

Welcome at LUCA in Brussels

**PATHFINDER
JOINT INTERNATIONAL BA
IN FILM 2026-2027**



Table of contents

Nice to meet you.....	5
Your campus at LUCA - BRUSSELS.....	6
Good to know about Brussels	7
Transport	7
Getting to Brussels.....	7
Getting around in Brussels	7
First days at LUCA	8
Important dates & info.....	8
Introduction week	8
Registration PathFinder	8
Points of contact at LUCA	8
Points of contact at Consortium Pathfinder	9
ABC of LUCA	9
Absences.....	9
Academic Calendar	9
Activity Planner.....	9
Badge System & Access	9
Buildings in Vorst/Forest (Narafi/N).....	10
Buildings in Schaarbeek/Schaerbeek (Sint-Lukas/SLB)	10
Cafeteria	10
Care Coach (<i>Zorgcoach</i>).....	10
Code of Conduct	10
Courses	11
Erasmus / Internationalization	11
First Aid (EHBO)	11
ICT – Hardware, Helpdesk & Software	11
Lending service (Werkplaatsen)	11
Library.....	12
Login, Password & MFA.....	12
Lockers.....	12

Microsoft 365	12
Opening Hours	12
Printing on Campus	12
Smoking & Substance Use	12
Student Office / Reception / Administration	13
Student Card / ID	13
Student services (STUVO/ <i>Studentenvoorzieningen</i>)	13
Study Coaches.....	13
Study Guide	13
Timetables	13
Toledo (Intranet).....	13
WiFi	13
What's on in Brussels and LUCA?	14
Communities	14
LUCA communities Brussels <3	14
(Film) communities in Brussels.....	14
Finding a film crew and other film students.....	14
Cinema's in Brussels	15
Nightlife and concerts in Brussels	15
Supermarkets / Food.....	15
Secondhand shops	16
Sport & Culture.....	16
Green spaces	16
Library and work spaces.....	16
Administration	17
Registration in Brussels !	17
Registering your leave of absence - European and non-European students.....	19
Bank account	19
Student jobs.....	20
Housing	21
General Info Housing.....	21
Housing Brussels.....	22
How to find a room, studio or apartment?	22

Health.....	23
Insurance	23
Doctors	23
Safety & Emergency	23
Police	24
Welcome	25
Tips from other students.....	25

Nice to meet you

Dear student,

Congratulations on successfully completing the enrollment process and choosing LUCA School of Arts for the brand-new Pathfinder Joint International BA in Film. You will be equipped with the skills and knowledge to pursue various career paths in the film and media industries. Not only will you gain hands-on experience in traditional film roles such as directing, producing, and screenwriting, but you will also become proficient in using new technologies and innovative storytelling.

We are delighted to welcome you to LUCA School of Arts in Brussels, a multidisciplinary environment focused on innovation and collaboration. Our facilities include professional-grade studios for film and video production, editing suites, and animation labs. As an institution embracing all the arts, we encourage cross-disciplinary exchange and foster collaboration with local and international art students.

The Pathfinder Joint International BA in Film is delivered by a diverse team of international faculty members from leading film schools across Europe. Each partner institution brings its own unique expertise, ensuring that you are taught by professionals who are not only educators but also active participants in the film industry. The LUCA staff comprises acclaimed filmmakers, cinematographers, screenwriters, editors, and scholars—offering a rich blend of theoretical knowledge and practical experience.

We hope you will feel at home and enjoy an enriching learning experience at LUCA.

Welcome!

Marc Van de Walle

Course director Pathfinder

Your campus at LUCA - BRUSSELS

Campus Sint-Lukas Brussels

Paleizenstraat 70
1030 Schaarbeek – Brussels

10 minutes from Brussels North station
Gare Bruxelles Nord

Located in the multicultural and busy neighborhood Schaarbeek/Schaerbeek. This campus houses many other courses in the arts, film/photo and architecture.



Highlights Schaarbeek / Schaerbeek:

- Botanique (concerts)
- L'Estaminet (drinks)
- Grafik (exhibitions/drink&draw)
- Rue du Brabant (shops)

Campus Narafi Vorst Brussels

Victor Rousseaulaan 75
1190 Vorst - Brussels

25 minutes from Brussels South station
Gare Bruxelles Midi

Located in Parc Duden and close to Parc Forest in the residential neighborhood of Vorst/Forest. This campus houses two other courses; film and photography.



