussels South Charleroi Airport is the second international airport. Different means of transport leave from the airport: buses, coaches and trains. The main Charleroi train station is 7km away from the airport and a shuttle service operates between them (€6). This airport hosts several low cost companies such as Jetairfly, Ryanair and Wizzair.

1.4. Gembloux

Gembloux is a town of over 25,000 inhabitants, located between the cities of Namur and Ware, on the Brussels-Namur motorway route, at the northernmost tip of the Namur Province, and has the advantage of being centrally located in Belgium and in Europe.

From Gembloux train station, international trains allow numerous destinations to be reached (Paris, Amsterdam, and London). It is also possible to reach Brussels Airport via a direct train connexion and Brussels South Charleroi Airport is only 20 minutes away by car.

The wooded parkland campus of Gembloux Agro-Bio Tech nestles within the town centre and is within easy reach of shops, restaurants and bars.

1.4.1. How to get to Gembloux?

Gembloux enjoys a really central location. By train, the Faculty is only around ten minutes from Namur and Louvain-la-Neuve and around thirty from Brussels. The Faculty’s students thus benefit from the both of two worlds: the Faculty’s unique setting, bordered by attractive parkland, and proximity to major urban centres.

Zaventem airport: www.brusselsairport.be
Charleroi airport: www.charleroi-airport.com
Liège airport: www.legairport.com

Liège Airport is a third international airport. Two T.E.C. bus lines connect the airport and the city: line 57 takes you to the Liège-Guillemins train station (it doesn’t operate at the weekend or on public holidays), while line 53 takes you to the city centre.

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The University of Liège can be termed a research university. It numbers around 5,100 researchers and 2,000 doctoral students who are active in every area of the human and social sciences, science and technology, as well as life and health sciences. The ULg hosts a good number of researchers funded by the Fonds de la Recherche Scientifique FRS-FNRS (one of the main Belgian funding bodies) as well as foreign researchers. Researchers who come to Liège thus have numerous opportunities to build up their network of contacts.

The structure of research is based on excellence in internationally recognised scientific areas. Leading research centres are paired with first-class science and technology platforms. The research is funded by the Institution, the FNS, and by external funds, in particular by regional and European projects.

In Belgium, providing backing for research is an area of jurisdiction shared by the Federal State, the Communities and the Regions, according to the three levels of government. The three levels of government have separate budgets, powers and responsibilities. The Walloon Region is led by a government composed of two political parties, the Mouvement Réformateur (MR) and the Walloon Social Democratic Party (PS) which have agreed on a programme that binds them together. The Walloon Region has a gross regional product (GDP) of around €46 billion (2014) and a population of approximately 3.5 million. The Walloon Region is one of the European regions with a GDP per capita well above the European average.

The University of Liège has established countless links with institutions across the globe and has become an integral part of numerous international networks, as well as networks providing training to re-

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Mindful of the needs of our society, the ULg creates added value and dynamism through the business companies which it sets up on the basis of research carried out by its laboratories. It also does so through the links which its research centres establish with companies and public services in different areas, especially those concerning the economic renewal plan for the Walloon Region: the Marshall Plan. Business clusters linking up universities, business companies, funding and venture capital providers equally enable the development of a research rooted in an economic world requiring innovation, creativity and multidisci-

http://www.cesex.be/index.php/main-publications?cntnt01default=44&cntnt01publi-

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The University of Liège can be termed a research university. It numbers around 5,100 researchers and 2,000 doctoral students who are active in every area of the human and social sciences, science and technology, as well as life and health sciences. The ULg hosts a good number of researchers funded by the Fonds de la Recherche Scientifique FRS-FNRS (one of the main Belgian funding bodies) as well as foreign researchers. Researchers who come to Liège thus have numerous opportunities to build up their network of contacts.

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In Belgium, providing backing for research is an area of jurisdiction shared by the Federal State, the Communities and the Regions, according to the three levels of government. The three levels of government have separate budgets, powers and responsibilities. The Walloon Region is led by a government composed of two political parties, the Mouvement Réformateur (MR) and the Walloon Social Democratic Party (PS) which have agreed on a programme that binds them together. The Walloon Region has a gross regional product (GDP) of around €46 billion (2014) and a population of approximately 3.5 million. The Walloon Region is one of the European regions with a GDP per capita well above the European average.

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Mindful of the needs of our society, the ULg creates added value and dynamism through the business companies which it sets up on the basis of research carried out by its laboratories. It also does so through the links which its research centres establish with companies and public services in different areas, especially those concerning the economic renewal plan for the Walloon Region: the Marshall Plan. Business clusters linking up universities, business companies, funding and venture capital providers equally enable the development of a research rooted in an economic world requiring innovation, creativity and multidisci-

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3.1. How to find accommodation in Liège?
Finding accommodation in Liège is not too difficult, but it is better to visit the locations as the quality of the premises available varies considerably. Take into consideration the accessibility via public transport and don’t pay any deposit or advance-rent before having visited the accommodation and signed the contract.

The following departments are located in the city center: Philosophy and Language, HEC, Architecture. The others are located on the Sart-Timan Campus (15 km from the center). To live nearby, you should look in the following towns: Angleur, Chaudfontaine, Chênée, Embrun, Eras, Uzée, Soignies and Toff.

3.2. Some advice before signing an accommodation contract

(For a more detailed presentation: www.ulgb.ac.be/good-to-know)

Before signing, check whether or not the owner will agree to your ‘domiciliation’ at the premises (‘domiciliation’ means that you will be administratively and officially registered at the residence in question). For some foreign students and researchers this domiciliation is compulsory in order to obtain a residence permit.

3.2.1. Lease/rental contract (compulsory)

Before signing the rental contract, read it carefully. Don’t hesitate to fill in an online application via the link: www.ulg.ac.be/logement or have it read by a knowledgeable person (see below).

3.2.2. Rental deposit (guarantee bond)

This is not compulsory (unless stipulated in the contract); the amount is the equivalent of 2 or 3 months rent. It is strongly recommended to place in a frozen bank account the amount to be paid to the owner.

3.2.3. Accommodation inventory of fixtures

This written document drawn up no later than two weeks after the starting date of the contract. It describes the conditions of the rented rooms (in particular any damages which have been identified). The fees for this procedure, if it is carried out by an expert, are to be shared by the owner and the tenant. If this inventory has not been drawn up when the tenant moves in, it cannot be done so when the tenant leaves, unless the owner can provide proof of a problem caused by the tenant.

3.2.4. Building occupancy and service charges

The building occupancy charges (water, gas, electricity, heating) and the service charges (the lighting and cleaning of common areas, door entrance phone, elevator, etc.) are either included or not included in the amount to be paid to the owner.

