

# International researchers welcome session

**Brigitte Ernst – EURAXESS CENTRE, ARD**

**Caroline Grisard – ARD**

**Hannah Langdon – Erasmus intern**



- Practical information and free assistance for mobile researchers (Mobility IN or OUT)

- Welcome Guide

<https://www.recherche.uliege.be/books/recherche-welcome-guide/>

- Email, call or face to face meeting (by appointment !)



[Brigitte.Ernst@uliege.be](mailto:Brigitte.Ernst@uliege.be)

+32 4 366 53 36

Skype : euraxessULg

[www.recherche.uliege.be/en/euraxess](http://www.recherche.uliege.be/en/euraxess)



## WELCOME GUIDE FOR INCOMING ULIÈGE STAFF & VISITING RESEARCHERS

Edition -2020-2021

Published by the Department of Research and Development and the Department of Human Resources at the University of Liège



# First administrative formalities

**URGENT**

- Find accommodation
- Register with the local authorities
- Open a bank account
- Register with a health insurance company « Mutuelle »

# 1. Register with the local authorities

- **When?**

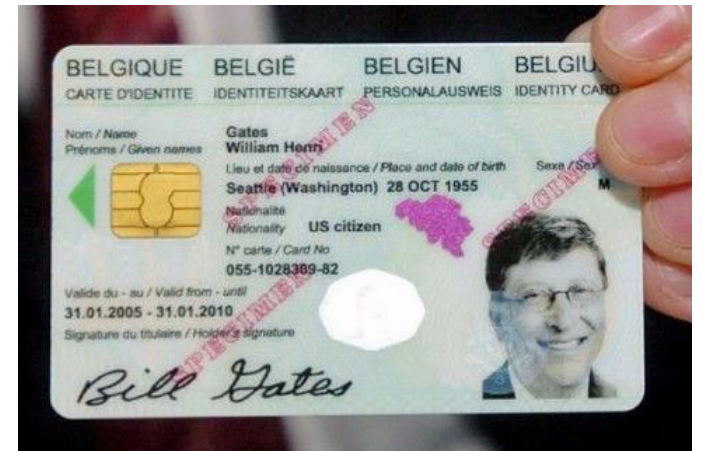
- Within 8 days of arriving in Belgium
- Long term accommodation found
- BEFORE expiration date of visa or residence permit

- **Where?**

- Liège : Service des étrangers – Rue des Guillemins 26  
[service.etrangers@liege.be](mailto:service.etrangers@liege.be)
- Other cities : municipal administrative office (« administration communale »)
- Covid-19 : !! make an appointment by email !!

# 1. Register with the local authorities

- **Documents required:**
  - Identity card or passport
  - 2 passport photos (correct format!)
  - 8€ or 22,5€ for e-ID card
  - ULiège contract, hosting agreement
  - Address in Belgium



# 1. Register with the local authorities

- **And after?**

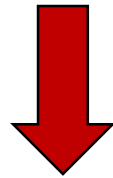
- Annex 33 (8 for UE): necessary formalities completed
- Annex 15 (19 for UE): file must be completed

→ ± 2 weeks after : local police officer comes to your home (absence)

→ ± 3 weeks after : summons to prepare your residence permit  
(e-ID for non EU)

# 1. Register with the local authorities

Non EU national travelling abroad?



**DO NOT FORGET to take WITH YOU:**

Belgian ID + National ID or Passport





# 1. Residence permit renewal

- Submit your residence permit renewal between the 30<sup>th</sup> and 45<sup>th</sup> day prior to the expiration date

!! Avoid a fee of 363€ by renewing your residence permit before it expires !!

