

Accommodation request in university residence Academic year 2023 - 2024 Procedure

Housing application form is available on the website of the Faculty :
[GEMBLoux - In university residences \(uliege.be\)](http://GEMBLoux - In university residences (uliege.be))

- ❖ **Housing during the academic year or for a 1 to 6 months period (short stay)** : the application is to be submitted 3 months before your arrival (by post or by e-mail).
- ❖ **Housing for one academic year (from September to June)** : the application is to be submitted by 20th June at the latest (by post or by e-mail).

The order in which applications are received does not affect the selection of applications.
Please note that only complete applications will be examined.

If this is your first registration at Gembloux Agro-Bio Tech - ULiège : it is imperative to provide the confirmation of registration (= acknowledgement of receipt of registration) to the Student Life Support Service.

Note : if you can't be registered at the Faculty by the deadline of 20th June 2023 (because you haven't received your results yet or because you have exams to pass), you can submit your file and send us the acknowledgement of receipt of registration as soon as possible. In case of prolonged delay or omission, you will be put on a waiting list.

REQUESTED DOCUMENTS

IF YOU ARE (FUTUR) STUDENT IN BACHELOR/MASTER

- **The household composition** in which you are included (document issued by the municipal administration).
- **The warning extracted from the tax roll (2021 income - 2022 taxation)** of the person for whom you are fiscally dependent + the warning tax roll extract of other persons in the household (not yours, nor the one of your brothers and sisters).
- If the family receives **rental income**, details of the amounts received (bank statements or leases). If there is a property code but no rent is received, please indicate the reason (sale, second home...).
- If the family **doesn't receive a tax return**, proof of income (certificate from the CPAS, certificate of replacement income, etc.)
- If you have **brothers or sisters in higher education**, please indicate this and attach the registration certificate as soon as you receive it (by September 2023 at the latest).
- If your parents are separated: **the amount of alimony received** for the persons in the household. If there is no alimony, please explain the reason.
- Please indicate if there have been **any changes in the family situation (since 2021) such as : loss of job, pension, death, separation, marriage...**

IF YOU ARE PhD STUDENT

- **The official scholarship certificate** (including your contact details, the reference year, the granting organisation and the amount you will receive). **If you do not yet have this document, please let us know.**

If you do not receive a scholarship :

- The warning extracted from the tax roll of your guarantor (or the equivalent document if your guarantor lives abroad) or of the persons for whom you are fiscally dependent (**2021 income - 2022 taxation**).
- The household composition of your guarantor or the persons of whom you are fiscally dependent (**official document issued by the town hall or an equivalent document if your guarantor resides abroad**).

IF YOU ARE A TRAINEE OR AN ERASMUS STUDENT

- **The official scholarship certificate or the ERASMUS grant** (including your contact details, the reference year, the granting organisation and the amount you will receive). **If you do not yet have this document, please let us know.**

If you do not receive a scholarship :

- The warning extracted from the tax roll of your guarantor (or the equivalent document if your guarantor lives abroad) or of the persons for whom you are fiscally dependent (**2021 income - 2022 taxation**).
- The household composition of your guarantor or the persons of whom you are fiscally dependent (**official document issued by the town hall or an equivalent document if your guarantor resides abroad**).

NB : The procedure concerns

- **Contracts of 10 months rental from the start of the academic year - with the possibility of an amendment for July and August.**
- **Contracts during the academic year or for 1 to 6 months period (short stay)**

Student Life Support Service can help you to put together an application file for a room in the university residences. Don't hesitate to contact us for any question.

Wendy ROGISTER
Michèle FRANCOTTE

Student Life Support Service (Social Service)
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