3.2.5. Internet

Does the accommodation have an internet connection? Are the network connection and/or subscription fees to be paid by you?

3.2.6. TERMINATION OF CONTRACT

Are the conditions for leaving before the due date stipulated in the contract or not? Terminating the rental contract before the expiration date could have serious consequences (e.g. termination of contract compensation, the obligation of finding another tenant to replace you, legal proceedings to reclaim rent payments despite your departure). Bring up these points with the owner BEFORE signing the contract and request that these particulars appear clearly in writing in the contract.

3.2.7. Termination of contract

Are the conditions for leaving before the due date stipulated in the contract or not? Terminating the rental contract before the expiration date could have serious consequences (e.g. termination of contract compensation, the obligation of finding another tenant to replace you, legal proceedings to reclaim rent payments despite your departure). Bring up these points with the owner BEFORE signing the contract and request that these particulars appear clearly in writing in the contract.
3.2.8. Registering the rental contract

This administrative formality must be carried out within the two months following the signing of the contract, at the “bureau d’enregistrement” (Registration Office) of the Ministry of Finance. In principle this procedure is the responsibility of the owner. A contract which is thusly ‘registered’ will carry more weight legally in the case of litigation between the owner and yourself. Registering the rental agreement is essential when applying for a family reunification visa.

3.2.9. Sub letting

You may sublet your accommodation with the written agreement of the owner, but don’t forget that you remain entirely responsible and have to fulfil your duties and obligations to the owner as the main tenant. Offers of flat-sharing are more and more common but are not yet covered by specific laws. However, have a look at: www.immoweb.be/fr/a-louer/article/tout-sa-voir-sur-la-colocation.htm?mycurrent_section=rent&artid=4813

3.2.10. Rental risk insurance

(fire, water damage, etc.)

This insurance can be taken out with any company (see the chapter about Insurances).

3.3. Local authority taxes

They differ from one city to the next, so ask the local authority administration centre of your place of residence. In Liège some taxes are, in certain conditions, to be paid for by the tenant. That is the case with the “taxe urbaine”, for which you will receive a notice of payment in the spring (read the reverse side of the document). It is to be paid by a tenant domiciled in Liège or registered in the Register of Foreign Nationals (holder of an ‘Annexe A’, an ID card E, a CIRE (Certificate of Registration in the Register of Foreign Nationals) or an ID card A). The amount is €85* for a single person, reduced to €26* under certain conditions. For households of more than one person the amounts are respectively €140* for the tax and €39* for the reduced rate. Do you wish to find out more about these taxes? If so read points 3/3a and 7/13 on the City of Liège’s official web pages – unfortunately in French only. www.liege.be/finances/fiscalite/reglements/...reglements).

Town of Gembloux: www.gembloux.be/ma-commune/services-communaux/pole-finance/taxes

3.4. Getting legal advice about ‘accommodation’ issues

Walloon Region accommodation info-advice service, Espace Wallonie, Place St Michiel, 86 - 4000 LIEGE. 04/250 93 30
http://dgo4.spw.wallonie.be/DGATLP/ICL
Centre J (information centre for young people) Boulevard d’Havay, 1 - 4000 Liège www.liege.be/jeunesse/centre-j 04/223 00 00 centrej@liege.be

*Prices in effect in October 2016, subject to changes
Insurance

An insurance contract is signed between a person and an insurance company which pledges itself to providing compensatory coverage in the case where a concrete difficulty which has been considered in theory, occurs in reality. The insurance cover, as long as the conditions defined in advance within the contract have been respected, is in most cases financial (compensation for the consequences caused by the event), but can also take the form of services (for example, a replacement vehicle in the case of a car accident.)

Insurance coverage is not free of charge. The person insured pays the insurance company a premium, the amount and payment conditions of which are stipulated in the contract. The insurance policy is the contract concluded between the policyholder and the insurance company. It sets out the list of eventualities for which insurance cover is provided, the aid provided in the event of a claim (called the insurance coverage), the obligations of the policyholder and the obligations of the insurance company.

Insurance policies very often stipulate that a sum remains to be paid by the policyholder: this is the deductible or the excess. The policyholder is thus not compensated for the sum of the deductible in the case of an accident, injury or loss.

4.1. Compulsory insurance

Certain types of insurance are compulsory according to law because the risks are otherwise considered too great.

4.1.1. Insurance against accidents at work and on the way to work

This insurance is taken out by every employer to cover every member of its personnel. If you are a ULg scholarship holder or a ULg employee you benefit from this insurance without having to take any action. If you are a visiting or guest researcher you will have to register as a free researcher to benefit from this insurance coverage (www.ulg.ac.be/chercheur-libre).

Moreover, employers hired by the University of Liège and free researchers duly registered at ULg are covered in terms of civil liability. This policy covers damages caused to a third party, or the property of a third party due to error, negligence or carelessness committed at the workplace.

www.ulg.ac.be/affairesjuridiques

If you carry out a foreign mission, do not forget to sign up with MODUS to continue to be covered by this insurance. https://my.ulg.ac.be/portal/MODUS/home.do?tkRfhId=1475793988420Dmye

4.1.2. Car insurance

In Belgium it is compulsory to insure all motor vehicles brought into service (including two-wheeled vehicles) in terms of civil liability. Civil liability insurance compensates the bodily injuries, material damage and emotional distress caused to third parties in an accident in which the driver of the vehicle is at fault.

Civil liability insurance covers only the costs incurred by the third party. It does not cover the costs related to damage to the vehicle of the driver responsible for the accident. An additional – optional – insurance is therefore necessary to cover these personal costs. (omnium insurance, see below).

The amount of the insurance premium varies according to the insurance company chosen, the age of the driver and the vehicle power rating. The premium is therefore determined according to the insurance company chosen, the age of the driver and the vehicle power rating. The premium is therefore determined according to the insurance company chosen, the age of the driver and the vehicle power rating.

4.2. Recommended insurance

For major risks (fire, car accident, etc.) the damages can be very extensive and a person faced with such a risk is not always able to pay the costs incurred. The financial coverage provided by the insurance is thus very welcome; this financial cover can moreover reach very high amounts which often exceed the total of the premiums paid by the policyholder. It is thus very useful to insure yourself against certain risks.

You are strongly advised to cover all the risks and damages which could cause you serious financial problems if you had to bear them yourself.

4.2.1. Fire insurance

Fire insurance (or house insurance) reimburses the amounts required to replace, repair or rebuild the building and/or its contents in case of fire. Numerous contracts extend the risks to theft within the building, to water damage, broken window panes, etc.