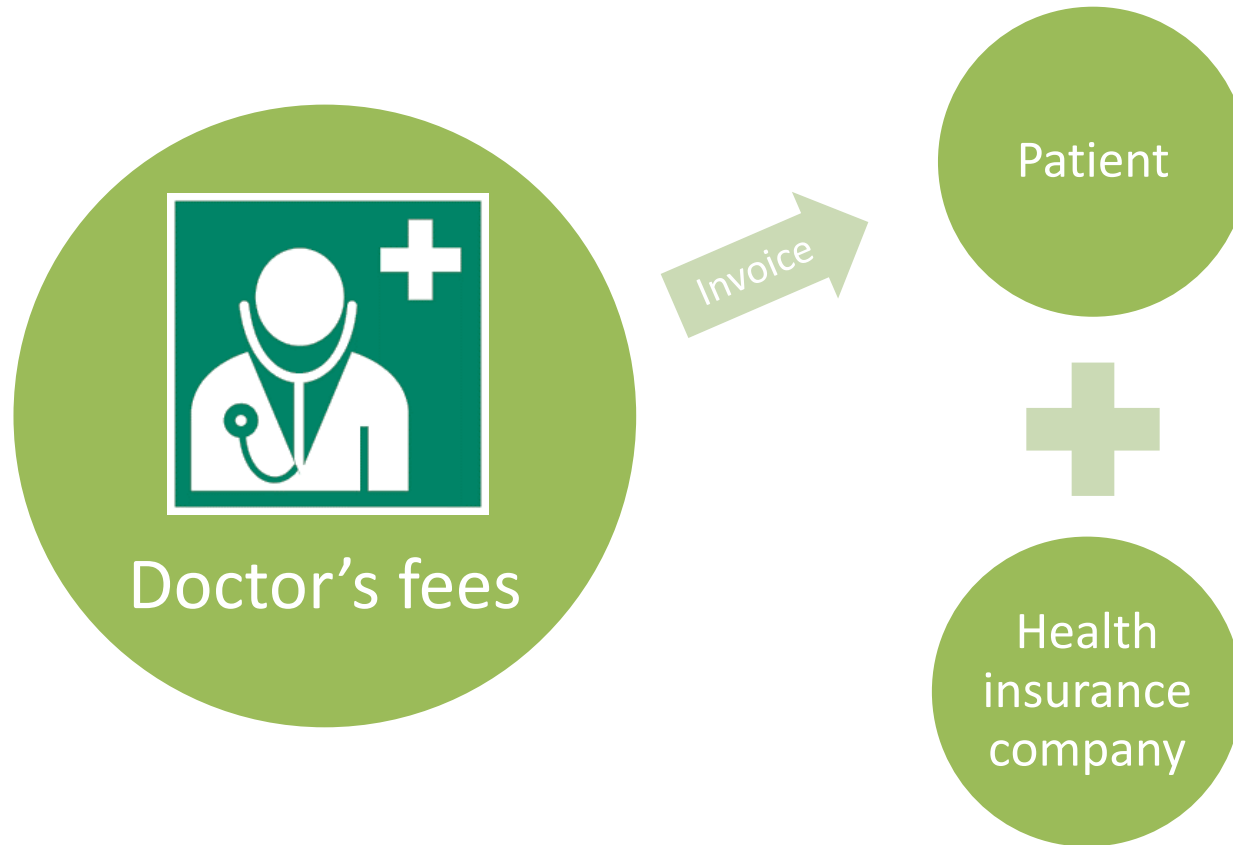
- Researchers with a contract ->ARH (hosting agreement)
- Assistants & lecturers → ARH (work permit )
- Students → Foreign Nationals Office in your local municipality

## 2. Register with a « Mutuelle »

- **!!** Medical insurance is mandatory **!!** **Mutuelle** (private, non-profit health insurance company) or **CAAMI** (public entity)
- **« Assurance soins de santé obligatoire » = Compulsory health insurance**
  - Phd Candidates → students
  - Researchers : possibly pay for it personally out-of-pocket (if no salary in Belgium)
- **« Assurance complémentaire » = additional coverage**
  - Medical services not covered by the statutory health care system (physiotherapy, maternity fees, vision care, etc.)
  - Not provided by CAAMI
- **Optional coverage**
  - Hospital insurance, dental care
  - Contract for 12 months