Highlights Vorst / Forest:

- View of Brussels in the parc
- Bar du Matin (drinks)
- Parvis de St.Gilles (drinks)
- Wiels (exhibitions)

Good to know about Brussels

- **Everything is in two (or more)**
The names of our streets/locations are always in Dutch and French.
People in Brussels speak all sorts of languages and mix them up.
- **There are 19 mayors**
Brussels is divided in 19 different municipalities/districts that each have their own characteristics.

Transport

Getting to Brussels

- **International train station Brussels South / Brussels Midi**
- **Brussels Airport Zaventem (BRU)**
 - 30 min. by train (NMBS/SNCB)
 - 1 hour by bus 12 (MIVB/STIB)
- **Brussels South Airport Charleroi (CRL)**
 - +- 1h30 by train (NMBS/SNCB) and bus (TEC)

There are three big train stations in Brussels:

- Brussels North (Brussel Noord / Bruxelles Nord)
- Brussels Central (Brussel Centraal / Bruxelles Central)
- Brussels South (Brussel Zuid / Bruxelles Midi)

Getting around in Brussels

Public transport

Public transport (metro/tram/bus) is organized by MIVB/STIB. You can pay your ticket with your contactless bankcard/phone. There is a possibility to buy a school pass, more info will follow when you arrive at LUCA.

Bike

Riding the bike in Brussels takes you the fastest from place A to B. But keep in mind that Brussels is very hilly and you'll need to be assertive in traffic.

- Swapfiets bike rental
You get to keep the bike for the duration of your subscription.
- Bike repair shops: Cyclo
- Villo bike rental
City bikes with an option to rent a battery for an electric bike (It's hilly here!)

First days at LUCA

Important dates & info

- **7 – 11 September:** Introduction Week
- **14 September:** Start first Classes
- **27 October:** Reading & Research Week
- **18 December:** End of 1st semester
- **1 February:** Start 2nd semester

Introduction week

Through IADT you will receive your program of the week.

Registration PathFinder

All students receive an admissions letter from IADT.

All students will be enrolled at IADT and then also at the 4 other schools. Enrolment at LUCA will take place during the introduction week. After enrolment at LUCA, you will receive your enrolment certificate and student card. You can submit this certificate to your landlord, use it for a public transport pass, etc. You pay your tuition fees to IADT. The invoice must be paid in January at the latest.

Points of contact at LUCA

Marc Van de Walle – Course Director

marc.vandewalle@luca-arts.be

Naomi Zwaenepoel - Program assistant

naomi.zwaenepoel@luca-arts.be

Do you have general questions? Need to have a chat?

Contact Naomi and she will listen and direct you to the right person if necessary.

Anke Van Riel – Student Support Services & Confidential counsellor

Housing, Public transport, Health Insurance

anke.vanriel@luca-arts.be

Bettie Smets – International Officer

Support for international students, Orientation programs & activities, Intercultural understanding, Erasmus mobility support

bettie.smets@luca-arts.be

Sven Sanctobin – Admissions Officer

Preparing your stay in Belgium as a NON EER Student: Visa, blocked account, ...

sven.sanctobin@luca-arts.be

Ilse Seghers – Education Administration / Student Office

Registration and other certificates, administrative matters, ...

studentoffice.brussel.narafi@luca-arts.be

Marieke Baele – Ombuds

Mediates between the student involved, the teacher and the authorities in relation to

educational provision.
marieke.baele@luca-arts.be

Points of contact at Consortium Pathfinder

Deirdre O'Toole – Program Director
deirdre.otoole@filmeu.eu

Enya Murray - Program assistant
enya.murray@filmeu.eu

ABC of LUCA

Absences

Absence is only tolerated with a doctor's note.

In case of absence contact the teacher directly and put naomi.zwaenepoel@luca-arts.be in CC. Due to illness/force majeure), notify the school via: <https://proform.luca-arts.be/student/ziektemelding> (during class periods).

All relevant lecturers are informed immediately.

Teacher absences will be communicated via TOLEDO/TEAMS.