Fire insurance is generally compulsory for tenants of any type of property (house, apartment, or even a garage). Owners of any type of property are strongly recommended to cover all the risks.

The crucial point in fire insurance is to correctly establish the value of the property to be insured.
4.2. Family insurance
Family insurance compensates damages caused to a third party in their private lives, as long as the liability of the policyholder is upheld (example: broken window pane, fall, damage to property, etc.). The person whose liability is upheld is legally obliged to compensate the aggrieved party. This reparation of damages is not a financial compensation, yet this legal obligation can lead to the payment of very significant amounts. In concrete terms the insurance company covers the financial reparation owed to the party by the person insured.

4.2.1. Compulsory car insurance (Omnium)
Compulsory car insurance never covers the damage done to the vehicle of the driver responsible for the accident. In this instance, it is up to the policyholder to cover a specific non-compulsory insurance (called ‘Omnium’ in Belgium; from of Latin, meaning ‘all’ , thus All-Risk insurance) which covers the theft of a motorised vehicle or a ‘Complete Omnium. ’ The range of the insurance coverage varies depending on the insurance company and the type of contract. The ‘Complete Omnium’ is recommended for new vehicles but is not necessarily justified for an already old vehicle in poor condition.

4.2.2. Additional car insurance
Additional car insurance can be taken out in addition to the obligatory insurance (called ‘Omnium’ in Belgium; from Latin, meaning ‘all’ , thus All-Risk insurance) which covers the theft of a motorised vehicle (or its loss), whether or not the policyholder is upheld (examples: broken window pane, fall, damage to property, etc.). The person whose liability is upheld is legally obliged to compensate the aggrieved party. This reparation of damages is not a financial compensation, yet this legal obligation can lead to the payment of very significant amounts. In concrete terms the insurance company covers the financial reparation owed to the party by the person insured.

4.2.3. Additional car insurance (Omnium)
An accident, an illness or a period of hospitalisation can give rise to significant healthcare costs for which the mutual health insurance fund provides cover in the first instance, within the framework of the protection of social security. But the compensation provided by the social security system does not cover all the costs. It is thus possible to take out an extra insurance contract with one of the mutual health insurance companies in order to cover the costs that are not covered by the social security. Each insurance company is at liberty to fix the terms of the contract (the risks covered, the premiums, etc.) but is not necessarily justified for an already old vehicle in poor condition.

4.2.4. Hospital insurance
In case of hospitalisation, the insurance company covers the damage. This reparation of damages is not a financial compensation, yet this legal obligation can lead to the payment of very significant amounts. In concrete terms the insurance company covers the financial reparation owed to the party by the person insured.

4.3. Some advice before signing
Remainder that in order to get insured, it is necessary to sign a contract. Before signing each insurance applicant should take a few precautions:

• Read the contract carefully without limiting yourself to the first page (read all the sections, including the small print).

• Signing a contract means accepting everything which is stipulated in the contract.

• Do not sign the contract if you do not fully understand or accept every term of it.

• Don’t forget to take with you:
  1. Your identification documents (identity card or passport with a visa)
  2. The vehicle registration number
  3. The vehicle policy (if already issued by your insurance company, the total amount of the deductible, etc.)
• Consult several companies (the risks covered, the premiums in effect in October 2015, subject to changes)
• Have a discussion BEFORE signing

The administrative costs of processing an application by the Foreign National Service. It is not reimbursed if your application is turned down. This fee is in addition to the consular fees (type D visa) and local authority fees (application for a residence permit or to change your status). If you have paid it as part of your application for a type D visa, you no longer have to pay it when you apply for a residence permit.

Within the 8 days of entering Belgium (or when you will have found accommodation BUT NOT BEFORE THE EXPIRY DATE of your visa or residence permit), you have to register with the local authority (community) of your intended place of residence, in order to declare your presence on the territory (and to register on the Foreigner National files, if your situation demands it).

If you wish to drive a motor vehicle in Belgium, also provide your driving licence. This will be checked and, if necessary, exchanged with a licence valid in your country.

Don’t forget to take with you:
• Your identification documents (identity card or passport with a visa)
• The vehicle registration number
• Your vehicle policy
• Your vehicle’s registration number
• The personal document number of your driver

If you are bringing along family members they will also have to apply for an insurance policy. Each family member will have to take the above mentioned documents with you as well as documents proving their marital or parental link with your vehicle.

If you have obtained a scholarship given by authorities registered at the local authority territory) or Annex B for EU nationals. Annex 19 could be issued to you if the file is not complete or if you have not completed all the formalities required to register: Annex 33 (a simple declaration that you are presently in local authority territory) or Annex B for EU nationals. Annex 15 will be issued to the local police (In Liège, Service des Étrangers) or the Euraxess center. It states your presence on the territory (and to register on the Foreigner National files, if your situation demands it).

Registering with the Liège local authority

1. If after a month you received no news, get back in touch with the local authorities (in Liège, Service des Étrangers or with the EURAXESS Center).

2. If you are a scholarship holder (see below) you will be exempted from paying this sum on presentation of a scholarship agreement (effective in October 2015, subject to changes).

3. If the vehicle policy has not already been appropriately insured within the framework of another signed contract.

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Since March 1, 2015, a reception programme is being provided for foreigners who have newly arrived in the Walloon Region from non-European countries who do not have a contract or an invitation from the university and if your partner has been invited for an interview at CRIPEL as a newly arrived immigrant. Or university and if your partner has been invited for an interview at CRIPEL as a newly arrived immigrant. Or

Centre is not a tax expert. It will provide you with general information.

Each year at the end of May your employer will prepare an individual detailed account (annual summary of pay slips) as well as a tax statement (fiche 281.XX). The latter will enable you to fill in your annual income tax returns.

The income tax returns will include all your professional earnings, income from movable assets, real estate income, etc. from the previous year which are subject to potential taxation. As well as the 281.XX tax statement you will receive from the different organisations involved (banks, schools, crèches, insurance companies, etc.) the necessary documents to fill in your tax declaration. It must be sent to the Tax Administration Office (SPF Finances), either electronically or on paper. The tax authorities calculate the tax and issue a tax statement (fiche 281.XX).

The employer attributes a gross income (‘revenu brut’) when the employment contract or agreement is drawn up, in accordance with the regulations applicable to public services agents.

This gross income is subject to various deductions, including in particular social security deductions (earmarked to fund the various branches of social welfare: health care, family allowances, etc.) and the deduction at source (the income tax, which varies, depending on family situation, amongst other factors). The gross income with the social security contributions taken off is called taxable income (‘revenu net imposable’). The taxable income with the deduction at source taken off is called net income (‘revenu net’).