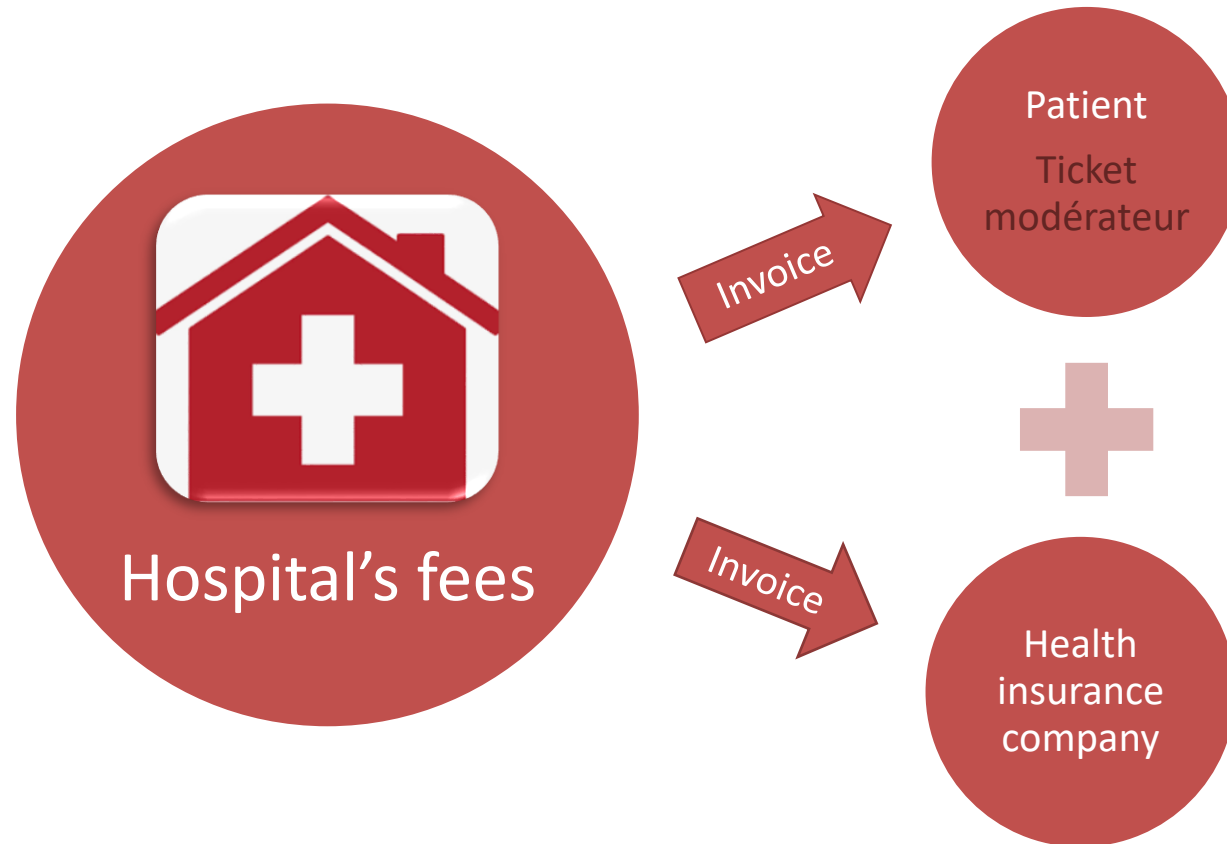


# Reimbursements for medical expenses



- Partial or full reimbursement
- **ULiège doctoral students covered by health insurance:** fully reimbursed clinic consultations  
@ C.H.U  
@ Polyclinic Brull

# Reimbursements for medical expenses



**« Tiers-payant » system :**  
The patient only pays the co-payment fee and any additional costs not included in its coverage

# Reimbursements for medical expenses



« **Médecin conventionné** »

Contracted general practitioner or specialist



« **Médecin non conventionné** »

Non-contracted general practitioner or specialist

Same amount reimbursed by the insurance company

# Important healthcare documents

## Healthcare certificate

COMPLÉTER CI-DESSOUS OU APOSER UNE VIGNETTE DE L'OA

Nom et prénom du patient : .....

Organisme assureur : .....

NISS : ..... **1**

Adresse du patient : .....

