

# INFOFILE



## REGISTRATION AT THE DISTRICT TOWN HALL

Brussels consists of 19 communal districts, with each their own local authorities or district town hall, called "Gemeente" or "Commune". To know where the administrative services of your communal region are located, visit <http://www.brussel.irisnet.be>.

### SHORT RESIDENCE (Max. 3 months)

#### EEA<sup>1</sup> citizens

No registration is required for citizens of EEA member states.

#### Non-EEA citizens

Registration is compulsory and done by signing a hotel register. When not staying in a hotel, foreigners should report to the commune and ask for a 'Declaration of arrival' (annex 3) within 8 days of arrival. A type C visa is required except in case of exemption<sup>2</sup>.

### LONG RESIDENCE (more than 3 months)

#### EEA citizens

Immigration regulations stipulate that registration at the district town hall is required within a period of 3 months after arrival. Residence permits are valid for 5 years. EEA citizens can choose between the paper ID certificate and the more expensive plastic badge with an electronic chip. An alternative procedure, which requires fewer formalities, exists for Dutch, French, German and Luxemburg nationals<sup>3</sup>.

#### Non-EEA citizens

Non-EEA citizens should register as soon as possible after long term accommodation has been found and after signing a rental agreement. Residence under the student status can be allowed for the duration of the student's study program and as long as proof of funding can be provided. The electronic ID card is given for one academic year at a time and has to be renewed on a yearly basis.

**PLEASE NOTE THAT IT CAN TAKE UP TO 4-5 MONTHS BEFORE YOU WILL HAVE YOUR ID CARD. PLEASE CHECK WITH THE INTERNATIONAL RELATIONS OFFICE WHICH DISTRICT TOWN HALL HAS LONG WAITING PERIODS (like 1000 Brussels, 1030 Brussels ...)**

## DOCUMENTS FOR ID CARD APPLICATIONS

### EEA citizens

- rental contract
- national ID card or passport
- registration certificate from the VUB
- European Insurance card
- proof of solvability (scholarship, savings, loans, jobs, sometimes a statement upon oath is accepted)
- 5 passport sized pictures

### Non-EEA citizens

- rental contract
- passport with type D visa
- registration certificate from the VUB
- proof of solvability (scholarship, financial guarantee, money on blocked account)
- 5 passport sized pictures

Some districts ask additional documents like birth certificate, certificates of civil status or good conduct. Please note districts charge various amounts for delivering registration and ID cards.

## PROCEDURES

Procedures differ from one district to another. Most districts have information on their websites, unfortunately not always in English. To learn about the procedure to obtain a Belgian ID card, contact the foreigners department at the local town hall, request an appointment, enquire about the procedure and the required documents.

Depending on the district, this is done in person or by phone. The district requests the local police to verify if the international student or scholar indeed resides at the stated address. Often a letter containing the date and the time of the appointment is delivered by the police. A list with documents required by your district may be included in this letter.

After submitting these documents, applicants receive a receipt (EEA citizens receive an 'annex 18', non-EEA citizens receive an 'annex 15'). Finally the international student or scholar obtains a Belgian ID card. Electronic ID cards also have a PIN and a PUK code which allows the holder to access the 'electronic window' which means citizens can communicate with the communal services over the internet. For reasons of confidentiality a card reader must be connected to your computer.

The entire process of obtaining an ID card may take between two and eight months.

The dates on the visa refer to the period the visa should be used to enter the country. In case of a multi-entry visa, it refers to the period the student can travel in and out the country. The period on the visa doesn't refer to the period of time the student is allowed to stay in the country. So, not having the ID card before the date the visa expires has no consequences for the right to reside in Belgium. However, it does cause restrictions for matters such as travelling outside Belgium, family reunion, applying for a work permit, opening a bank account, registering for language courses, reductions for public transport, health insurance and more.

**ID cards remain government property and should be returned to the district town hall when the student no longer resides in Belgium. Non-EEA citizens will receive a document from the district after returning the ID card. This document can be used in case of a police or border check after having returned the ID card to the district.**

## APPOINTMENTS

The VUB's International Relations & Mobility Office (IRMO) has an agreement with 2 district town halls: 1040 Etterbeek and 1160 Oudergem/Auderghem (on whose territory the main campus is located). Appointments for these 2 district town halls can be made through IRMO.