This net income can be still further reduced following, among others, such as the special social security contribution, the personal meal voucher deduction, etc. and increased by various reimbursements corresponding to employer social support (travel allowance, for example), etc.

These various deductions are paid directly by the employer to the different public organs concerned (INSS – National Social Security Office, SPF Finances – SPF Economy, etc.) if any.

Every month the employer prepares a detailed pay slip which is available and can be downloaded on ULISWEB (the ULg personnel database, to which you will have online access when you have obtained your username and password). A paper version is also available. This document includes the names of your administrative and financial file managers at the ULg.

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After receiving and checking your declaration, the tax authorities calculate the tax and issue a tax statement. This document indicates the amount to be paid, or the rebate to be received. If you need help with filing your income tax returns you can visit the tax authorities from your place of residence. Throughout the month of June the EURAXESS Centre is available during office hours to help you fill in your declaration see the contact details at the end of this brochure. ‘Contacts’ chapter. Please note that the EURAXESS Centre is not a tax expert. It will provide you with general information.

N.B. Doctoral and postdoctoral grants (not to be confused with mobility allowances) are subject to social security contributions only, given that they benefit from tax exemption. The tax declaration nonetheless remains compulsory for doctoral and postdoctoral fellows, but no income should be declared, apart from the special social security contribution and the employer social support (travel allowance, for example), if any.

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7.1. Medical fees

In Belgium medical fees are reimbursed, fully or in part. To benefit from this reimbursement, one needs to affiliate with a mutual health insurance fund – (‘mutualité’, private, non-profit making body) – or with the Auxiliary Sickness & Invalidity Insurance Fund (CAAMI) – a public body. Through your affiliation to a health insurance fund or to the CAAMI, you benefit from compulsory health care insurance.

Affiliation is made by contributions deducted directly from your salary or your grant (social security contributions). If you are enrolled in doctoral studies you can become affiliated to a mutual health insurance fund as a student. If you are a free researcher this affiliation will be voluntary and made by paying personal contributions if necessary. If you need more information about this status, please contact the EURAXESS Centre.

If you are affiliated to a health insurance fund, this fund will request you to take out an additional insurance. This additional insurance provides the reimbursement of medical services which are not covered by the statutory healthcare system (nephrology, psychotherapy, fees for glasses, dental, knee surgery, childbirth allowance, childcare fees for a child who is ill, etc.). The CAAMI does not offer this additional insurance, which means that it does not cover the reimbursement of these medical services.

Finally, the health insurance funds also offer voluntary insurance, which provides even wider cover for those people who wish to take it out. Essentially this is a Hospital Insurance, which covers the fees linked to hospitalisation for a day or over the long term (room, extra examinations, etc.) or insurance for dental care. The range on offer and the amounts vary depending on the health insurance fund.

Affiliation to a health insurance fund or to the CAAMI is compulsory for people who are working or studying in Belgium. It is important, before making a choice, to compare the range of insurance offered by each fund in its additional insurance, so that you affiliate with the one which fits your needs best (consult the mutual health insurance fund websites on the next page). You can also request a cost estimate. It should be pointed out that contracts are established for one year, and that it is generally difficult to terminate them before their term expire.

To find out more:
www.mloz.be
Union Nationale des Mutualités Libérales :
www.mulib600.be
Union Nationale des Mutualités Chrétiennes :
www.mut400.be
Union Nationale des Mutualités Sociales :
www.msds600.be
Caisse auxiliaire d’assurance maladie-invalidité (CAAMI) :
www.caami.be

7.2. Reimbursement of medical fees

Medical fees are reimbursed, fully or in part, provided you are affiliated to a health insurance fund and that you have paid the contributions for the additional insurance.

Doctor’s fees are to be paid in part by the health insurance fund, and in part by the patient. The part paid by the patient is called ‘ticker modérateur’. The amount you must bear after the reimbursement provided by your health insurance fund. You must pay the whole amount to your doctor, who will issue you with a healthcare certificate (a document which proves you have received medical care, and which describes the type of healthcare). This certificate is to be given to your health insurance fund, which will then give you a reimbursement corresponding to the treatment you have received. The amount of the reimbursement is not fixed by your health insurance fund but by a list established by the State (called ‘tarif conventionnel’). This list also stipulates the conditions which must be met by the healthcare service provider in order to be subject to reimbursement (the status and credentials of the healthcare provider, the duration of the healthcare provided, the frequency, etc.).

Should hospitalisation be required the social security contribution is made beforehand: the patient receives a bill from the hospital which describes the whole costs and specifies the ‘ticket modérateur’ (the amount which the patient has to pay and possible extras which are not covered by the health insurance fund). The hospital sends a second bill to the health insurance fund, which will directly pay the amount it is responsible for. With this system, which is called ‘tax-payer’ (third party payment system), the patient pays only his/her contribution (and possible extras which are not covered by the health insurance fund). Some medicines are also provided by the patient (reduction of the price paid at the pharmacy).

Finally, in Belgium there is a distinction between two categories of doctor. The ‘médecins conventionnés’ (contracted health service doctors) have pledged to respect the fees set in an agreement between the health insurance funds and the organisations of doctors. This is not the case for ‘médecins non conventionnés’ (non contracted health service doctors). Whether or not your doctor is ‘conventionné’ the amount reimbursed by the mutual health insurance fund is identical. If your doctor is not ‘conventionné’ you will have to pay the surplus fee. The ‘conventionné’ non conventionné distinction is valid for both general practitioners and specialists. To find out if your doctor is ‘conventionné’ the easiest way is to ask him/her when arranging an appointment. If he/she is not ‘conventionné’ you can ask him/her what their fees are. Note that a doctor can be totally or partially ‘conventionné’, in other words only on certain days or for certain hours (for example for a consultation at the hospital but not for a private practice consultation).
7.3. Important documents for your health

The ‘vignette’ is a document which details the information concerning your health insurance fund (affiliation number, place of residence, etc.). You have to stick a vignette on the documents you give to your health insurance fund (prescriptions, healthcare certificates, etc.). Your health insurance fund will give you several vignettes.

The prescription (also called ‘ordonnance’) is the document in which your doctor specifies the medicine and treatments you need. You have to give the prescription to the pharmacy when you buy your medicine. Nevertheless several medicines can be issued without a prescription.

The healthcare certificate is the document your doctor gives you after a consultation. You have to stick a vignette to it and then give it to the health insurance fund (prescriptions, healthcare certificates, etc.). Your health insurance fund will give you several ‘vignettes’.