Academic Calendar

The academic calendar, tailored to campus NaraFi and your program, can be found on TOLEDO > infoLUCA@NaraFi (student intranet) and on the website: <https://www.luca-arts.be/nl/academische-kalender>

Activity Planner

Do you want to organize an event or exhibit your work? Fill in the activity planner. You must submit your request 30 days in advance for events that:

- Is related to the curriculum but take place outside the usual spaces and/or regular opening hours / is not part of the curriculum
- involves placing an object in a common space (entrance hall, cafeteria, corridors, ...)
- Involves the presence of external guests

If the request is submitted less than one month in advance, we cannot guarantee processing, although we will do our utmost to accommodate it. Submitting the planner does not automatically mean your activity can take place. The request must be approved before you can start organizing. The planner link can be found [here](#). It's only accessible with your student e-mail.

Badge System & Access

The main entrances of campus buildings are equipped with a badge system. Using your student card, you can access buildings during opening hours. This ensures security and climate control. Please make sure doors are not left open unnecessarily. Always carry your student card on campus—it is strictly personal.

Buildings in Vorst/Forest (Narafi/N)

- **Castle** (Victor Rousseaulaan 75)
main building with reception, lending service, administration:
All rooms starting with “C.”
- **Pavilion**: building in Duden Park, accessible via the stairs to the right of the castle. All rooms starting with “P.”
- **Besme 83** (Besmelaan 83, Vorst) All rooms starting with “B83.”
- **Jupiterlaan 188**: Film studio (basement -2)
- **Jupiterlaan 192**: TV studio

Buildings in Schaarbeek/Schaerbeek (Sint-Lukas/SLB)

- **A-block** (Paleizenstraat 70)
main building with reception/blue box, administration, library (+1), theory classes (+2,+3)
All rooms starting with an A.
- **B-block** (entrance through middle of the building / cafeteria or courtyard)
Cafeteria, coffee shop (glass bridge), administration, Liberal Arts
All rooms starting with a B.
- **C-block** (Groenstraat 162, entrance through gate with student card)
Bike rack, auditorium, film studio (-2), photography (-1), print lab and lending service (0), screen printing (+1)
All rooms starting with a C.

Cafeteria

Students can go to the following spaces at Campus Narafi:

- Castle: cafeteria – basement (-1)
- Castle: ground floor bar – run by Film/Photography students throughout the year as part of crowdfunding initiatives for their projects. Snacks and drinks available.
- Besme 83: ground floor

Care Coach (*Zorgcoach*)

Students with special needs (disabilities, psychological issues, jobs, caregiving) can apply for a special status for exam/education accommodations.

Info: <https://www.luca-arts.be/en/studying-special-needs>

Code of Conduct

Everyone studying, working, or visiting LUCA should feel safe and respected. We expect students and staff to treat each other respectfully. Unacceptable behavior will not be tolerated. Read the code of conduct [here](#).

Courses

Courses with a digital version are available via the online learning platform Toledo (toledo.luca-arts.be) and via TEAMS Pathfinder. More info will follow.

E-mail

All students receive an email address upon enrollment, formatted as:
firstname.lastname@student.luca-arts.be

At registration, you received an activation email with a username (r-number) and an activation link. Check your LUCA email account daily!

Access via <https://mail.student.luca-arts.be> or Toledo.

Configure your email app on your PC or smartphone. Important: When asked for an email during setup, use your rnumber@kuleuven.be (this is not an email address but your login method). You can find the instructions [here](#).

Erasmus / Internationalization

LUCA offers international exchange opportunities for 3rd year BA (and occasionally MA) students, including study, projects, and internships abroad.

Contact: Bettie Smets – T +32 2 308 27 62 – E bettie.smets@luca-arts.be

You can find more info [here](#).

First Aid (EHBO)

Trained staff are available on campus for first aid. They can be reached via the student office / reception.

ICT – Hardware, Helpdesk & Software

- **ICT helpdesk:** helpdesk@luca-arts.be | T 02 250 11 11
<https://info.luca-arts.be/nl/ict-voorzieningen>
- Academic Software: Adobe & course-related software via:
<https://academicsoftware.luca-arts.be>. Helpdesk: 03 327 30 70 |
support@academicsoftware.com
- Discounted Windows PCs via www.campusshop.be (KU Leuven association).
- 15% discount on Mac purchases via LUCA (<https://econocom.ideaalnet.org>)

Lending service (Werkplaatsen)

You can rent material at all the campuses of LUCA.

<https://www.luca-arts.be/nl/werkplaats/uitleen>

You can reserve your material online with: <https://lus.luca-arts.be>

You have access with your student account and student ID card.

You also have access to the workshops. Don't hesitate to stop by.

