



DIGITAL ARTS &
ENTERTAINMENT
**WELCOME
GUIDE**
2018-2019

WELCOME GUIDE 2018-2019

HOW TO USE THIS GUIDE

This guide is written for admitted international DAE students and tells about:

Life in Belgium and Kortrijk

This guide gives you a general outline of need-to-know and nice-to-know topics. For additional information please refer to the provided website or contact a listed representative. You can search via a (clickable) table of content for a specific topic.



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howest
/ we develop people

DAE
DIGITAL ARTS & ENTERTAINMENT

TABLE OF CONTENT

How to get to Belgium.....	6
ABC of Belgium.....	9
Cost of living.....	12
What Kortrijk has to offer.....	15
Student accommodation.....	26
First week to-dos.....	30
Transport in Kortrijk.....	41
Sorting waste.....	43
Good-to-know and useful information.....	45

WELCOME TO DAE

Dear international student,

You are about to enter the exciting world of higher education. Your search for the right programme has led you to the Bachelor of Digital Arts and Entertainment (DAE) at Howest University College. This is excellent, because your dazzling experience in DAE begins now. We are confident that you will find DAE a challenging and rewarding study environment, where you will develop your competencies, extend your knowledge and get fully ready for the professional life.

DAE prides itself on providing personal guidance, a supportive and friendly atmosphere and a multicultural environment. We hope that you will collaborate with both international and local students, and this will lay a foundation for your social network and personal development.

We realise that attending university abroad leads to considerable changes in your life. That is why we have prepared this guide to assist you in moving to a new country and settling into your new home. It will answer many questions you might have along the way and make the transition feel less overwhelming.

Do not hesitate to contact us in case you have any further questions.

We are looking forward to welcoming you at DAE.

Kristel Balcaen
Director DAE Global

Isabelle Tassaert
DAE Global – Community Manager

Elena Smirnova
DAE Global – International Relations

All You Need to Know About Living in Belgium and Kortrijk

GETTING TO BELGIUM

AIRPORTS

→ BRUSSELS AIRPORT ([Brusselsairport.be](https://www.brusselsairport.be))

The biggest airport in Belgium is the [Brussels Airport \(Zaventem\)](https://www.brusselsairport.be). All major airlines fly to this international airport.

There are regular and easy train connections leaving directly from the airport station to Kortrijk daily between 4:40 and 22:20.

On average there are two trains per hour with an average duration for the train ride of 1h45 min. Please keep in mind that not all trains are direct, sometimes you need to make one or two transfers.

Refer to www.belgianrail.be for train schedule.

→ BRUSSELS SOUTH CHARLEROI AIRPORT ([Charleroi-airport.com](https://www.charleroi-airport.com))

The second busiest airport in Belgium is the Brussels South Charleroi Airport. Many low-cost airlines fly to this airport, such as:

[Aircorsica.com](https://www.aircorsica.com)
[Belavia.by](https://www.belavia.by)

[Flypgs.com](https://www.flypgs.com)
[Ryanair.com](https://www.ryanair.com)

[Tuitfly.be](https://www.tuitfly.be)
[Wizzair.com](https://www.wizzair.com)

Please bear in mind that there are fewer public transport options to Kortrijk from Charleroi, especially in case of late-evening arrivals.

GETTING TO BELGIUM

Flibco busses offer direct transportation between Charleroi Airport and Bruges (with a stop in Gent) for only €5 when booked in advance. So, one of the best ways to get from the airport to Kortrijk would be to take the shuttle bus to Gent (which will take approximately 1h10 min), and then take a train from Gent to Kortrijk (35min).

To book tickets, go to www.flibco.com and www.belgianrail.be.

Alternatively - you can take the Brussels City Shuttle (twice an hour) that will bring you from the airport to Brussels South (Midi) train station in an hour for €17. And from there you can take a train to Kortrijk (1h 10 min).

A FRIENDLY TIP! IF YOU ARE YOUNGER THAN 26, CHOOSE GO PASS 1, WHEN BOOKING YOUR TRAIN TICKET. THE TICKET WILL COST APPROXIMATELY 50 % OF THE FULL PRICE.

➔ [LILLE AIRPORT \(lille.aeroport.fr\)](http://lille.aeroport.fr)

There is also the [Lille airport](#) in France, that mainly serves low-cost carriers, such as the following:

Aegean Airlines
Air Algérie
easyJet

Hop!
Nouvelair
Ryanair

TUI Fly
Volotea
Vueling

You can take a shuttle from the airport to the train station Lille Flandres. The bus stop is at the Entrance A of the airport = Drop Off zone and there is a direct train from Lille Flandres to Kortrijk every hour, which takes about 30 minutes.

NB! Bear in mind that there is a second train station in Lille – Lille Europe. From Lille Europe you can just walk across the street to Lille Flanders, where you can catch the train to Kortrijk.

GETTING TO BELGIUM

There are also two other airports in Flanders, which are used for charter flights and by some airline companies, such as [Flybe.com](https://www.flybe.com), [Tuifly.be](https://www.tuifly.be), [Flyvlm.com](https://www.flyvlm.com): in Antwerp and Ostend. The trip to Kortrijk will take approximately 1h45 min. If you decide to fly to these airports, please contact us and we will provide you with personal advice on the best way to get to Kortrijk.



ABC of BELGIUM

Studying in a foreign country, getting to know new people, exploring different cultures - it's all a part of the international student life. Digital Arts and Entertainment is a study programme of Howest University College in the city of Kortrijk. We hope that during your study time in Kortrijk you will discover more about your host country, its culture, history and the Belgian lifestyle. To start you off, here are some basic facts.

