

# Practical information for researchers and visiting scholars

Tips and tricks

# 1 Before arrival

## 1.1 Book your temporary guestroom before your arrival!

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 might 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/life-at-ku-leuven/housing/find-housing/students/guesthousing>

### 1.1.1 Guesthouse Herman Servotte

- Prices from €45 per night and €20 per night from your second week
- Private bathroom
- Communal kitchen with utensils
- Single rooms and double rooms (twins)
- Free Wi-Fi



<https://www.kuleuven.be/english/life-at-ku-leuven/housing/find-housing/students/residences/university-guesthousing/guesthouse-herman-servotte/guesthouse-herman-servotte>

### 1.1.2 Guesthouse De Viking

- Prices from €26 per night and €16 per night from your second week
- Shared sanitary
- Communal kitchen with utensils
- Free Wi-Fi



<https://www.kuleuven.be/english/life-at-ku-leuven/housing/find-housing/students/residences/university-guesthousing/viking/guesthouse-de-viking>

## 2 Upon arrival

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

### 2.1 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 City Hall.

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

### 2.2 Official registration

You must register in person at the Registrar's Office at the University Hall, Naamsestraat 22.

<https://www.kuleuven.be/inschrijvingen/registration>

### 2.3 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.

### 2.4 Student Card



You will 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.

<https://www.kuleuven.be/inschrijvingen/registration/contact/Studentcardandbuspass>

For those interested in sports and cultural activities, you will be given instructions on how to obtain a sports card and/or a culture card.

### 3 Student housing



Leuven is a small town, so you will never be far away from your faculty or laboratory. On the KUL-website you will find more information on how to organise your search for housing.

<https://www.kuleuven.be/english/life-at-ku-leuven/housing>



## 4 Rent a bicycle at VELO

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).

The price depends on the type of bike and the rental period. You always pay a rental amount (on an annual basis between € 72 and € 95) and a deposit (between € 70 and € 130). You will get the latter back when you return the bike.

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.

<https://www.kuleuven.be/transportation/travelling-by-bike-in-leuven>



## 5 The OMFS-IMPACT group

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

Other practical arrangements will be made during your first days at the research group.

## 6 Life at KU Leuven

You will find much more practical information for your stay in Leuven on this page:

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