<https://www.luca-arts.be/nl/aanbod-werkplaatsen>

Library

Opening hours: Monday to Thursday from 9 am to 9 pm, Friday 9 am to 6 pm

Location: 1st floor, A-Block (tram stop side).

Instagram: [@bibliotheek_sintlukas_brussel](#) E: bibliotheek.sintlukas@luca-arts.be

Login, Password & MFA

After registration, you received an email with your r-number login. This is your LUCA username (r + 7 digits). New students must secure their account with Multi-Factor Authentication (MFA) via the KU Leuven Authenticator app.

If you cannot log in: <https://admin.kuleuven.be/icts/english/mfa/mfa-reset>

Lockers

St.Lukas Brussels has lockers near the cafeteria (they work with your student ID)

Microsoft 365

Students get free access to Microsoft 365 (Office, OneDrive, Teams). Each student has 2TB storage in OneDrive. Info: <https://office.luca-arts.be>

Opening Hours

Campus closures on public holidays, vacations, bridging days, or adapted opening hours can be found in your academic calendar in Toledo.

Campus Narafi Brussels: The campus is open between 7.30 and 18.30, and on Monday and Tuesday evenings until 9.30. Every day, the campus is opened by concierge Rachid Moukrim.

Campus St-Lukas Brussels

Mon-Fri: 8h-22h

Printing on Campus

1. Load print credit: <https://print.luca-arts.be>
2. Send printing via portal or public PCs.
3. Collect the print using your student card.

Narafi: You can print on the 1st floor next to the Student Office.

St.Lukas: You can print in the library on the 1st floor in the A-block OR on the ground floor at the print shop (near the glass bridge, next to the elevator).

Smoking & Substance Use

- This is a smoke free campus: Smoking is prohibited indoors and outdoors on the school premises; only in designated areas: smoking ban within a radius of 10 meters from the entrances and exits of educational institutions.
- Alcohol is prohibited (except at approved events) / Drugs are prohibited

Student Office / Reception / Administration

Campus St.Lukas Brussels

Blue box with Agnes and Ilse

studentoffice.brussel.sintlukas@luca-arts.be

Campus Narafi Brussels

1st floor at the end of the hallway on your right with Ilse and colleagues (fri closed)

studentoffice.brussel.narafi@luca-arts.be

Student Card / ID

Your student card provides access to the various campus buildings, lending out material in the library and the audiovisual lending services. It is strictly personal. If you lose it, please contact the student administration immediately.

Student services (STUVO/Studentenvoorzieningen)

Support for counseling, psychological aid, financial aid, sports, culture, etc.

Location: **Stuvo house**– Lefrancqstraat 9, Schaarbeek or Online meeting

E stuvo.brussel@luca-arts.be

More info [here](#).

Study Coaches

Each student has a study coach to help with program planning, rules, exemptions, or reorientation. More info [here](#).

Study Guide

Available [here](#). You can see an overview of your courses here and can select stage 1, stage 2 or stage 3.

Timetables

Published on KU Loket / Toledo (<http://kuloket.luca-arts.be>) after ISP completion.

Toledo (Intranet)

The central digital platform for course material, announcements, schedules, and communication. <https://toledo.luca-arts.be>

WiFi

Networks: campusroam (preferred) and eduroam.

To log in to the network, use your r-number@kuleuven.be (for students) and the corresponding password. The settings for each operating system are listed:

<https://admin.kuleuven.be/icts/services/wifi#info-per-netwerk>

No Wi-Fi access or other problems? Email helpdesk@luca-arts.be or call 02 250 11 11. Setup info: <https://www.luca-arts.be/nl/wifi-vpn>

What's on in Brussels and LUCA?

Communities

LUCA communities Brussels <3

- Obscura Narafi
Studentclub with café meetings and gatherings
Narafi Vorst
- Dimibi
Student run screenings Tuesday evening
Narafi Vorst
- FilmEU Cineclub
Screenings FilmEU
- CineCapella
Screenings and talks in the St.Lukas library <3
- LuCi cinema collective
Student and alumni run club with screenings
St.Lukas Schaarbeek

(Film) communities in Brussels

- Acab Kino: A self-organized cinema space for community, solidarity, counterculture and resistance.
- Blue Screen: Bimonthly screening program focusing on film and video works by visual artists.
- Villa Canapé: A community dedicated to promoting art, connection and collaboration in a homely atmosphere.
- One Field Fallow: Queer-run socio-cultural organization and collective.