FLANDERS & BELGIUM

Belgium is a small, densely populated (11 million inhabitants), but very diverse country. It is divided into three language communities (Dutch, French and German). Kortrijk is situated in the beautiful region of Flanders, where Dutch is the official language spoken by 6.6 million people in Belgium. The other 4.4 million inhabitants communicate in French and only 75,000 people speak German.



Both Dutch and French are official languages in the Belgian capital of Brussels, which is also the capital of Flanders and the European Union. It is a major center of international politics and it hosts the European Commission, NATO and many other international institutions. With 159 embassies and 2,500 diplomats, Brussels is the second largest diplomatic city in the world. Kortrijk and Bruges (45 min away from each other by train) are two well-known historic towns with an interesting mix of the old and the new. They are less than three hours away from Brussels, Paris, London or Amsterdam.

WHY COME TO FLANDERS, BELGIUM?

- The standard of education in Flanders is ranked as one of the highest in Europe;
- Flemish cities have a rich cultural heritage and vibrant night life;
- The cycling network currently provides 3,180 km of cycling pleasure in West-Flanders;
- Our gastronomic reputation is well known around the world: Belgian chocolate, beer, French fries (which are actually Belgian), waffles - we cater to many different tastes;
- Belgium is a small country with a good public transportation system
- The standard of living ranks among one of the best in the world, and every citizen has access to up-to-date medical care.



North Sea
Zeebrugge

NETHERLANDS

Ostend

Bruges

Antwerp

Ghent

Mechelen

GERMANY

Kortrijk

BRUSSELS

Leuven

BELGIUM

Liège

Charleroi

Namur

FRANCE

Bastogne

LUXEMBOURG

ABC of BELGIUM

WHAT ABOUT BELGIANS?

- Family ties and the friendship bonds are very important for Belgians. No wonder that Belgian students leave their student homes almost every weekend to spend time with their family members and friends.
- Flemish people are known for speaking several foreign languages. Most of the people whom you will meet will speak English quite well, and most are happy to switch to English to help you out if there is anything you don't understand. You will also find many people who speak or understand French, German, Spanish, Italian and many other languages.
- Have a look at www.cheeseweb.eu and discover 40 things you did not know about Belgium. And you will probably discover even more surprising habits of Belgians during your stay in our country. Also find out the reasons "why you should not go to Belgium" ©: www.buzzfeed.com

More information: www.belgium.be and www.visitflanders.com



COST OF LIVING

Q: What are the living expenses for Kortrijk?

A: The tables on the following page demonstrate the estimated cost of living in Kortrijk from your accommodation, to the everyday living costs and transportation. Living standards are quite high in Belgium. We therefore recommend a budget of +- €800 a month, or €9,600 for 12 months to cover your year of study, excluding tuition fees:

- €350 monthly housing costs for accommodation and utility bills
- €450 monthly living costs for food, social life, transport etc.

In general, you will probably spend about €250 on food, €80 on social life, €20 on printing costs, €50 (every 3 months) on public transport and/or €5 on bike rental in Kortrijk. A student room in Kortrijk will cost you between €250 and €450 per month.

COST OF LIVING

CULTURE, ENTERTAINMENT & SPORT

Type	Price
Cinema ticket	€7.5 - €9
Theatre ticket	€15 - €20*
Opera ticket	€9 - €90*
Classical music concert	€15 - €70*
Rock/pop concert (local band)	€15 - €20*
Rock/pop concert (famous band)	€30 - €80*
CD in high street store	€18
Swimming in public pool, per session	€2,50 - €4
Football ticket, national competition	€15 - €25*

* depending on seating area

GOODS

Type	Price
Large bread (800g)	€2
Butter (250g)	€1,20 - €2
Meat: pork chops (1 kg)	€7,50
Meat: beef steak (1 kg)	€14 - €18
Chicken breasts (boneless, 1 kg)	€5 - €12
Eggs (regular, 12)	€1.20 - €3
Milk (1l)	€0,5 - €1,2
Wine (75 cl)	€3.5 - €8
Water (1.5l bottle)	€0.30 - €1.50
Beer (50 cl can)	€0,85 - €2.5
Fizzy drink (2l bottle)	€2,25
Apples (1 kg)	€0.90 - €3
Strawberries (500g)	€2,50 - €3
Carrots (1 kg)	€1,20 - €1,30
Mushrooms (250g)	€1
Potato (1 kg)	€0.50 - € 1.75

COST OF LIVING

The compulsory annual health insurance (via mutual fund) costs around €60 per year.