With the district of 1090 Jette - where the Brussels Health Campus is located - there is no such agreement.

Students residing in other communes than Etterbeek and Oudergem/Auderghem are required to make an appointment themselves.

When visiting communal services for the first time, look for a ticket dispenser. Many district town halls require visitors to take a ticket with a number corresponding to the order in which clients will be served. The number of the client that is being served appears on a screen.

## CONTACT INFORMATION

### **Anderlecht 1070**

[www.anderlecht.be](http://www.anderlecht.be)

For EEA students:

Address: Van Lintstraat 8

Email: [bevolking@anderlecht.brussels](mailto:bevolking@anderlecht.brussels)

Tel.: 02 558 09 35 - 02 558 09 37

For Non-EEA students:

Address: Georges Moreaustraat, 1A

Email: [vreemdelingen@anderlecht.brussels](mailto:vreemdelingen@anderlecht.brussels)

Tel: 02 558 09 43 - 02 558 09 44

### **Sint-Agatha-Berchem / Berchem-Saint-Agathe 1082**

<http://1082berchem.brussels/nl/>

Address: Koning Albertlaan 33

Tel.: 02 464 04 38

For more information you can check this [direct link](#).

Extra questions can be asked through [question form](#).

### **Brussel / Bruxelles 1000, Laken / Laeken 1020, Neder-over-heembeek 1120 and Haren 1130**

[www.brussels.be](http://www.brussels.be)

Address: Anspachlaan 6

Tel.: 02 279 35 20

Email: [bureaudesetrangers.dem@brucity.be](mailto:bureaudesetrangers.dem@brucity.be)

Appointments for this municipality – city of Brussels – can be made online by sending an e-mail [Europa@brucity.be](mailto:Europa@brucity.be) (for EU) and [worldcitizens@brucity.be](mailto:worldcitizens@brucity.be) (for non EU), containing following information: annexes:

1. Your personal data (name + surname + date and place of birth + nationality)
2. The date of your arrival in Belgium
3. Your address in the city of Brussels

You will have to attach to the email:

4. A copy of your passport (+D-VISA) or national identity card (European Union Students)
5. A copy of your definitive inscription at the university
6. Depending of your situation, a copy of the financial guarantee (annexe 32) or of your grant (non-European Union students); or a declaration of sufficient means of living (European Union students)
7. A prove of health insurance (For European students, your EU health card)

If your file is complete, you will be invited to the central services (Anspachlaan 6) or to the division in the Louisa Quarter (Terkamerenlaan 34) to apply for a residency card.

### **Elsene / Ixelles 1050**

[www.elsene.be](http://www.elsene.be)

Address Main offices: Elsensesteenweg 168

Address: Foreigners department: Elsensesteenweg 124

Tel.: 02 515 61 11

### **Etterbeek 1040**

[www.etterbeek.be](http://www.etterbeek.be)

Address: Oudergemselaan 113-115

Tel.: 02 627 21 11

Email: [vreemdelingen@etterbeek.be](mailto:vreemdelingen@etterbeek.be)

Appointments can be made through IRMO

EU students will need to bring:

- National identity card or passport
- Certificate that you are inscribed at VUB
- Health Insurance (European health insurance card)
- Two recent passport photos

Non-Eu students will need to bring:

- Valid national passport with a visa type D;
- Certificate that you are inscribing in school setting;
- Five recent passport photos

### **Evere 1140**

[www.evere.be](http://www.evere.be)

Address: Hoedemaekerssquare 10

Tel.: 02 247 62 50

Email: [vreemdelingen@evere.irisnet.be](mailto:vreemdelingen@evere.irisnet.be)

For more information check [this direct link](#).

### **Ganshoren 1083**

[www.ganshoren.be](http://www.ganshoren.be)

Address: Keizer Karellaan 140

Tel.: 02 464 05 15 or 16 or 17

For more information check this [direct link](#).

**Jette 1090**

[www.jette.be](http://www.jette.be)

Address: Wemmelsesteenweg 100

Tel.: 02 423 12 11

For more information check [this direct link](#).