**ATTESTATION DE SOINS DONNES**  
A COMPLÉTER PAR LE DISPENSATEUR

Nom et prénom du patient : .....

Consultation - Visite (1)  
Date : 16.3.17 N° de nomenclature : N° de nomenclature ..... **2**  
Frais de déplacement : .....  
Autres prestations (2)

Date de la prestation	N° de nomenclature	Date de la prestation	N° de nomenclature

Prescrit par : ..... Nom et prénom  
en date du : .....  
Numéro d'identification I.N.A.M.L. du prescripteur : .....  
Laboratoire ou appareillage ou service agréé sous le n° : .....  
Date de la réception de la prescription : .....  
Le patient est hospitalisé / ambulancier (1) : .....  
N° de l'établissement : .....  
Service : .....

(1) Barre les mentions inutilisées  
(2) Barre les cases non utilisées

Identification du dispensateur : ..... **3**  
1/20264/16/004 16\*0013/05

Date : 16.3.17 **A**  
Signature du dispensateur

REÇU  
Perçu pour le compte du N° BCE : 0839832037

Reçu la somme de : 30.00 EUR Date : 16.3.17 **4**  
Signature



« Vignette »

## Prescription or « ordonnance »

0.00000.00.000		Nom et prénom du prescripteur
A REMPLIR PAR LE PRESCRIPTEUR: Nom et prénom du bénéficiaire: .....		
Réservé à la vignette de conditionnement	R/	
Cachet du prescripteur	Date et signature du prescripteur	
	Date de fin pour l'exécution	
PRESCRIPTION DE MÉDICAMENTS D'APPLICATION À PARTIR DU 1er novembre 2019		

## Isi+ card no e-ID or residence permit



## European Health Insurance Card



# Info about social security in Belgium ?

This information is designed mainly for EU citizens but it includes a reasonable description of the Belgian social security system, incl. health

- <https://ec.europa.eu/social/main.jsp?catId=1102&langId=en>
- [https://europa.eu/youreurope/citizens/health/when-living-abroad/health-insurance-cover/index\\_en.htm](https://europa.eu/youreurope/citizens/health/when-living-abroad/health-insurance-cover/index_en.htm)







# 3. Accommodation



- **Temporary accommodation**

- University residence on campus
- Youth hostel Simenon
- Bed & Breakfast

- **Long term accommodation**

- **!!** Visit the rental listings and sign a contract before putting down a deposit or rent advancement **!!**
- Access to public transportation
- Quality and price of accommodation vary considerably
- Mostly unfurnished

# 3. Accommodation

- **Things to know before signing a rental agreement**
  - Possibility to be « *domicilié \** » ? (might be required for a residence permit)
  - Read it and get help if needed (Espace Wallonie, Centre J)
  - Possibility for a rental deposit on a joint bank account
  - Inventory (max 15 days)
  - Building occupancy charges and utility fees may not be included
  - What happens if you leave before the due date?
  - Registering the rental agreement
  - Renter's insurance is required

\* Means an official address of residence in Belgium- this is obtained by registering at the local authorities and is mandatory for non EU nationals

Any questions? Comments ?



Time for virtual coffee break ;-)



# 4. Open a bank account

- Non SEPA zone : after you registered with the local authority\*
- Needs & proximity
- Comparative tools
- Documents required:
  - Identification
  - Official address (belgian or foreign)
  - Scholarship or ULiège contract

\* In times of pandemy, getting an EiD may take some time! Many banks accept to open a bank account on the basis of an annex 15 - see above )

**COMPLETED**

- ✓ Find accommodation
- ✓ Register with the local authorities
- ✓ Open a bank account
- ✓ Register with a health insurance company « Mutuelle »

Other formalities

Health care

Working @ ULiège

Transport

Languages

Tax return

Insurance

# Language support

- **French classes**

- ISLV ULiège: next January (two evenings per week)
- Maison des langues

- **French conversation exchanges - « *Tables de conversation* »**

- Bookshop « Toutes directions »
- O Bar (Place du Marché) (30'/30')