Finding a film crew and other film students

- Reach out to the other film school departments:
 - LUCA School of Arts
 - Audiovisual Arts Academic Bachelor - St.Lukas Brussels
 - DocNomads – International Master – Documentary Filmmaking – St.Lukas Brussels
 - Audiovisual Arts Academic Master - St.Lukas Brussels
 - Audiovisual Arts Professional Bachelor - Narafi Brussels (Vorst)
 - Television and Film Bachelor – C-Mine Genk
 - Dutch speaking film schools in Belgium
 - RITCS – Brussels
 - KASK – Ghent
 - French speaking film schools in Belgium
 - INSAS
- RITCS-platform: Facebook community of Dutch speaking film universities
- LeGenerique: Inclusive directory of Belgian film and Audiovisual professionals

Cinema's in Brussels

- Cinema Palace
Arthouse with one of the best screening rooms
- Cinematek
Royal film archive with impressive programming
- Cinema Aventure
Cute small cinema where you can drink something during the screening
- Cinema Galeries
Small arthouse cinema
- Cinema Nova
Alternative cinema with very cheap (and nice) bar
- RITCS Cinema
Student run cinema of RITCS film school (cheap drinks)
- Cinema Vendôme
Arthouse cinema
- Cinema Flagey
Arthouse cinema located in concert hall
- Cinema Bozar
Arthouse cinema located in art museum
- UGC
Commercial cinema

Tip : There is a monthly subscription for allot of cinema's in Brussels and all over Belgium! The Cineville pass

Nightlife and concerts in Brussels

A small list of things to do and nice places:

- Different Class agenda (alternative music, parties and events)
- Beursschouwburg (screenings, concerts, talks, parties)
- Recyclart (concerts, events, parties)
- Brasserie Illegaal (concerts, events, parties)
- Stoemp! (Free café concerts)
- Bodies in Space (events, parties)
- Atelier 210 (concerts)
- Kiosk Radio (Dj's in the park)

Supermarkets / Food

- Cheaper supermarkets: Aldi, Lidl, Colruyt, small neighborhood supermarkets
- Nicer supermarkets: Delhaize, Intermarché
- Bio supermarkets: Färm, Marché Bio des Tanneurs, The Barn
- Other supermarkets: Kam Yuen (Asian supermarket in the city centre)

- Markets: Every district has its own weekly market, the most famous being the Sunday market on the square at Brussels Midi/South station. There you can find reasonably priced fresh fruits and vegetables.
- Too Good to Go: Application against food waste. You can pick up food packages at reduced prices. Very interesting!

Secondhand shops

- Thinks Twice (they have days with all clothes for 5/2/1 euro)
- Episode / Melting Pot Kilo
- Les Petit Riens / Oxfam
- Magasin Le 24; Armée des Salut

Sport & Culture

- Sport & Culture organized by STUVO (student services of LUCA)
- Swimming pools: Every municipality has its own pool. Usually, a bathing cap is mandatory.
- Community centers (Dutch): Have a wide range of yoga, sports, events etc.
- Sports in Brussels

Green spaces

- Terkamerenbos / Bois de La Cambre (Nice park and forest)
Tram 8, 81 or 93 to *Legrand*
- Zoniënwoud / Fôret de Soignes (Big forest with large beech trees)
Tram 8 to *Bosvoorde/Boitsfort* or Train to *Groenendaal*
- Marais de Jette-Ganshoren & Laarbeekbos / Bois de Laerbeek
Tram 9 to *Tentoonstelling/Exposition*
- Parc Tour & Taxi
Metro 6 to *Pannenhuis* OR Bus 46/86 to *Thurn&Taxi*
- Parc van Vorst / Parc de Forest / Dudenpark (close to Narafi)
- Parc Josaphat in Schaarbeek (close to St.Lukas)

Other municipalities also have parcs.

Library and work spaces

- Muntpunt (Dutch library with free workspaces and good collection)
- Brussels library's (Dutch)

Administration

Registration in Brussels !

Register at the city office (Brussels)

All students, EEA and non-EEA who are staying over 90 days (counting from the arrival day) in Belgium, must register at the City-Town hall in the municipality in which the student is staying.

Within 8 working days after arrival, preferably. Sometimes there are no time slots left, so then can take the first available one.