**Koekelberg 1081**

[www.koekelberg.be](http://www.koekelberg.be)

Address: Vanhuffelplein 6

Tel.: 02 412 14 11

Email: [info.1081@koekelberg.be](mailto:info.1081@koekelberg.be)

**Oudergem / Auderghem 1160**

[www.oudergem.be](http://www.oudergem.be)

Address: Emile Idiersstraat, 12

Tel.: 02 676 48 11

For more information check [this direct link](#)

Appointments can be made through IRMO

**Schaarbeek / Schaerbeek 1030**

[www.schaarbeek.be](http://www.schaarbeek.be)

Address: Collignon plein

Tel.: 02 244 75 11

For more information check [this direct link](#).

**Sint-Gillis / Saint-Gilles 1060**

[www.sintgilles.be](http://www.sintgilles.be)

Address: Place M. Van Meenen 39

Tel.: 02 536 02 11 (Foreigners department: 02 536 02 53)

Email: [contact.1060@stgillis.irisnet.be](mailto:contact.1060@stgillis.irisnet.be)

For more information check [this direct link](#).

Office opens at 8.00 but in order to get an appointment, make sure to be there at least 2 hours before opening time to secure a ticket

**Sint-Jans-Molenbeek / Molenbeek-Saint-Jean 1080**

[www.molenbeek.be](http://www.molenbeek.be)

Address: Waterpasstraat 11

Tel.: 02 412 37 90 (Foreigners department: 02 412 36 73)

For more information you can check [this direct link](#).

Appointments between 07.45 and 11.00

**Sint-Joost-ten-Noode / Saint-Josse-ten-Noode 1210**

[www.sint-joost-ten-node.be](http://www.sint-joost-ten-node.be)

Address: Sterrekundelaan 12

Tel.: 02 220 26 11

Email: [info@stjosse.irisnet.be](mailto:info@stjosse.irisnet.be)

For more information check [this direct link](#).

**Sint-Lambrechts-Woluwe / Woluwe-Saint-Lambert/ 1200**

[www.woluwe1200.be](http://www.woluwe1200.be)

Address: Paul Hymanslaan 2

Tel.: 02 761 27 87

For more information check [this direct link](#)

**Sint-Pieters-Woluwe / Woluwe-Saint-Pierre 1150**

<https://www.woluwe1150.be/en/>

Address: Charles Thielemanslaan 93

Tel.: 02 773 05 11

**Ukkel / Uccle 1180**

[www.ukkel.be](http://www.ukkel.be)

Address: rue Auguste Danse 3 Uccle – 1th floor

Tel: 02 348 67 71

Email: [bevolking@ukkel.brussels](mailto:bevolking@ukkel.brussels)

**Vorst / Vorst 1190**

[www.vorst.be](http://www.vorst.be)

Address: Schaatsstraat 30

Tel.: 02 370 22 11

Email: [bevolking@vorst.brussels](mailto:bevolking@vorst.brussels)

For more information you can check this direct link.

Appointments at windows 10, 11 and 12. Remember to take a ticket.

**Watermaal-Bosvoorde / Watermael-Boitsfort 1170**

[www.watermaal-bosvoorde.be](http://www.watermaal-bosvoorde.be)

Address : Antoine Gilsonplein 1

Tel.: 02 674 74 11 (Foreigners department: 02 2 674 74 23)

Email: [informatie1170@wb.irisnet.be](mailto:informatie1170@wb.irisnet.be)

Appointments at window 3 between 08.00 and 12.00

<sup>1</sup> EEA: EU + Iceland, Liechtenstein and Norway.

EU: Austria, Belgium, Bulgaria, Cyprus, Czech Republic , Denmark, Estonia , Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, The Netherlands, United Kingdom.

New EU member states with restrictions: Croatia.

Switzerland is neither EU nor EEA but has bilateral agreements with the EU which means that Swiss citizens do not require a visa to travel within the EEA.

<sup>2</sup>In the framework of bilateral agreements, countries can allow each other's citizens access into the country without a visa. Only a valid passport is required.

<sup>3</sup>Belgium has bilateral agreements with its neighbouring countries facilitating registration.