- Does not cover the costs associated with medical treatment which you have scheduled in another EU country.
- In no case guarantees that the services provided will be free of charge. As the healthcare systems differ from one country to the next, certain services provided for free in your country might not necessarily be so elsewhere.

The European health insurance card is a card given free of charge to EU nationals so that they can benefit from the public healthcare they need during a temporary stay in one of the 28 European Member States, in Iceland, Lichtenstein, in Norway and in Switzerland, in the same conditions and for the same fees as the people insured in these countries.

The cards are issued by the health insurance services of all the EU Member States. The European health insurance card:

- Does not replace travel insurance. It covers neither private healthcare nor costs such as a return flight to your country of origin or the loss or theft of property.
- Does not cover the costs associated with medical treatment which you have scheduled in another EU country.
- In no case guarantees that the services provided will be free of charge. As the healthcare systems differ from one country to the next, certain services provided for free in your country might not necessarily be so elsewhere.

7.4. Patients’ rights

As a patient you are free to choose your doctor, as well as to change doctor at any time. It is nonetheless recommended that you keep one and the same general practitioner; s/he will know you, your medical file, your medical history, etc.

You also have the right to be informed about the state of your health, the possible treatments and the risks involved. The doctor needs your consent before beginning the treatment. You can request to consult your medical file, but you will nevertheless not have access to the doctor’s personal handwritten notes.

Finally your doctor is bound by doctor-patient confidentiality regarding your medical file.

You should also be aware that if you do not speak French well enough you can make use of a specialised translation and interpretation service. To do so you need to get in touch with the relevant contact in the hospital, medical centre, etc.). The EURAXESS Centre can also help you.

7.5. Medical consultations

To find a doctor in Liège during the week: www.ordomedic.be/fr/rechercher-un-medecin/ To find a doctor in Liège the weekend: La maison de garde (from Friday, 19.00, to Monday, 8.00, as well as public holidays)
Quai Van Beneden 25, 4000 Liège tel. 04/341.33.33 www.gmsle.be/malade_le_weekend_030.htm

AT GEMBLOUX:
www.gembloux.be/ma-commune/informations-utiles/sante/annuaire-sante
At Gembloux, the ‘maison d’espoir’ is available by ringing one number only 081/61.59.20.

AT ARLON: If you require the services of a doctor, a dentist or if a hospital consultation becomes necessary Françoise DASNOY (+32 63 23 08 31 F.Dasnoy@ulg.ac.be) will give you all the information you need.

The ‘vignette’ is a document which details the information concerning your health insurance fund (affiliation number, place of residence, etc.). You have to stick a vignette on the documents you give to your health insurance fund (prescriptions, healthcare certificates, etc.). Your health insurance fund will give you several vignettes.

The prescription (also called ‘ordonnance’) is the document in which your doctor specifies the medicine and treatments you need. You have to give the prescription to the pharmacy when you buy your medicine. Nevertheless several medicines can be issued without a prescription.

The healthcare certificate is the document your doctor gives you after a consultation. You have to stick a vignette to it and then give it to the health insurance fund (prescriptions, healthcare certificates, etc.). Your health insurance fund will give you several vignettes.

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The European health insurance card is a card given free of charge to EU nationals so that they can benefit from the public healthcare they need during a temporary stay in one of the 28 European Member States, in Iceland, Lichtenstein, in Norway and in Switzerland, in the same conditions and for the same fees as the people insured in these countries.

The cards are issued by the health insurance services of all the EU Member States. The European health insurance card:

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8.1. Education

It is not difficult to find a place to enrol your child in a pre-school centre, primary or secondary school in Liège (apart from immersion classes). Education in Belgium is free of charge and is divided into 3 networks:

- Education run by the Wallonia-Brussels Federation
- Official subsidised education
- Free subsidised education

Pre-school and primary education constitutes the basic education. Pre-school education targets children from 2.5 to 6 years. It is not compulsory. Primary education is for children aged 6 to 12 years and is compulsory. It consists of six years of learning (from the first to the sixth) and is mainly based on learning reading and mathematics.

In the Wallonia-Brussels Federation, the learning of a second language is compulsory from the 5th year of primary education. The languages offered are Dutch, English and German. In addition certain pre-schools and primary schools take part in a language immersion programme. This programme consists of giving lessons (other than language courses) in another language. These schools generally have relatively long waiting lists (enrolling children several years in advance in some cases).

Primary education is validated by the certificate of basic studies (CEB) in the Wallonia-Brussels Federation. This certificate gives access to secondary studies. Secondary education consists of 4 streams of education: general, technical, artistic and vocational. It is subdivided into three levels:

- Level 1 – called the observation level (normally for pupils aged 12 to 14 years – maximum 16 years);
- Level 2 – called the orientation level (normally for pupils aged 14 to 16 years);
- Level 3 – called the confirmation level (normally for pupils aged 16 to 18 years).

At the end of their six years the pupils receive the CESS (Certificate of Secondary Higher Education). This certificate gives access to Higher Education (Universities or High Schools).

More information about education in Belgium, as well as a list of all the schools:
www.enseignement.be

8.2. Child minding from the age of 0 to 3

In Belgium, day care facilities (nurseries and also carers at home) for children of pre-school age (0 to 3 years) are run by the Office of Birth and Childhood (ONE, Office de la Naissance et de l’Enfance). The Office of Birth and Childhood is responsible for all questions pertaining to childhood, child-related policies, mother and child protection, medico-social support for the mother and the newborn or future child, child care outside the family circle and provision of support for parenthood. Its missions are, amongst others, to ensure – whilst respecting the regulations in force – the accreditation, subsiding, support provision, monitoring and the evaluation of childcare institutions with responsibilities for children from 0 to 3 years of age. There are three types of childcare institutions:

- Subsidised child care centres (monthly contribution calculated on the parents income)
- Non-subsidised accredited child care centres (monthly contribution: lump sum - usually more expensive)
- Authorized but non-accredited child care centres

To get a place for your child, you have to contact the institutions of your choice from the third month of pregnancy. Be careful: the demand is much larger than the supply, and it is thus very important to make arrangements as early as possible.

If you wish to obtain the list of accredited nurseries and carers, you should contact the Office of Birth and Childhood, specifying your residential address or the place where you wish to enrol your child.

Office of Birth and Childhood - ONE (Office de la Naissance et de l’Enfance)
Antenne de Liège - phone: 04/344.94.94 - asr.liege@one.be
www.one.be

Directory of child care centres in the City of Liège
www.liege.be/social/famille/enfance/milieux-d-accueil-de-la-petite-enfance

Requests for registration must be sent by email to creche.inscription@liege.be or made by phone: 04 238 53 00, between 8.30 and 12.30, from Monday to Friday.
Other practical information

9.1. Bank account

If you do not have a bank account in the SEPA zone (www.sepabelgium.be/fr/pays-sepa), the internal rules of the ULg stipulate that you have to open a bank account in Belgium, so that your salary can be paid into it (no cash payments or payments by cheque).