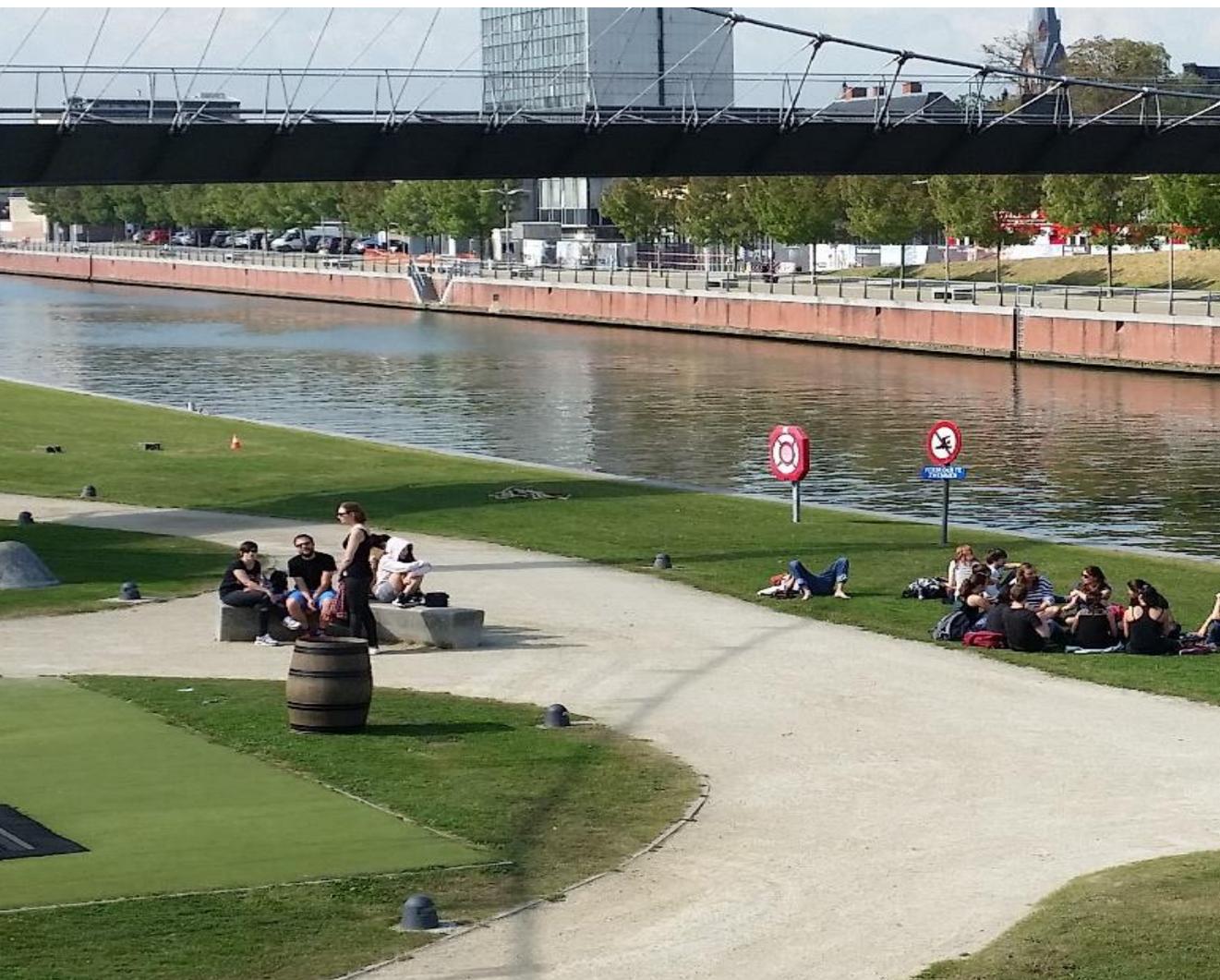
Note: this insurance provides refunds for the majority of consultation costs, as well as covers the major share of basic hospital costs. In general, up to 75% of your medical expenses will be reimbursed by your health insurance company. In the following table you can find examples of costs and reimbursements. However, bear in mind that actual costs can vary depending on the specialist, whether he/she has affiliation with your insurance company ('geconventioneerde arts') or the timing of your visit (after-work hours being more expensive).

How much money you actually spend will depend on your lifestyle and spending habits. The costs for housing, for example, may differ considerably. If you plan to travel a lot during your stay here, you will need budget for the extra expenses. Also, remember that during the first month of your stay there may be extra expenses for medical insurances, temporary accommodation and deposits, clothing, equipment (kitchen utensils, furniture, etc). You can keep a lid on these costs by shopping in cheap supermarkets and visiting student-friendly places.

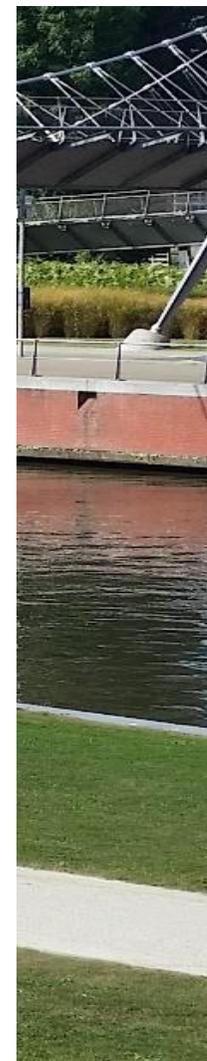
MEDICAL EXPENSES

Type	Full cost	Real cost (after refund)
Consultation by general doctor	€22,50	€7,51
Home visit by general doctor	€32,32	€11,31
Consultation by specialist	€29,73	€11,05
Dentist appointment - adults	€74,17	€3,53
Consultation by physiotherapist	€19,02	€5,10

KORTRIJK

**WHAT KORTRIJK HAS TO OFFER**

Kortrijk (also known in French as Courtrai) is a welcoming place for international students that offers a lot of opportunities for young people. It is a dynamic city with 75.000 inhabitants, which has been experiencing many changes during the past few years. There are four institutions of higher education in Kortrijk: Howest, VIVES, KULeuven - Kulak and UGent. The city of Kortrijk offers students free public transport, a free Student Welcome Concert in October and an event called 'Kortrijk Welcomes International Students', which includes a welcome reception with local specialities. The number of university students rises every year, currently counting about 8000 in total. You can find more information about the city and student life in Kortrijk at www.kortrijk.be and www.kortrijkstudentenstad.be.



KORTRIJK

KORTRIJK - UNESCO CREATIVE CITY OF DESIGN

Kortrijk has a long-standing tradition of international trade. As early as the Middle Ages, Kortrijk's flax was one of the most important Flemish export goods. Thanks to the flax trade the city acquired a reputation of craftsmanship, quality design and entrepreneurship. However, wars and economic setbacks required the textile industry to reinvent itself on various occasions. This necessary transformation turned the region of Kortrijk into what it is today: creative and resilient. That is why Kortrijk was awarded the membership of the UNESCO Creative Cities Network.