Notice! The Brussels Capital Region is divided in several districts / communes that have a proper City Office/ Administration. Overview of [Brussels capital region](#). Not all city hall employees speak English, inform if it's possible to be helped in English. Otherwise, they speak French and sometimes Dutch.

Necessary documents

1. Registration certificate delivered by LUCA School of Arts through 'KU Loket > Self Service Attestations'
2. Signed rental agreement
3. Recent ICAO compliant passport photo(s): provide 3 to 5

EEA

- National ID card / Passport
- European Health Insurance Card (if available) or other proof of health insurance coverage
- Declaration on honor of having sufficient means of subsistence

Non-EEA

- Passport
- Authorization for Provisional Sojourn (Student visa "Type D")
- Proof of solvency

Registration standard flow

- **Start up registration** > City office issues a temporary certificate (annex 15)
> Police verifies address (comes by at your home, make sure to put your name on the doorbell)
- **Address verification completed** > City office sends invitation to complete registration (EEA) / order residence permit (non-EEA)
- **Pin and Puk codes received** for residence permit card > Studenty arranges appointment for pick up residence permit (non-EEA) > Pick up and activation of residence permit at the city-office (non-EEA)

What to bring if your A-card is ready

- Notification letter of the municipality to collect the A-card
- Proof of payment of the A-card

- Temporary residence card (annex 15)
- Required PIN/PUK codes



Additional remarks

During your stay here, inform the embassy or consulate of your country that you are a resident in Belgium. Embassy staff will act as a contact point if something happens to you here, or in your home country. It is also possible for you to vote at your embassy in national elections. You can find the addresses of all foreign embassies in Belgium on the following website: <http://www.diplomatie.be/en/addresses/belgium/default.asp>

Do not expect to receive the residence permit immediately. A waiting time of two months before one gets the final document is not an exception.

Important

- Start your registration as soon as possible
- Make sure to submit all the required documents
- Mention your name on your doorbell and your letterbox
- Regularly check your email (incl. spam folder) as well as your letterbox
- **Questions or difficulties:** international@luca-arts.be

Municipality	Online/ email	Email
Brussel-city / Laken	online	
Schaerbeek	by email	etrangers@schaerbeek.be or ask for the folder with information
Etterbeek	online	
Elsene	online	
Anderlecht	by email	etrangers@anderlecht.brussels
Molenbeek	online	
Koekelberg	by email	etrangers@koekelberg.brussels
Jette	online	
Vorst	online	

Sint-Joost

by email

ue@sitn.brussels

Registering your leave of absence - European and non-European students

There is a final step at City Hall. It is important to **register your leave of absence a couple of days before your departure**. This is necessary to keep your A or E card valid and keep you registered in the population registers.

Documents to bring:

1. Your residency permit (A or E Card). Keep in mind that you will need this card in the other countries of the program. Under no circumstances should you hand it over to the city official.
2. Pin code of your residency permit.
3. Address of stay at next destination

Document to receive:

1. You will get an Annexe 18 from the city official.

When you make the appointment and are at City Hall, make sure to say that you want the right to return. This will make things easier when you come back to Belgium for the other semester. You can contact City Hall from where you are next if you don't plan on coming back to Belgium. They will ask you to send your residency permit to them.

Bank account

If you wish to open a bank account, depending on the bank office you will probably need a registration form that you are enrolled at LUCA /KU Leuven and at the foreigner's office too. [Read more about bank matters on the website of KU Leuven.](#)

Procedure for opening a Belgian bank account:

- Many banks will require that you show them not only your identity card or (travel) passport but also a **Belgian residence document** that officially confirms your address in Belgium. As long as you don't have a Belgium residence card / residence permit certain banks are not willing to allow an exception to this rule.
- Some banks are more flexible and non-EU students could try to open a bank account for 2x 3 months.
 - 1^e period of 3 months → conditions = ID-document (passport) and enrolment statement higher education institute and housing contract
 - 2^e period of 3 months → condition = valid residence permit / card of Belgium (for instance: annex 15)

Student – minded banks:

- Without needed registration: <https://nickel.eu/en-be>
- ING is known to be a good bank for expats: <https://www.ing.be/en/individuals/daily-banking/our-services-for-expats>
- KBC has a special offer for expats in Brussels: <https://www.kbcbrussels.be/retail/en.html?zone=topnav>

Student jobs

Every student who is allowed to carry out student work in Belgium is entitled to 650 hours during which he/she/they may work for reduced social contributions, per year. This is regardless of his/her/they nationality or origin. Therefore, you need a contract as a student.

