

# Practical information for visiting researcher

*Tips and tricks*

KU LEUVEN

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## Tips and tricks

### **BOOK YOUR TEMPORARY GUESTROOM BEFORE YOUR ARRIVAL!**

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Before departure to Leuven all international students/guests are advised to reserve a guestroom for a few nights or a week unless they have made clear arrangements to move into a permanent room. Even if you manage to visit KU Leuven Housing Service immediately upon arrival, it will not always be possible to move into a permanent room the same day.

The price of a guestroom can vary from a low budget room with basic comfort in a youth hostel or in a university guesthouse, to a more expensive room in a hotel or B&B accommodation.

**International students/guests should make a reservation themselves in advance!**

<https://www.kuleuven.be/english/student-services/accommodation/guesthousing/university-guesthouses>

### **Guesthouse Herman Servotte**

Prices from €32 per night and €17 per night from your second week

Private sanitary (in the room)

Communal kitchen with utensils

Single rooms and double rooms (twins)

Free Wifi

[https://www.kuleuven.be/english/student-services/accommodation/guesthousing/guesthouseservotte/guesthouse\\_herman\\_servotte.html](https://www.kuleuven.be/english/student-services/accommodation/guesthousing/guesthouseservotte/guesthouse_herman_servotte.html)

### **Guesthouse The Viking**

Prices from €26 per night and €16 per night from your second week

Shared sanitary

Communal kitchen with utensils

Breakfast included

free Wifi

[https://www.kuleuven.be/english/studentsservices/accommodation/guesthousing/guesthouseviking/guesthouse\\_the\\_viking.html](https://www.kuleuven.be/english/studentsservices/accommodation/guesthousing/guesthouseviking/guesthouse_the_viking.html)

## UPON ARRIVAL

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After your arrival in Leuven and after you have been able to settle in your temporary guestroom, all students are requested to proceed first to the **Admissions Office** for their intake interview and for the diploma check.

### Approval

After the diploma check for students, you will get an **approval stamp for registration**. During the intake interview you will also receive the necessary documents and information for your registrations within the University and the City Hall. The Admissions Office is generally open for consultations from 9:00 a.m. to 12:30 p.m., Mondays to Fridays. During the official registration period, the Admissions Office is open from 9:00 a.m. to 4:30 p.m.

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### Official registration

You **must register in person** at the Registrar's Office at the University Hall, Naamsestraat 22. The official registration period starts in mid-August and ends by October 15. You can register on workdays from 9:00 a.m. - 5:00 p.m. only until the first Monday of October. After that date, you can enrol only during the morning from 9:00 a.m. - 12:30 p.m.

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### Certificates

After registration, the Registrar's Office should provide you with **registration certificates**, one for the Foreigners Office at the City Hall, and another for the health insurance company.

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### Student card

You shall also receive your official student card that specifies the academic year you are registered in, and grants you access to all university facilities like the faculty libraries and university cafeterias. For those interested in sports and cultural activities, you will be given instructions on how to obtain a sports card

## STUDENT HOUSING

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Leuven is a small town, you will never be far away from your faculty or laboratory. It's probably best to **organise your search** for housing around one or more of the following topics:

<http://www.kuleuven.be/english/studentsservices/accommodation>



## RENT A BICYCLE AT VELO

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You can rent a safe, fully equipped and registered second-hand bicycle with a solid lock at VELO. A rental contract will be drawn up (please bring your passport, student card and bank account number). You will need to pay a rental fee plus a deposit of €70.

The rental fee for:

- KU Leuven: € 67/year.

You can always pass by at the bicycle repair shop to have your bicycle repaired for a nominal fee.

Velo also has a programme for self-repair and organises bicycle repair lessons.

<http://www.kuleuven.be/transportation>

<http://www.kuleuven.be/velo/eng/index.htm>

## @ THE OMFS IMPATH GROUP

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Please come to pick up a key from your office. You will sign a document and bring the key back when you are going back to your university.

Once in a six weeks you will have a duty of taking care of the kitchen together with your colleagues.

### Start of the day

Make fresh coffee at 8am  
(2spoons + 2 litre water)

### During the day

Check regularly that there is coffee

### At the end of the day

Clean the dishes, glasses and put everything in the cupboard.

### At the end you your duty

Clean the fridge & microwave, get rid of the rotten and expired food!

## PRACTICAL INFORMATION FOR STUDENTS WHO HAVE BEEN ADMITTED @ CAMPUS LEUVEN

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<https://www.kuleuven.be/english/admissions/Leuven>