KORTRIJK

THE INTERIOR BIENNIAL

The leading biennial with a unique mixture of sales and culture attracted no less than 70,000 visitors in 2016.

The next edition will take place from **18-22 October 2018**, followed by a city-wide programme during the two subsequent weekends.

THE BUDAFABRIEK (BUDA FACTORY)

Budafabriek is a multidisciplinary forum where artists, entrepreneurs, academics, students and active citizens come together. Also home to the BUDA::lab, an open makers area of Designregio Kortrijk & Devine (Howest).

TEXTURE

The TEXTURE Museum tells us about the linen and flax industry. A story with very strong roots vouches for amazing craftsmanship and entrepreneurship, daring innovation and agility, as well as constant reinvention. In three rooms, set in an authentic flax dispatch building built in 1912, you will discover the revolutionary development brought about by the flax industry in this region.

WEEK OF DESIGN

The annual Design Week highlights the prominent role of design education as a catalyst for regional development. Each year an exhibition presents the best student projects from the Flemish design schools.

DEVELOPMENTS

KORTIJK WEIDE is the new city district in full development, which is directly connected with our campus. What does Kortrijk Weide include?

- Nelson Mandelaplein, an events square that offers room for 15,000 spectators
- Depart, the new multi-functional event hall and the Urban Sports Park: skate, blade, BMX, step
- Hangar K, a start-up hub focused on digital technology
- a new Olympic swimming pool with wellness will be opening its doors in late 2018
- an ecological park with water garden

For more information visit kortrijk.be/kortrijkweide



DEVELOPMENTS

NEW HOWEST CAMPUS

Construction works on the new Howest campus GKG have already started, and The Next Level, second DAE building, will be completed by 2020. Here is what Howest will look like in the future.



SPORT IN KORTRIJK

The sport options for students in Kortrijk are offered by Howest in collaboration with the city of Kortrijk and its department for students, Kortrijk Student City. You can buy a SportPlus card (€3), which you can use to enjoy affordable sport options:

- ✓ Unisport (1 sport) : €26 (1 year) / €13 (3 months)
- ✓ Multisport (all sports, except fitness) : €33 (1 year) / €17 (3 months)
- ✓ Fitness card (fitness and all other sports) : €59 (1 year) / €30 (3 months)
- ✓ Swimming: 10 – times ticket, price €15. You can buy it online at kortrijk.be/webshop or by sending an email to sportdienst@kortrijk.be or by phone (+32) 056 27 80 00.
- ✓ Discount code for students of Howest: Howest

What can you do with this sport card? With the SportPlus card you can swim 10 times for only €15 in the Magdalena pool (close to campus Graaf Karel de Goedelaan) and Mimosapool.

Free classes offered by STUVO:

- ✓ Energy Boost with DAE's Sport Ambassador Jaime in the Level (Botenkopersstraat 2). Every Monday and Wednesday 6:30-7:30 pm

Offer by Stuvo and Kortrijk Student city for only €1:

- ✓ Zumba at [De Lange Munte](#) for €1 (With a 5 – times ticket of €5)

For all information contact Geert Broeckaert:

Geert.broeckaert@howest.be

The Sport Office of STUVO regularly organises different sport events. You can contact Pieter Callewaert: sport@howest.be who can help you out with the following questions:

- How to continue participating in the sports activities you enjoyed at home or how to find an alternative?
- How to participate in student competitions?
- How to organise a recreational sport event with STUVO?

SPORT

The city of Kortrijk offers multiple facilities for skateboarding, scooter riding, rollerblading and biking. Oh, and just so you know, Kortrijk was also the first city in Belgium to install a skate bowl. And it is just a stone's throw from 'The Level'. Does life get any better? Yes, if we speak about music.



MUSIC IN KORTRIJK

The fact that Kortrijk is known for being the ultimate city of music in West Flanders is no coincidence. It is home to numerous cultural institutions and musical bands, such as Goose, Steak Number Eight, Amen Ra, SX, Balthazar, Ozark Henry. Moreover, Kortrijk is well-known for its metal scene, including [Alcatraz Hard Rock & Metal Festival](#). If you enjoy playing music or love dancing and theatre, check the [travel guide](#) for useful addresses in Kortrijk.

De Kreun (Wilde Westen)

It is a renowned music club in the centre of Kortrijk. It holds weekly concerts and strives for a balance between national and international-rising stars, alternated with noteworthy underground acts. The quirky programme is supplemented by the annual Sonic City Festival, a niche event that showcases a different band or musician in each edition. De Kreun also organises workshops and info sessions for music lovers and/or novice musicians.



QUINDO

Quindo is an audacious web radio for and by young Kortrijk. Students and volunteers bring you adventurous music and original programmes about the city. Listen to Quindo and participate! More info at www.quindo.be.

CULTURE IN KORTRIJK

Buda Arts Centre

You will find this internationally renowned art centre on the island that shares its name - Buda Island. It is the place to be to enjoy better films produced at home and abroad. Every day it offers at least three screenings and there are also regular thematical film projects: Spanish film week, cult nights, breakfast films, Hot Docs, one-off screenings, etc. In addition, 150 contemporary performing artists can be found at work each year in the studios and theatres.

The Student Welcome Concert is a yearly music festival in the heart of Kortrijk. For 11 years now, students have been welcomed by this free festival in Kortrijk, a concept that has since been copied all over Belgium. On the stage you can see a mix of unknown bands and famous acts.

Theatre Kortrijk

Compelling theatre performances, intimate concerts, ground-breaking comedy ... the Kortrijk Culture Centre is hugely diverse.

Concertstudio

This atmospheric concert hall is a pioneer due to its exceptional acoustics and offers space for 224 lovers.

