REGISTRATION AT THE TOWN HALL

Brussels consists of 19 communal regions, with each their own local authorities or Town Hall, called “commune”. To know where the administrative services of your communal region are located, visit http://www.brussel.irisnet.be or check hereunder:

SHORT RESIDENCE (max 3 month)

EEA (1) citizens

No registration is required for citizens of EEA member states.

Non-EEA citizens

Registration is compulsory and done by signing a hotel register. When not staying in a hotel, foreigners should report to the Town Hall and ask for a ‘Declaration of arrival’ (annex 3) within 8 days of arrival. A type C visa is required except in case of exemption (2).
LONG RESIDENCE (more than 3 months)

EEA citizens

Immigration regulations stipulate that registration at the Town Hall is required within a period of 3 months after arrival. Residence permits are valid for 5 years. EEA citizens can choose between the paper ID certificate and the more expensive plastic badge with an electronic chip. An alternative procedure, which requires fewer formalities, exists for Dutch, French, German and Luxemburg nationals.

Non-EEA citizens

Non-EEA citizens should register as soon as possible after long term accommodation has been found and after signing a rental agreement. Residence under the student status can be allowed for the duration of the student’s study program and as long as proof of funding can be provided. The electronic ID card is given for one academic year at a time and has to be renewed on a yearly basis.

PLEASE NOTE THAT IT CAN TAKE UP TO 4-5 MONTHS BEFORE YOU WILL HAVE YOUR ID CARD. THIS CAN GIVE PROBLEMS FOR OPENING A BANK ACCOUNT!

DOCUMENTS NEEDED FOR ID CARD APPLICATIONS

EEA citizens

- rental contract
- national ID card or passport
- registration certificate from the VUB
- European Insurance card
- proof of solvability (scholarship, savings, loans, jobs, sometimes a statement upon oath is accepted)
- 5 passport sized pictures
NON EEA citizens

- rental contract
- passport with type D visa
- registration certificate from the VUB
- proof of solvability (scholarship, financial guarantee, VUB blocked account)
- 5 passport sized pictures

Some Town Halls ask additional documents like birth certificate, certificates of civil status or good conduct. Please note that Town Halls charge various amounts for delivering registration and ID cards.

PROCEDURES

Procedures differ from one Town Hall to another. Most Town Halls have information on their websites, unfortunately not in English. To learn about the procedure to obtain a Belgian ID card, contact the foreigners department at the Town Hall, request an appointment, enquire about the procedure and the required documents.

Depending on the Town Hall, this is done in person or by phone. The Town Hall requests the local police to verify that the international student or scholar indeed resides at the stated address. Often a letter containing the date and the time of the appointment is delivered by the police. A list with documents required by your Town Hall may be included in this letter.

After submitting these documents, applicants receive a receipt (EEA citizens receive an ‘annex 18’, non-EEA citizens receive an ‘annex 15’). Finally the international student or scholar obtains a Belgian ID card. Electronic ID cards also have a PIN and a PUK code which allows the holder to access the ‘electronic window’ which means citizens can communicate with the communal services over the internet. For reasons of confidentiality a card reader must be connected to your computer.

The dates on the visa refer to the period the visa should be used to enter the country. In case of a multi-entry visa, it refers to the period the student can travel in and out the country. The period on the visa doesn’t refer to the period of time the student is allowed to stay in the country. So, not having the ID card before the date the visa expires has no consequences for the right to reside in Belgium. However, it does cause restrictions for matters such as travelling outside Belgium, family reunion, applying for a work permit, opening a bank account, registering for language courses, reductions for public transport, health insurance and more.
ID cards remain government property and should be returned to the Town Hall when the student no longer resides in Belgium. Non-EEA citizens will receive a document from the Town Hall after returning the ID card (model 8). This document can be used in case of a police or border check after having returned the ID card to the Town Hall. This document is also necessary to cancel your Belgian Health Insurance.

**APPOINTMENTS**

When visiting communal services for the first time, look for a ticket dispenser. Many Town Halls require visitors to take a ticket with a number corresponding to the order in which clients will be served. The number of the client that is being served appears on a screen.

**DURING COVID-19, NEW RULES! SO PLEASE CHECK FIRST THE WEBSITE OF YOUR TOWN HALL**

**Anderlecht 1070**
www.anderlecht.be
For EEA students:
Address: Van Lintstraat 8
Email: bevolking@anderlecht.brussels
Tel.: 02 558 09 35 - 02 558 09 37

For Non-EEA students:
Address: Georges Moreastraat, 1A
Email: vreemdelingen@anderlecht.brussels
Tel: 02 558 09 43 - 02 558 09 44

**Sint-Agatha-Berchem / Berchem-Saint-Agathe 1082**
http://1082berchem.brussels/nl/
Address: Koning Albertlaan 33
Tel.: 02 464 04 38

**Brussel / Bruxelles 1000, Laken / Laeken 1020, Neder-over-heelmeek 1120 and Haren 1130**
www.brussels.be
Address: Anspachlaan 6
Tel.: 02 279 35 20
Appointments for this municipality: see their website: https://www.brussels.be/foreigner-outside-eu-or-eea-or-switzerland-and-not-related-subject-eu-eea-or-switzerland

Following information and annexes needed:
- Your personal data (name + surname + date and place of birth + nationality)
- The date of your arrival in Belgium
- Your address in the city of Brussels

You will have to attach to the email:
- A copy of your passport (with your D-VISA) or national identity card (European Union Students)
- A copy of your definitive inscription at the university
- Depending of your situation, a copy of the financial guarantee (annexe 32) or of your grant (non-European Union students); or a declaration of sufficient means of living (European Union students)
- A prove of health insurance (For European students, your EU health card). For NON EU it’s not necessary for the first registration but it will be once you need to renew your Belgian ID. So don’t forget to sign up with Partena or another Belgian Health Insurance company upon arrival at the VUB.