- If your nationality isn't that of any of the states of the European Union or that of any of the following states: Liechtenstein, Norway, Iceland or Switzerland, you need a residence permit to work in Belgium (which states that you can work here temporarily).
- Finding a job as an international student isn't easy. All interim offices only accept people who speak French or Dutch.
- We have also our own job service with some spontaneous job offers (for one day, several days). Usually, we need some students to help in our cafeteria, assistance at exhibitions at school, etc.
- Please bear in mind that foreign students who only stay temporarily in Belgium for studying are considered to have enough financial aid to study in Belgium. Only in an emergency situation financial aid by the student support services might be granted, and only after a thorough investigation. You can find more information about your social status as a student in Belgium at the website "Centen voor studenten".

Take a look at the website of KU Leuven about the cost of living in Belgium.

Housing

General Info Housing

The rental agreement

The rental agreement will specify certain things: the amount of the security deposit, the duration, the rental fee, notice period(s), obligations, rights, prohibitions, etc. A contract is binding, so once it has been signed there is no backing out of it.

- Read it carefully. Keep in mind that whatever you sign is binding.
- Pay attention to the conditions for termination.
- Know what is (and what is not) included in the rent.
- See to it that verbal promises are noted in the agreement.
- Make a record of the digits on the energy meters (use of water, electricity, heating) at the start/end of your stay.

A Dutch, French and English model of a rental agreement can be viewed at [MyKot \(Brussel\)](#).

The deposit

Keep in mind that you might be required to pay a deposit (max. 2 months). The landlord can request you to open a joint bank account for the deposit, which will be returned to you upon departure if no damage has been ascertained to the room or its furniture. The deposit should never be considered as payment for the rent!

Supplementary costs

If the cost of heating, electricity, water, internet etc. is not included in the rent, it should be clearly stated in the contract how these costs will be calculated.

There are different options: A fixed fee OR a preview of the costs with an final bill at the end of the rental period (At the end of the rental period this sum is compared with the real costs by reading the meters and then you either get a refund or may be required to pay extra

WARNING: fraudulent advertisements!

When you are looking for student accommodation, beware of fraudulent advertisements on the internet. **Fake landlords are renting out non-existent accommodation.** Other imposters use stolen identities to rent out existing accommodation. They target international students in particular.

We certainly don't want to scare you off but we want to advise you to **be cautious**.

- **Never pay a deposit before signing** the contract and being 100% sure the accommodation exists and is for rent.
- Always ask for the **landlord's personal information** (name, surname, phone number and a photocopy of his/her ID).
- Double-check the provided **address** on Google maps to see if it exists.
- **Ask for an 'interview'** via Teams or WhatsApp and a 360° view of the living unit. Watch out for the so-called landlord who uses all kinds of excuses not to make a video call.
- If possible: read the **reviews** of other users.
- You will find that **the rent** for a 'fake' living unit is much lower in comparison with other similar rooms or apartments. Keep in mind that if an offer sounds too good to be true, it probably is...
- **Reread** the rental agreement and look for mistakes in the English language.
- **Pay with a credit card**, because then your payment is insured.
- If you notice any suspicious advertisements or if you become a victim of a scam, please be sure to report this to the local police.

- **Ask some advice** at stuvo.brussel@luca-arts.be

Domicile versus residence address

Domicile is the place that you consider as permanent living address while a residence address is only a temporary address. If you register your new address as your domicile address you will also have to comply with Belgian law, tax regulation etc. This is not a required step.

Although you have to register in the commune or city office to inform the Belgian city administration about your temporary living address (= residence address), your permanent address usually remains in your country of origin. Therefore, **you can also rent accommodation that doesn't require a domicile.**

Housing Brussels

How to find a room, studio or apartment?

Student housing collaborations

- **ArtUpKot**
Student accommodation very close to the campus of Sint Lukas. For more information about ArtUpkot you can send an e-mail to: info@upkot.be
- **Brik**
Service desk for students in Brussels. To rent at Brik you can check this link. Brik rents out about 400 student rooms on their own account. In these buildings, Brik is the landlord. From the rental contract to daily maintenance: everything is taken care of in direct contact between Brik and the student.