Schouwburg

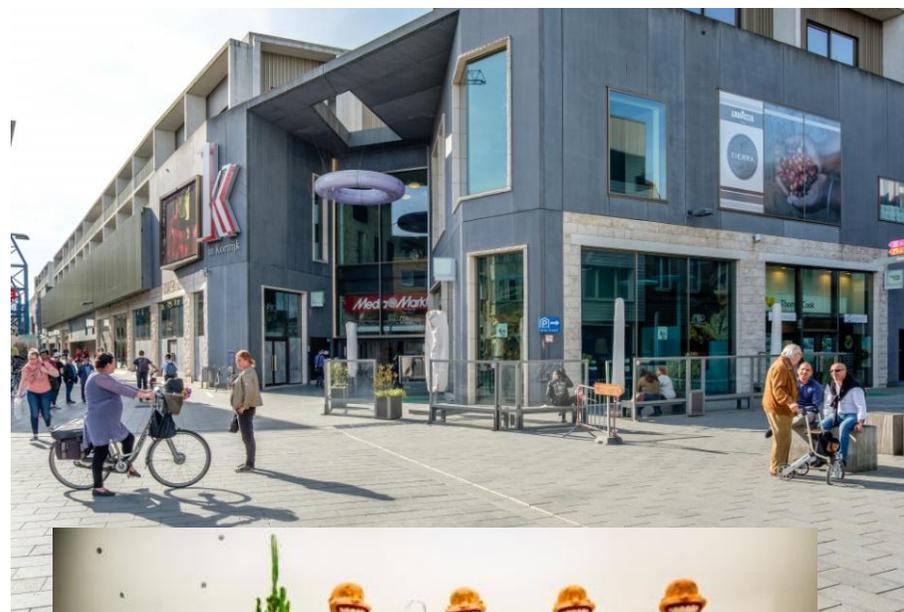
The Kortrijk Schouwburg programme features more than just music and is virtually the largest performing arts centre in Southwest Flanders.

SHOPPING IN KORTRIJK

In the car-free pedestrian zone in the city centre you will find all the shops you can think of, from major chains to welcoming boutiques. Moreover, fashionistas can shop to their heart's content in K in Kortrijk.

K in Kortrijk An impressive hypermodern shopping centre created with 34,000 m² shopping space right in the city centre. It offers a mix of home decor, fashion and electronic items. Events are regularly held here and every Friday all the shops are open until 8 p.m.

Ring Shopping Center This centre offers a range of fashion, leisure, decoration, personal care, food, services and catering establishments with well-known names such as Albert Heijn, Hema, C&A, JBC, H&M, Coolcat, Delhaize and Kruidvat etc.



CITY WALK

To get to know your new home better, you can do a city walk with an audio guide, provided by Tourism Kortrijk.

'Metamorphosis of the city' walk

- The city walk that focuses on the historical centre as well as the metamorphosis the city is currently experiencing
- The route is indicated by metal rivets in the ground
- An audio version is available, which provides some interesting facts and anecdotes

This city walk does not just take you on a stroll through the historical city centre but also highlights the metamorphosis that Kortrijk is currently experiencing. There is a handy map with a brief description of all the points of interest along the way. You can also download an audio version of the walk to your smartphone from the website of [Tourism Kortrijk](#). It provides some interesting facts and amusing anecdotes. The city walk

starts from Tourism Kortrijk in the Béguinage Park and is indicated by metal rivets in the ground.

Location:

The walk starts at Tourism Kortrijk, Béguinage Park.



ACCOMMODATION

Q: Does Howest offer student accommodation?

A: Howest doesn't offer student housing, because there is a surplus of student rooms in Kortrijk, and students in Belgium generally rent a room on the private market. It is your responsibility to find and arrange accommodation, but our DAE Community Manager can help new international students with finding a good place to stay. After being accepted, do not hesitate to contact her if you would like some help.



ACCOMMODATION

ABOUT STUDENT ACCOMMODATION IN KORTRIJK

The advantage of studying in a smaller city like Kortrijk is that there are more student rooms than needed. This results in fairly low rental prices compared to other student cities like Ghent, Leuven, Antwerp or Brussels. Depending on your needs and the timing (the sooner, the better) you should easily find a room within a reasonable budget. Students can rent a room on the private market. There is a wide offer of student accommodation: from older buildings with a lot of charm to newer modern

student housing, and that in different price categories. You have the choice between a private or a shared bathroom and/or kitchen. Consider opting for shared kitchen as cooking together and spending time with your flatmates is something that you will appreciate during your stay here. We also advise you to look for a room near our campus building 'The Level' (address: Botenkopersstraat 2, Kortrijk), as this will be most convenient for classes and extracurricular activities.

ACCOMMODATION

FINDING HOUSING

1. www.kotwest.be offers easy to navigate on-line search to both Dutch and English speakers
2. <https://www.kortrijk.be/sterrenkot> is available in Dutch only, but can be accessed by English speakers via Google translate

All accommodations listed come from reliable landlords, who have a current business license and have been certified by the City of Kortrijk for fire and building safety.

IMPORTANT! Before signing a lease agreement, please check if the energy/water/internet bills are included in rent and paid by landlord. Also, it is important to check if there is a fire insurance included. If the costs are not included in the rent, the contract should clearly state how these costs will be calculated.