Opening a bank account in Belgium could prove useful in order to place your rental deposit in it (see the chapter on Accommodation).

To open a bank account, you have to wait until your arrival in Belgium. You can choose the banking institution which suits you best, notably depending on its proximity to your workplace or your home. Their rates and services vary. When you go there, take with you an identity document, an official address (abroad if you still do not have an address in Belgium) as well as a copy of your grant attribution letter or your contract with the ULg.

To compare costs: http://economie.fgov.be/fr/consommateurs/Services_de_paiement/Simulateur_des_tarifs

9.2. Embassies and consulates

In your interest the City of Liège Population Department recommends that you register with your Consulate in the Province of Liège and/or your Embassy in Belgium. This will simplify future proceedings in the case of any problems during your stay and will enable you to be informed of cultural activities organised by these institutions.

9.3. Cost of living

To find out about the cost of living in Belgium you can consult the following site: www.studyinbelgium.be (‘Student Life’ tab, followed by ‘Cost of living’).

You can also consult this webpage which will give you an idea about the budget to anticipate for a student in Liège: https://www.ulg.ac.be/cms/c_13761/fr/budget-et-conseils-pratiques (only in French)

9.4. Goods and services

For questions concerning telephone services, electricity, heating, etc. we invite you to consult the website of the Belgian Consumers’ Association, which is providing some information free of charge: www.test-achats.be

9.5. Life at the ULg

9.5.1. Internet access

All the sites at the ULg are equipped with WiFi. You can access it with your username and password. Once you are connected choose ‘ULG-SECURE’, which is more efficient and secure.

You don’t have a username? The necessary steps are explained through the link: https://www.ulg.ac.be/cms/c_28824/identification-centrale

In the meantime you can create a temporary account through the WiFi network ‘GUEST’.

9.5.2. University restaurants

There are six cafeterias and 2 self-service outlets at the ULg, spread over the various sites (A2, B4, B8, B36, B42 and B65) and open from Monday to Friday. These restaurants offer snacks, light meals (soups, sandwiches, salads and ready-made meals) and drinks at reasonable prices. Do not forget to show your badge or student card.

To consult the prices and opening times: www.restos.ulg.ac.be

9.5.3. The libraries

There are five major libraries at the University of Liège.

- The Library of Architecture, Letters, Philosophy, History and Art (ALPHA)

The ALPHA is the historical centre of the Library Network. The majority of its various sections are located at the heart of Liège, in place du XX-Août. It primarily serves the Faculty of Philosophy and Letters and the Faculty of Architecture.

Readers who are not members of the ULg must register to gain access to the reading rooms. It is possible to register every day of the week between 9.00 and 17.00 (or 18.30 for Reading Room 1). Don’t forget to provide a passport photo and your certificate of registration or your current valid student card to enjoy the best rates.

Info and opening hours: lib.ulg.ac.be/fr/libraries/alpha

- The L.Graulich Library of Law, Economics, Management and Social Sciences

The L.Graulich Library serves the Faculty of Law and Political Science, the Institute for Human and Social Sciences (ISHS) and the HEC Management School-ULg.

Info and opening times: lib.ulg.ac.be/fr/libraries/graulich

- The Agronomical Sciences Library (BSA)

Situated on the Gembloux Agro-Bio Tech (GxABT) campus, the BSA offers access to a science and technology collection of over 120,000 monographs and 1,000 ongoing journals, distributed over the various sections, the different Research Unit libraries at the Gembloux Agro-Bio Tech campus. It is the custodian of special collections, in particular those of the international centres grouped together in CGIAR (Consultative Group on International Agricultural Research).

The BSA offers a service to accompany researchers in their documentario-bibliographic work, writing bibliographies and scientific documents, using an institutional registration or specific documentary tools.

Info and opening hours: lib.ulg.ac.be/fr/libraries/bga

- The Library of Architecture, Letters, Philosophy, History and Art (ALPHA)

The ALPHA is the historical centre of the Library Network. The majority of its various sections are located at the heart of Liège, in place du XX-Août. It primarily serves the Faculty of Philosophy and Letters and the Faculty of Architecture.

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Info and opening hours: lib.ulg.ac.be/fr/libraries/bga
9.6. Leisure activities and culture

9.6.1. At Liège

The RCAE (Royal Students’ Athletic Club) is the sports association of the ULg. It offers 66 sports at affordable prices. Most of its activities take place on the University campus at the Sart Tilman sports centres (close to the University Hospital Centre). They offer a good opportunity to look after your physical fitness and to get to know people.

The Culture website offers you a wide range of activities which you can take part in or attend: choir singing, theatre, improvisation, string orchestra, a photography club, cinema clubs, concerts, arts exhibitions, events, guided tours, etc. The ULg also has a dozen or so museums and exhibition halls: aquarium-museum, the house of science, greenhouses and botanical gardens, an insectarium, the Prehistory museum, a planetarium, the Wittert Art Collections Gallery, and of course the open air museum at the Sart Tilman.

Useful information: the City of Liège Museums are open free of charge on the first Sunday of every month.

For women researchers or researcher’s spouses or partners, Liège-Rencontre International is an association that welcomes foreign ladies living in Liège and surroundings. Contact: Nicole De Block, president, tel +32 475 93 67 75

With a search function which is very user friendly, the ULg’s libraries online catalogue has references to the over one million books, dissertations, doctoral theses, maps, etc., available in its collections.

If you wish to use the databases in order to find bibliographical references, visit this webpage: www.kemet.ulg.ac.be

9.5.4. Open Access

The ULg has for several years now been implementing a dynamic policy in favour of Open Access: a committed standpoint, an ambitious and compulsory policy in terms of depositing, Open Access tools, etc. Its institutional repository ORBi (Open Repository and Bibliography) was established with this in mind. It provides access to all the research publications produced at the ULg (articles, monographs, appraisal reports, educational materials, etc.), to give them greater visibility and ensure quicker dissemination, without compromising copyright regulations. The integral text is immediately available for the majority of references.
Before leaving - checklist

10.1. Creating your application

Contact the person in charge of your research field at the University of Liège in order to draw up, with him or her, the research programme that you will carry out while you are in Liège.