If your file is complete, you will be invited to the central services Anspachlaan 6 or to the division in the Louisa Quarter (Ave Louise 240) https://www.bruxelles.be/directory-2466) to apply for a residency card.

**Elsene / Ixelles 1050**
www.elsene.be
Address Main offices: Elsensesteenweg 168
Address: Foreigners department: Elsensesteenweg 124
Tel.: 02 515 61 11
Email: etrangers@ixelles.brussels

**Etterbeek 1040**
www.etterbeek.be
Address: Kazernenlaan 31/1
Tel.: 02 627 21 11
Email: vreemdelingen@etterbeek.be

**Evere 1140**
www.evere.be
Address: Hoedemaekerssquare 10
Tel.: 02 247 62 50
<table>
<thead>
<tr>
<th>Municipality</th>
<th>Address</th>
<th>Tel.</th>
<th>Email</th>
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<tr>
<td><strong>Ganshoren 1083</strong></td>
<td>Keizer Karellaan 140</td>
<td>02 464 05 15</td>
<td><a href="mailto:vreemdelingen@evere.irisnet.be">vreemdelingen@evere.irisnet.be</a></td>
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<tr>
<td><strong>Jette 1090</strong></td>
<td>Wemmelsesteenweg 100</td>
<td>02 423 12 11</td>
<td></td>
</tr>
<tr>
<td><strong>Koekelberg 1081</strong></td>
<td>Vanhuffelplein 6</td>
<td>02 412 14 11</td>
<td><a href="mailto:info.1081@koekelberg.be">info.1081@koekelberg.be</a></td>
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<tr>
<td><strong>Ouergem / Auderghem 1160</strong></td>
<td>Emile Idiersstraat, 12</td>
<td>02 676 48 11</td>
<td></td>
</tr>
<tr>
<td><strong>Schaarbeek / Schaarbeek 1030</strong></td>
<td>Collignon plein</td>
<td>02 244 75 11</td>
<td></td>
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<tr>
<td><strong>Sint-Gillis / Saint-Gilles 1060</strong></td>
<td>Place M. Van Meenen 39</td>
<td>02 536 02 11</td>
<td><a href="mailto:contact.1060@stgillis.irisnet.be">contact.1060@stgillis.irisnet.be</a></td>
</tr>
<tr>
<td><strong>Sint-Jans-Molenbeek / Molenbeek-Saint-Jean 1080</strong></td>
<td>Waterpasstraat 11</td>
<td>02 412 37 90</td>
<td></td>
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<tr>
<td><strong>Sint-Joost-ten-Noode / Saint-Josse-ten-Noode 1210</strong></td>
<td>Sterrekundelaan 12</td>
<td>02 220 26 11</td>
<td><a href="mailto:info@stjosse.irisnet.be">info@stjosse.irisnet.be</a></td>
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<tr>
<td>Sint-Lambrechts-Woluwe / Woluwe-Saint-Lambert/ 1200</td>
<td><a href="http://www.woluwe1200.be">www.woluwe1200.be</a></td>
<td>Paul Hymanslaan 2</td>
<td>02 761 27 87</td>
</tr>
<tr>
<td>Ukkel / Uccle 1180</td>
<td><a href="http://www.ukkel.be">www.ukkel.be</a></td>
<td>rue Auguste Danse 3 Uccle – 1th floor</td>
<td>02 348 67 71</td>
</tr>
<tr>
<td>Vorst / Vorst 1190</td>
<td><a href="http://www.vorst.be">www.vorst.be</a></td>
<td>Schaatsstraat 30</td>
<td>02 370 22 11</td>
</tr>
<tr>
<td>Watermaal-Bosvoorde / Watermael-Boitsfort 1170</td>
<td><a href="http://www.watermaal-bosvoorde.be">www.watermaal-bosvoorde.be</a></td>
<td>Antoine Gilsonplein 1</td>
<td>02 674 74 11 (Foreigners department: 02 2 674 74 23)</td>
</tr>
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</table>

1 EEA: EU + Iceland, Liechtenstein and Norway. EU: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, The Netherlands, United Kingdom. New EU member states with restrictions: Croatia.

2 Switzerland is neither EU nor EEA but has bilateral agreements with the EU which means that Swiss citizens do not require a visa to travel within the EEA.

3 In the framework of bilateral agreements, countries can allow each other’s citizens access into the country without a visa. Only a valid passport is required.

3 Belgium has bilateral agreements with its neighbouring countries facilitating registration.

INFORMATION FOR OUDERGEM/AUDERGHEM