There are different possibilities:

- To pay a monthly advance for the costs, over and above the cost of the rent. At the end of the agreement, a settlement of the total costs is made, taking into account the advance payments. If each housing unit is equipped with an individual electricity and gas meter, the tenant and the landlord should make a note of the meter reading at the beginning and at the end of the rental term.
- To pay a fixed monthly or yearly amount for the supplementary expenses. In this case no additional calculation will be made at the end of the contract.
- To have an individual contract with the gas, electricity and water companies. In this case the tenant will receive and pay the bills directly from and to the company. This usually applies to studios, apartments and houses

ACCOMMODATION

If you are planning to come to Kortrijk for more than one day to look for accommodation and to finalise your enrolment, we recommend one of the following hostels:

1. <https://www.jeugdherbergen.be/en/kortrijk>
2. <http://www.focushotel.be/kortrijk/focushotel/?lang=en>

THE RENTAL CONTRACT

There are several types of contracts:

- a student contract with a term of 10, 11 or 12 months
- a short-term contract
- with a term of 3, 6 or 9 years, often used for apartments and houses.

Legally, once the contract is signed, it cannot be terminated before it expires, unless stated otherwise in the contract.

IMPORTANT! It is advised to write down spoken promises made by the landlord (e.g. painting the room, renovating the kitchen, etc.) in order to avoid misunderstandings in the future.

THE DEPOSIT

Signing a lease contract will require a deposit. For rooms: a deposit of one or two months' rent. For studios and apartments: deposits generally amount to two months' rent. The deposit can only be used to compensate for damage to the rented property caused by the tenant (or by third parties to whom the tenant has granted access). The deposit or its balance will be reimbursed within one month after the end of the agreement, taking into account that the landlord should have the opportunity to draw up the final bill for heating, electricity, etc. The landlord can charge an extra cost if the keys were not returned in time and/or the property has not been cleaned thoroughly. Make sure that you ask for (and keep) the receipt when you pay the deposit in cash.

FIRST WEEK TO-DOS

Secure a permanent address

Start your affiliation with a Belgian health insurance company

Register at the city hall

Police checks your address

Open a bank account



REGISTRATION

REGISTRATION AT KORTRIJK CITY HALL FOR YOUR RESIDENCE PERMIT

For EU-students

Please find below instructions for EU and non-EU students regarding registration at the City Hall.

Upon your arrival, within the first 8 days of your stay, you must register at the City Hall's Foreigners Office.

IMPORTANT! You cannot start the procedure before you do the final enrolment at Howest.

Keep in mind that you need to make an appointment at **kortrijk.be** prior to your visit. You can also make an appointment through the telephone. You can ask your buddy or our Community Manager to help you out with that. You will require the following documents for the registration:

- your home country identity card and 3 passport photos,
- student room address,
- proof of sufficient financial means for your stay (Erasmus grant or other means) *
- proof of health insurance (public or private): e.g. European Health Insurance Card, etc.
- a confirmation of enrolment from Howest (given when you finalise your enrolment at the student administration office).

*** A proof of sufficient financial means:**

- letter from your parents, in which they confirm to pay for your study and living cost or a copy of your parent's bank details, showing sufficient financial means

REGISTRATION

NB! If you decide to stop DAE and leave Kortrijk during the first semester, you must deregister at the same registration office approximately one week before your departure.

For non-EU students

- your home country identity card/passport **with visa** and 4 passport photos
- student room address
- filled in application from 'registration in the foreigners register'
- confirmation of enrolment from Howest (given when you finalise your enrolment at the student administration office)
- €20,20 (your second visit)

The procedure for non-EU students is simple, but more time-consuming than the one for an EU-student.

During your first visit to City Hall you need to bring all the required documents and you will receive a temporary document to prove that you have started the procedure. Afterwards, the City Hall will contact you for a second visit (during this visit you will need to pay €20,20 for an electronic residence permit). After receiving your (pin and puk) codes for the residence permit via post, you need to go the City Hall one last time. Your official documents are then activated and you receive your residence permit. **Important!** Save your residence permit codes! You might need them in the future.

After you have registered at the Foreigners Office at the City Hall, your neighborhood police officer will drop by to make sure that you are actually living at the registered address. Be sure to clearly state your name on your doorbell or mailbox. In case you are not at home at the time of the officer's visit, you will receive a letter inviting you to present yourself to the police station in your district.

REGISTRATION

NB! If you decide to drop out of DAE and leave Kortrijk, then you must deregister at the same registration office approximately one week before your departure.

City Hall Kortrijk

Grote Markt 54 (entrance via Leiestraat)

Choose office window 'Andere Nationaliteiten' (which means 'Other Nationalities')

8500 Kortrijk

Opening hours

Monday - Friday from 9:00 to 12:30 pm

Saturday open by appointment only

Sunday closed

Passport photos

You will be asked to bring passport photos for your file at the city hall. You can get official passport photos taken by any photographer. Here are two suggestions of the photographers nearby:



FOTOGRAFIE PAUWELS, Address: Onze Lieve Vrouwestraat 5, Kortrijk. Closed on Thursday afternoon and Sunday.

SELEXION, Address: Stationsstraat 2A, Kortrijk. Closed on Sunday.

BELGIAN ID

The card you receive upon a successful registration is your official residence permit. It also functions as your identity card in Belgium. This is an extremely important document and you are required to carry it with you at all times. To extend the validity of your identity card/residence permit, you should go to the Foreigners Office of your City Hall in person before the expiry date of your identity card.

Non-EEA students will have to present a new proof of enrolment, a proof of solvency and a copy of their transcript.

If you lose your identity card/residence permit, you must report this in person at the local police station and sign an official declaration of loss and provide two passport photographs. After an investigation by the police, you will be given a duplicate of your identity card/residence permit.

Change of address

Every time you change your address, you must report your new address within eight days to the City Hall of your place of residence.



HEALTH INSURANCE

All residents of Belgium, irrespective of their nationality, are required by law to be covered by a health insurance. You should be mindful of this because it is a legal requirement and without insurance the costs of medical care can get very high. You have to arrange affiliation with health insurance yourself, as it is not provided by Howest. In most cases you will have to affiliate yourself with a public Belgian health insurance fund. This fund reimburses an average of 75% of the official tariffs of medical expenses.