- If you are the recipient of a ULg grant or if you are under contract with ULg, complete the Human Resources form in conjunction with your supervisor.
- If you are not paid by the ULg, complete, together with your supervisor, the application form and send it to the ULg EURAKES Centre (contact: Brigitte Ern) along with the proof that you have an adequate grant or a salary for your stay (min. €1,559.38 gross per month-information at the date of 31/10/2015). Along with the AHR (contact: Line Luyckx), the EURAKES Centre will work with the Employment Office of the Wallon Region on your application (work permit for a professor on sabbatical OR notice of arrival for a post-doc grant-holder or permission to work as an intern in all other cases).
- If you do not have an income or a grant, your stay will be limited to three months. In this case you will need to prove that you have adequate financial support for the duration of your stay.

10.1.1. Applying for a visa

If you are a European Union national, there are no visa formalities to be carried out in order to work in Belgium.

If you are not a European Union national, the following procedures apply, and vary depending on the one hand on the length of your stay, and on the other hand on your status. For the new fee to be paid for type D visas and the steps to be taken by new arrivals, see section 5, Registering with the local authority.

Visa application (non EU nationals)

<table>
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<tr>
<th>Length of stay</th>
<th>Stay of less than 3 months (90 days maximum)</th>
<th>Stay of more than 3 months</th>
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<td>Type of visa</td>
<td>Doctoral scholar</td>
<td>Postdoctoral scholar</td>
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<td>Researcher on ULg employment contracts</td>
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<td>(temporary or academic assistant)</td>
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<td>Work permit and type D visa employee</td>
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- Enrolling as a free researcher (contact Academic and Educational Affairs - AEE) OR exchange student (contact International Relations - ARH)
  - Admissions letter
  - Proof of sufficient financial resources (minimum €33 per month)
  - It is possible to be exempt of this fee for the processing of this visa by the Foreign Office

- Sending a grant certificate with work permit exemption for visa to be granted (contact Human Resources Department - ARH)
  - THEN Notice of arrival in the Wallon Region on your application (work permit for a professor on sabbatical OR notice of arrival for a post-doc grant-holder or permission to work as an intern in all other cases).
  - It is possible to be exempt of the fee for the processing of this visa by the Foreign Office (see the chapter about registering in the town).
10.2. Leaving your country

It is important to make sure that all your official documents are in order so that you can leave your home country and arrive on Belgian soil. The following formalities are also worth taking note of in order to make your arrival and your integration into the ULg community easier:

- be in possession of a valid passport and follow the procedures necessary in order to obtain a visa (cf. website of the ministère des affaires étrangères Foreign Office);
- be in possession of a copy of your most recent degree (with, where necessary, a translation into French or English);
- health: obtain an 'all risks' and repatriation insurance either in your own country or in Belgium. If, after your arrival, you will have a ULg work contract, you will obtain a partial reimbursement of health care costs, the same as Belgian employees;
- if you wish to find housing in Liège, contact Sophia Lothe, in the Housing Department Service Logement;
- if you wish to check or improve your level of French, you can take courses at the ULg’s Institut Supérieur des Langues Vivantes (registration twice a year);
- bring the following documents:
  - Valid passport or national identity card
  - Official invitation from the ULg
  - Proof of acceptance at doctoral level, if necessary
  - Copies of diplomas detailing the degrees you have obtained
  - European Health Insurance Card (EHIC), OR S1 form or any other health insurance from your own country
  - Proof of nationality certificate (for certain researchers from countries outside the EU, if the passport is not written in Latin characters)
  - Driving licence
  - Passport photos

IF members OF YOUR FAMILY ACCOMPANY YOU, do not forget to ask for their visas too and to mention this to the ULg EURAXESS Centre. Attention: the legalisation of civil documents (marriage certificate, birth certificate, their translation can take time)

10.3. Arrival at the ULg

When you arrive in Liège, come to the EURAXESS Centre as soon as possible.

If you have a ULg scholarship or contract you will receive a WELCOME PACK. We will tell you how to obtain your ULg email address and your personnel badge. You will also be able to get all the practical information concerning your integration into Liège.

If you do not hold a ULg scholarship or contract, and if you have another type of funding, you will also receive a WELCOME PACK and you will be able to:
- make an appointment to enrol at the University as a free researcher ‘chercheur libre’ (documents required for enrolment: a passport or ID card, letter of invitation/application form signed by a member of ULg staff, €38, payable only by bank card) www.ulg.ac.be/cms/c_470770/fr/chercheur-libre
- Sign up to the LIMOSA database if your stay is more than three months, registering on the LIMOSA database is a mandatory formality to ensure legal status in Belgium for expats, self-employed foreigners and foreign students or interns, by notifying this status to the Belgian authorities.
- Fill in the risk analysis form (fiche d’analyses de risques).
- If you are staying for more than three months, you must also:
  - Register as a resident with the local administrative centre where you live
  - Consider opening a bank account
  - Register with a health insurance company.
Before leaving Belgium - checklist

11.1. Activity report

Very often the institution which has funded your research stay will ask for a report concerning your stay at the University. Do not forget to submit this report to your supervisor at the UG.

11.2. Recommendation

If you would like to obtain a letter of recommendation for your CV or as a reference for future employers ask your supervisor at the UG to provide you with one.

11.3. Certificate of services rendered

Concerning your retirement benefits (if there is a social security agreement between your State and Belgium), you can request a Certificate of Services Rendered from your administrative file manager at the Human Resources Department (HRD) (mention in the MODUS database: Human Resources Department); see their name and telephone number at the bottom of your monthly payslip.

11.4. Residence permit

If you return your residence permit to the local authorities before your departure, you will receive a form, which proves that you were registered and that you had taken all the necessary administrative steps in order to be taken off the register. The document might be asked for by the customs authorities. Otherwise you must write a letter as quickly as possible to inform the local authorities of your departure.

In any case, ensure that you inform them of your future official address.

11.5. Welfare rights

It is important that your social welfare rights are maintained while you move from one country to another; in particular regarding unemployment, health care, etc.

The following organisations and tools are available to help you:

- You can ask the EURAXESS Centre for a model letter. See the list here: http://ec.europa.eu/youreurope/advice/travel/foreignaffairs/formulaire_inscription_avant_votre_depart/
- Make a request through the MODUS database.
- Contact the owner to settle any questions about the property. Should you wish to sell the property, the person with whom you have sold it will have to sign the transfer deeds.
- If you have children, you will find relevant advice at the Ministry for Foreign Affairs: http://diplomatie.belgium.be/fr/services/services_letranger/indexation_avant_votre_depart/

11.5.1. Unemployment

Ask for a U1/ESR form (ONEM - National Employment Office) in order to gain entitlement to unemployment benefit payments in your country if there is a bilateral agreement between Belgium and your country. To obtain this certificate the ONEM will need a C4 form, which will be issued to you on request by the Human Resources Department (you will find the name of your administrative file manager at the bottom of your monthly payslip).