# Working at ULiège

- **Euraxess Centre**

- Welcome package, information for your integration into the Liège community
- ULiège grant or contract: email address, badge
- Own resources: register as a visiting researcher, LIMOSA database, risk analysis sheet

- **ARH**

- Intranet: training courses, illness, absences, work regulations, job offers
- 3 file managers : administrative, financial, medico-social (see monthly pay slip or Ulisweb)

# Working at ULiège

- **Emergency:** 04/366.44.44 (24 hours a day). You may be directed to the emergency services (fire, ambulance, police)
- **SUPHT:** Protection and Hygiene at Work (see english booklets)
- **Social Service for the ULiège personnel:** confidentiality, loans, collective health-care/hospitalisation insurance, etc.
- **Internet access:** ULGSECURE
- **ULiège Library & Open access**

# Training at ULiège



<https://www.recherche.uliege.be/books/formations-transversales/>

# Taxes return procedure ( only once a year ! In May )

- Brown envelope from « Service Public Fédéral des finances » in May
- **Tax-on-web**
  - French, Dutch, German
  - Belgian EiD, ITSME app, Token
- **Assistance**
  - Euraxess Centre
    - Workshops, webinars, virtual meetings, mails
    - « ULiège tax return » - online general instructions
  - Belgian Tax Office
    - French phone appointment

# Insurances: contact Euraxess if you have questions

- **Compulsory insurances**

- Accidents at work and on the road to work
  - ULiège scholarship holder or employee : automatically covered
  - Visitor : register as a visiting researcher (Euraxess Centre)
- Health insurance
- ULiège : civil liability (register with MODUS for mobility missions)
- Automobile insurance (third party liability)
- Insurance for rental agreements / fire insurance for tenant

# Insurances

- **Recommended insurances**

- Family insurance coverage - damages caused to a third party in private life
- Additional car insurance - Omnium
- Hospital insurance
  - Illness, accident, hospitalisation
  - Complement to mutuelle

- **Ethias Afinity**

- Options offered at a discounted rate for ULiège staff (ARH intranet)

# Transport



## SNCB

- Train stations : Liège-Guillemins, Liège St-Lambert, Liège-Carré
- Pay before boarding
- Railpass : 83€



## TEC

- 48 : Opéra → Sart-Tilman
- 58 : Guillemins → Sart-Tilman
- 248 : Guillemins → Parc Scientifique & Sart-Tilman
- Ticket on board (not during COVID!) or pass (do not forget change)



- « Maison des cyclistes » : Guillemins (long term rental, repairs, etc.)
- Intégrasport ASBL : Sart-Tilman B7a (repairs, sales, etc.)

→ <https://my.mobility.uliege.be>

Any questions? Comments ?





# Free Covid-19 Saliva Testing

It is:

- **Anonymous**
- **Free of charge**
- **Voluntary**

There are several **collection and drop off points** around the campuses (**city centre, Gembloux, Arlon, Sart Tilman**)

**All you need to do:**

- **Take a saliva sample in the morning** with your test kit (***before*** eating, drinking, or brushing teeth)
- **Take it to your closest drop off point** (between 8am-11am or 2pm in some sites)
- **! Bring your Uliège card !**
- **Get your results 24 hours later**

All information can be found on the **ULiège Infos Coronavirus page**

[https://www.coronavirus.uliege.be/cms/c\\_12184520/en/coronavirus](https://www.coronavirus.uliege.be/cms/c_12184520/en/coronavirus)

- Practical information and free assistance for mobile researchers (Mobility IN or OUT)
- Welcome Guide  
<https://www.recherche.uliege.be/books/recherche-welcome-guide/>
- Email, call or face to face meeting (by appointment !)

[Brigitte.Ernst@uliege.be](mailto:Brigitte.Ernst@uliege.be)

+32 4 366 53 36

Skype : euraxessULg

[www.recherche.uliege.be/en/euraxess](http://www.recherche.uliege.be/en/euraxess)

# Enjoy your stay !

[Brigitte.Ernst@uliege.be](mailto:Brigitte.Ernst@uliege.be)

[Caroline.Grisard@uliege.be](mailto:Caroline.Grisard@uliege.be)