For EU students

Bring your **European Health Insurance Card** to Belgium (**Note!** check its validity date). With EHIC you don't need to get additional insurance from a Belgian institution. However, EHIC might not cover you for a long stay. Check the regulations in your home country.



What is it?

A free card that gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, Iceland, Liechtenstein, Norway and Switzerland, under the same conditions and at the same cost (free in some countries) as people insured in that country.

With the EHIC, Belgian health insurance funds will partially reimburse you for essential medical costs based on your receipts (doctors, pharmacist, etc.). However, non-urgent check-ups might not be included.

HEALTH INSURANCE

IMPORTANT!

- It's **not an alternative to travel insurance**. It does not cover any private healthcare or costs such as a return flight to your home country or lost/stolen property,
- It does **not cover** your costs if you are **travelling for the express purpose of obtaining medical treatment**,
- It does **not guarantee free services**. As each country's healthcare system is different services that cost nothing at home might not be free in another country.

HOW TO OBTAIN THE CARD

You can obtain the card by contacting your health insurance institution in your home country.

If you don't have an EHIC, you need to affiliate with a Belgian health insurance fund or take out a private insurance for medical costs in Belgium.



HEALTH INSURANCE

For non- EU students

You need to sign up for a Belgian health insurance or take out a private insurance for medical costs in Belgium. Check with your health insurance provider in your home country if they offer health insurance for a temporary stay in Belgium. If not, you can affiliate with, for example:

- **Bond Moyson**, Veemarkt 90, 8500 Kortrijk
- **CM-office**, Veemarkt 23, 8500 Kortrijk
- **Liberale Mutualiteit**, Groeningelaan 40, 8500, Kortrijk
- **Partena**, Hendrik Consciencestraat 15, 8500 Kortrijk,

You should start your affiliation right after final enrolment. In order to do that, you need to bring your passport and the certificate of enrolment. After finishing the procedure at City Hall, you will have to complete your file at the health insurance

When you subscribe to a Belgian health insurance, you will receive an information booklet and a number of stickers. You should take your ID card and stickers with you every time you go to the pharmacy, visit a doctor, go to a hospital or to the health insurance office. Medical professions and pharmacists will use your ID-card card to view the data on your health insurance.

fund with: your Belgian identity card/residence permit or your temporary document (e.g. annex 15), if applicable, and your bank account number. More information about health insurance funds will be given during the Welcome Week.

INSURANCE

THIRD PARTY LIABILITY INSURANCE

Almost all Belgians have a third party liability insurance for their private lives. This policy compensates the physical and material damage that they accidentally cause to others, for which they are legally liable. E.g. when you accidentally knock the side mirror off a parked car while cycling or spill your coffee on the laptop of your friend. The insured party who has his/her normal residence in Belgium will be covered throughout the world.

Foreign students that enroll at Howest are insured against physical injuries and third party liability during educational activities, field trips and work placements for the duration of the academic year. They are, however, not insured outside of academic life. Keep in mind that those coverages do not replace a normal health and travel assistance insurance.

Past experience has shown that the costs associated with damage caused, even in a minor accident, can turn out to be very high. That is why you are strongly advised and in some cases obliged to take this policy. Make sure that your personal third party insurance covers the damage suffered abroad. You might need this coverage in case something happens outside the scope of educational activities and work placements

BANK ACCOUNT

Banks such as ING, KBC, Belfius, BNP Paribas Fortis, Argenta and Citibank are among the best known banks in Belgium.

IMPORTANT! A bank account can only be opened after your arrival in Belgium, because you need to have an official address in Belgium and, in some cases, a Belgian permit for residence. The rules on how to open a bank account can differ from bank to bank.

After opening a bank account, you will receive a debit card, which needs to be signed and activated by choosing and confirming a personal "PIN code". You will have to pay a monthly fee that includes all the standard services. For a small fee to cover postage, your banks will send your transaction statements to your home address. The easiest way of obtaining account statements is to print them out at a "self banking" terminal, this is free. In certain banks, there is also an option to open a free bank account as a foreign student, if you comply with some conditions.

Payment by bank transfer is a very common method of paying bills in Belgium. Most banks provide online Home-Banking options. It is advisable to arrange standing orders with the bank

(‘domiciliëring’) for recurring payments such as rent, gas, electricity, water or telephone bills. Since the payments are made automatically, you cannot forget, even if you are away for a vacation, for example.

NB! Withdrawals in foreign currency or traveller’s checks need to be ordered some days in advance.

FREE BANK ACCOUNT FOR FOREIGN STUDENTS

When you want to open a free bank account in Belgium as a foreign student, you need to fulfil the following conditions:

CONDITIONS:

- to be between 18 and 25 years old (minimum age is 17 years and 10 months and maximum is 24 years and 9 months)
- not married
- have a registered address (domicile) in a EU-member state other than Belgium or a candidate country for EU membership (in the country where the identity card was issued).

BANK ACCOUNT

DOCUMENTS NEEDED:

- foreign identity card/passport
- certificate of domicile (if not mentioned on the identity card or passport)
- application form of a Belgian University or University College
- rental agreement of a student residence in Belgium, signed by all parties.

The account cannot be opened if you:

- do not hold a foreign identity card/passport
- have no foreign domicile address.
- If other conditions are not fulfilled (e.g. older than 25 years, married, no application form or a rental agreement in Belgium), only a regular bank account can be opened (with costs).



TRANSPORT IN KORTRIJK

BUS

Thanks to Howest student services STUVO:

- You receive a 35% discount on the purchase of a Buzzy Pazz, which means that you will pay €51.35 per 3 months (normal price = €79) or €20.80 for 1 month (normal price = €32).