Student housing by private organizations/agencies

- Upkot
- UpLiving
- Xior
- iKot

Websites for immobile properties in general

- Immoweb
- Immovlan

Facebook groups for rooms / co-location

- Appartement à louer Bruxelles - Studio, Kot étudiant et Colocations
- Wonen in Brussel
- Kot te huur in Brussel
- Kots à Bruxelles - Kot in Brussel

Other options

- Another option is to rent a flat together with friends or other students. However, the difficulty here is that they don't work with student contracts. Consequently, the contract generally lasts 3 years. Water and electricity are not included in the rent, nor is the obligated fire insurance. Should you have difficulties in finding a room before your arrival in September you might prefer to book short term accommodation first and use the first week of September to look for long term accommodation.
- Youth Hostel for arrival
 - <https://bxdowntown.be>
 - <https://www.meininger-hotels.com/en/>

- <https://lesaubergesdejeunesse.be/en/les-auberges/>

Health

Insurance

BA Insurance LUCA

How am I insured in the event of a physical accident at LUCA School of Arts?

In the event of an accident on campus or on your way to campus from your home (and the other way around) the school insurance will cover for a number of expenses related to the accident. The documents to fill out can be collected at the reception.

What is civil liability (BA) and how am I insured?

If you, as a student, make a mistake, are careless or negligent during a university-related activity and thereby cause damage to a third party, you are in principle civilly liable for this. The civil liability of students is insured by the university's collective civil liability insurance.

However, if you as a student have your own BA insurance (a family insurance or the individual BA-private life policy taken out through LUCA), this always takes priority over the collective BA policy of the college.

What does the individual policy BA private life entail for students?

This policy insures you for your liability during college and private life. You can take out this policy via the registration of your (re)enrolment at LUCA School of Arts by checking this option. For this, you pay an annual premium of € 10,00 the first time or € 5,00 for each subsequent enrolment. If you have not ticked this option, you can apply for it afterwards via: studentenboekhouding@luca-arts.be.

Health insurance Europe

With the European Health Insurance Card you are covered in case of hospitalization. For out – patient costs you need to advance the total sum of the cost at the doctor and at the pharmacy. You can subscribe with a Belgian health insurance fund if you would like to follow the same rules as for residents (you only have to pay 20 – 30% of the total sum of the medical cost). If you don't have an EHIC – card, you can enroll in a Belgian health insurance fund. You can also directly contact them for more information/registration via students@healthinsurance.be

Doctors

Brussels

If you need a doctor you can go to: [Doctena, Rosa, Doctors Brussels Centre](#) or the [Medical health Care Center of VUB](#). If you need a psychologist, you can contact someone through LUCA [here](#).

If you need a psychologist, you can contact someone through LUCA [here](#).

Safety & Emergency

- **112:** European Emergency number

- **101:** Urgent police assistance
- 070 245 245: Poison unit
- 1813: Suicide prevention

Police

Brussels is complicated and is divided into several police departments. Sometimes that can be confusing if something happens. Not all police officers are fluent in English. For urgent police assistance you can call 101. For non-urgent matters you can contact your local police department or through the online platform (only in Dutch/French/German): Police stations & police zones.

Welcome

Phew, that's a lot of information! We can imagine that it's a lot to process: new administration, school systems, a new city/ country. Don't hesitate to reach out to each other, administrators, teachers if you have any questions or just want to have a chat.

Your main point of contact in Brussels is naomi.zwaenepoel@luca-arts.be

Tips from other students

Come as early as you can to settle down before starting the program.

Learning is a long run, do not close opportunities to experience stuff because you are too afraid of student's assignments. You can manage both for sure.

Make an effort to engage with the local students and get to know their projects and let them know yours.

Take a train and get to know a different city once in a while. Ghent, Antwerp, Ostend are interesting!

Go to local film festivals and connect with students from other film schools.

Go to the pool from time to time if you can. It is a fun after class activity.

Get a bike! It is a lot of fun and quite ok if you assert your place in the city. Keep in mind that it's very hilly in Brussels, you'll sweat for sure!. But it will allow you to go for some trips and join to the [Critical Mass](#) bicycle protest.

Live with your classmates. It will be a lot of connections, fun dinners and late-night conversations.

Chill, not everything is as high stakes as they seem. Focus on your film, from every class try to find nuggets that could help you.

Don't take too many clothes with you! There are a lot of cheap options in secondhand shops. Do bring your favorite sweater for winter!