11.5.2. Mutual health insurance fund

Do not forget to terminate your subscription with the health insurance fund with which you were registered.

11.6. Taxes

It is possible for you to fill in your tax returns in anticipation in Belgium before your departure abroad.

In that case you must:
- Contact your financial file manager (see their name and telephone number at the bottom of your monthly payslip) and ask them for a provisional remuneration certificate. The definitive individual detailed account will be sent to you by email at the latest at the end of May with a summary of salary payments for the preceding year.
- Get in touch with your local tax office for your CV or as a reference for future employers or to help you:
- Rendered from your administrative file manager at the bottom of your monthly payslip.

11.7. Bank

If you wish to keep your bank account in Belgium provisionally open after your departure, contact your bank agency and ask them to give you a mail address so that you can inform them when the bank account can be closed.

11.8. Housing arrangements

The following organisations and tools are available to help you:

- You can ask the EURAXESS Centre for a model letter. See the list here: http://ec.europa.eu/youreurope/advice/travel/foreignaffairs/formulaire_inscription_avant_votre_depart/
- Make a request through the MODUS database.
- Contact the owner to settle any questions about the property. Should you wish to sell the property, the person with whom you have sold it will have to sign the transfer deeds.
- If you have children, you will find relevant advice at the Ministry for Foreign Affairs: http://diplomatie.belgium.be/fr/services/services_letranger/indexation_avant_votre_depart/
- If your children are going with you, check that you are in order as regards compulsory education regulations. A child is subject to compulsory Belgian education from the ages of 6 to 18, whether he/she attends school in Belgium or abroad (with a main residence in Belgium). You must be able to prove that your children have received schooling.

To find out about the formalities to be observed contact the Mémoire de l’assistance (see the MODUS database). For more information contact the Fermont neighbourhood office (on appointment). You must present a valid identity card to the Fermont neighbourhood office and a copy of your residence permit.

If your children are going with you, check that you are in order as regards compulsory education regulations. A child is subject to compulsory Belgian education from the ages of 6 to 18, whether he/
12. Nous contacter

12.1. Le EURAXESS service centre

Facilitating researcher mobility: The EURAXESS Centre of the University of Liège is at your service

The ULg EURAXESS Mobility Centre is part of a network of over 200 centres located in 40 countries (partners of the Horizon 2020 Research programme). It is committed to providing a free, quality, service to researchers to help them plan and organise their research stay, whether they arrive in Liège (Mobility IN), or whether they want to go abroad (Mobility OUT).

All requests concerning the practical aspects of a mobility project - for a researcher and his/her family - are followed up on a personal basis:

- Visa and residence certificates
- Work permit
- Status at the ULg
- Housing
- Bank account
- Health care, retirement and unemployment
- Child care and schools
- Language and culture courses
- Taxes
- Validation of diplomas
- Job search and funding opportunities
- Intellectual property
- Departure formalities
- And also...the habits and customs of the Liège region.

The ULg EURAXESS Centre is located at the Admistration Recherche et Développement-ARD 'Place du 20- Août. It is also available in Gembloux and on

EURAXESS Service Centre in Liège: Brigitte Ernst
ULg – ARD – EURAXESS
Place du 20 Août, 7 (Bât. A1)
B-4000 Liège
Phone: +32 4 366 53 34
Mail: Brigitte.Ernst@ulg.ac.be
www.ulg.ac.be/euraxess

EURAXESS Service Centre in Gembloux: Laurent de Potter
ULg – PACODEL
Passage des Déportés, 2 (Bât. G1)
5030 Gembloux
Phone: +32 081 62 22 43
Mail: Laurent.DePotter@ulg.ac.be


12.2. A European label

The University of Liège subscribes to the principles of the European Charter for Researchers. The ULg - Human Resources Strategy for Researchers incorporating the European Charter for researchers and the Code of Conduct for the Recruitment of Researchers (2011-2014) contains 30 actions which intend to improve the status of researchers at the ULg. These internal quality processes include a biannual self-evaluation and an external evaluation at the end of the 4 years. The European Commission acknowledges this quality approach by delivering its label of "HR Excellence in research".

12.3. Personnel welfare office

The "Service social du Personnel - Personnel Welfare Office is there to help each employee of the universit

The Welfare Department works autonomously in order to respect the confidentiality of the discussions which take place.

The Welfare Social Assistant is there to listen to every-

The Welfare Department will meet you by appoint-ment concerning the following matters:

- Welfare loans (subject to certain criteria)
- Financial assistance (subject to certain criteria)
- Covering medical and pharmacy fees (subject to certain criteria)
- Information of a social welfare nature
- Subscribing to collective healthcare-hospitalisation insurance
- Intervening in cases of psychological or sexual harassment at work.

The Welfare Department

Émilie HIRT
Place du 20 Août, 9 (Bât. A1)
4000 Liège
Phone: 04/366.55.28 - 55.29
mail: Emilie.Hirt@ulg.ac.be
www.ulg.ac.be/rights-hr-strategy

12.4. Student quality of life - cultural diversity and the student welfare department

For general questions related to their stay and their integration in Belgium, doctoral students only can contact the Student Quality of Life - Cultural Diversity service, as well as the Student Welfare Department.

Student Welfare Office

Emilie HIRT
Place du 20 Août, 9 (Bât. A1)
4000 Liège
Phone: 04/366.55.28 - 55.29
mail: Emilie.Hirt@ulg.ac.be

Student Welfare Department

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Traverse des Architectes, 2 (Bât. 3)
4000 Liège
Phone: 04/166.44.23
mail: X.Arqueros@ulg.ac.be
www.ulg.ac.be/servicesocial

Student Welfare Department (Gembloux campus)

Françoise DECAMP
Passage des Déportés, 2 (Bât. G1)
5030 Gembloux
08/162 21 35 / 26 70
service.social.gembloux@ulg.ac.be
www.gembloux.ulg.ac.be/etudier/service-aide-vie-etudiante/

Student Quality of Life - Cultural Diversity

Christine MEURENS
Place du 20 Août, 7 (Bât. A1)
4000 Liège
Phone: 04/366.98.95
mail: Christine.Meurens@ulg.ac.be
www.ulg.ac.be/diversite-culturelle

www.ulg.ac.be/euraxess
12.5. Other useful addresses to get to know Belgium

www.belgopocket.be
www.belgique-infos.be
www.vivreenbelgique.be
www.coming2belgium.be
www.blbe.be