The Buzzy Pazz is a bus pass for children and young people from 6 to 24 years old. With a Buzzy Pazz you can travel without a limit on all scheduled transport of De Lijn (Flanders' bus company), except the Limburg express lines (Limburg is one of Belgium's provinces). So, with the Buzzy Pass you can travel by bus in and outside of Kortrijk, but only in our Northern part = Flanders.

Apply online via Howest STUVO website *Dutch only

stip-howest.be/buzzy

Ask your buddy to help you or use google translate.

- You can buy a bus pass for Kortrijk only, for €10. We will give you more information during the general DAE Kick-off day.

IMPORTANT! When you enter the bus, show this bus pass together with your student card to the driver.

You will receive your student card in the second week after the classes start.

- International students not living in Kortrijk and daily commuting by train to Kortrijk with a 'combi pass' (= train + bus) can also get 35% discount on your 'combi pass'

Apply online via Howest STUVO website *Dutch only www.stip-howest.be/buzzy

Ask your buddy to help you with that or use google translate.

CAR

Bringing your car to Kortrijk could give you freedom of movement to visit neighboring countries. But you should keep in mind that the parking spaces are not free almost everywhere in Kortrijk.



BIKE

The most efficient way to move around Kortrijk is by bike.

There are two possibilities:

1. Rent a bike at Mobiel for only € 5 per month
€5 rent per month
€50 warranty per year
€5 administrative cost to extend your contract (for 2nd academic year)

IMPORTANT! Once in three months you will need to bring in your bike for maintenance. If you don't do that or do it too late, Mobiel will charge you a fee (€ 7.50 for every maintenance you forgot)

In case of loss/theft, you have to pay the current value of the bike unless you apply for an additional anti-theft insurance, in which case you will only have to pay € 125. Insurance for 3 months costs € 15, or € 21 for 4 months and more.

Mobiel - Min. P. Tacklaan 57 - 8500 Kortrijk - tel +32(0)56.24.99.10 - fax +32(0)56.24.99.19 - info@mobiel.be

2. Buy a second-hand bike

Address: '**Kringloopwinkel**', Gentsesteenweg 176, 8500 Kortrijk

SORTING WASTE

In Belgium waste is being sorted in order to be recycled. Some types of rubbish are collected at your house. But you can also get rid of it at collection points and container parks.

You can reduce your waste by buying products with less packaging, by using glass instead of plastic bottles etc.

The following categories of rubbish can be sorted:

- Glass
- Paper and cardboard
- PMD waste
- Organic waste
- Small hazardous waste
- Old and expired medications
- Building waste and rubble
- Reusable textiles
- Discarded electrical and electronic appliances

Every waste sort has a specific pick-up day and needs to be put in front of the house or residence between 6:00 and 7:00 am on collection mornings. The waste collection calendar, provided by the City of Kortrijk, shows the different pick-up days. Incorrect sorting or not respecting the pick-up days will result in fines. The official bags for waste collection can be bought in most supermarkets.



SORTING WASTE

More detailed information about waste management will be given to you during the Welcome Week.

CONTAINER PARKS

Every city has one or more recycling centres where inhabitants can bring their large domestic waste, small dangerous waste and other specific waste fractions such as construction debris, wood etc. In the Kortrijk area, there are four recycling centres. You can only access the recycling centre with your electronic ID-card. Small dangerous waste and old electronic appliances can be brought in for free. For all other waste you will need to pay a fee depending on the kind of waste and the volume.

What to do with waste



GOOD-TO-KNOW

MEALS

DAE students can eat at the Obee restaurant at Howest campus GKG, just a 10-minute walk from The Level. There you can buy lunch, snacks, soup, bread rolls and drinks at very democratic prices. Of course, each campus has all the necessary facilities for you to eat your own packed lunch too.

Here are some indicative prices: fresh soup costs €0,70, warm snacks cost €1,80 to €3,00, and dish of the day can be bought at €4,00.

CLIMATE AND CLOTHING

Belgium has a temperate maritime climate, which causes frequent rainfalls. The weather can sometimes be unpredictable and changes throughout the day. During the summer months it can be warm and sunny. In general, the climate is considered mild. January and February are the coldest months, when the temperature can drop below zero at

night, with occasional snow. During autumn [October, November] and winter [December, January and February] months you should make sure to bring warm and waterproof clothing with you, as the weather tends to get wet and cold and you may experience snowfall.

Despite the weather you will love Belgium. This small country offers a unique European atmosphere and represents the concentrated spirit of modern and traditional European civilisation like no other.

USEFUL WEBSITES

visitflanders.be

studyinflanders.be

thebulletin.be (a platform for Belgium's international community)

A person is walking away from the camera on a paved road. They are wearing dark shorts, white socks, and dark sneakers. They have a large, colorful tattoo on their left calf. They are pulling a black rolling suitcase with a silver handle. The background is a hazy, overcast sky with some greenery on the sides of the road.

GOOD-TO-KNOW

A big advantage of studying in Belgium is that it is located in the centre of Europe, which means it is a perfect starting point for city trips. Some of Europe's prominent cities – London, Paris, Rotterdam, Amsterdam, The Hague and Luxembourg – are all situated within a radius of 300 km from Kortrijk. In four hours you can get to London, Frankfurt, Strasbourg or Cologne. Isn't that great?

USEFUL INFORMATION

USEFUL TELEPHONE NUMBERS



FIRE **101**



AMBULANCE **100**



POLICE **112**

(European emergency number)



CARD STOP **070 344 344**

USEFUL ADDRESSES

STUVO Howest

Graaf Karel de Goedelaan, 32

LAUNDRY

Wassalon

Rijselstraat 52

'T Wasseretje

Aalbeeksesteenweg 56

Comfort Wash

Sint-Denijsestraat 4