



University of Milano – Bicocca

Department of Materials Science

Master's Degree in Materials Science & Double Degree in Sustainable Materials (SuMa)

Guide for Outgoing SuMa Students: cohort 2021/22 – Mobility in 2022/23

1 Erasmus+

The University of Milano – Bicocca (UNIMIB) must keep your records while you are in Belgium. To do so, you have been asked to enroll in Erasmus+ program according to the 21/22 call (mobility to be carried out on 2022/23 Academic Year): <https://www.unimib.it/internazionalizzazione/erasmus-studio/selezioni-erasmus-studio>. Please, read carefully the call and its regulations. This guide is intended to help you through the procedures before leaving for Belgium. In case of doubt, always refer to the official Erasmus+ call.

Here are the main upcoming steps:

- Soon you will receive an email together with the **Admission Letter** from KU Leuven and instructions on how to enroll in the KU University. This is an external procedure, thus make contact directly with KU Leuven Secretariats for further details and information.
- **Learning agreement (LA)**: it must be submitted in compliance with Art. 15 of Erasmus+ call, from March 14th to July 10th by accessing your Online Secretariats on the Erasmus + mobility call page in which you participated. Since no English guide to fill in the LA is provided by the central administration, your tutors are predisposing a guide specifically for SuMa students. A detailed example with all the data to be entered in the LA has been uploaded together with this document on the eLearning platform. The Italian guide with the step-by-step screenshots is available [here](#), in the “Presentazione Online Learning Agreement – OLA” section.
- **Start / End date declaration**: after the UNIMIB Erasmus coordinator has approved your LA, you should be able to declare the start/end date of your mobility in a dedicated section (scroll down the page) of the Online Secretariats on the Erasmus + mobility call page in which you participated. According to Art.15, the expected start date of the mobility must coincide with the first day on which you will present yourself at KU Leuven. The end date of the period must coincide with the last day of didactic activity carried out at the Erasmus+ destination according to the academic calendar of the destination itself. The deadline for the date declaration is July 22nd.
- **Mobility Agreement**: few days after the mobility period declaration deadline, UNIMIB International Mobility Office will generate the Mobility Agreement “*Accordo di Mobilità*” which regulates financial and insurance coverage during mobility (no medical insurance is provided by the Erasmus+ program, nor extra economic benefits since you receive EIT scholarship according to Art.39); sign it by August 5th and send it back following instruction coming along with the Mobility Agreement email. Please refer to Art. 18 for further details.
- **The enrollment in the 2022/23 UNIMIB Academic Year within July 22nd is a precondition** (Art. 17). Follow the dedicated procedure on Online Secretariats and pay University’s fees to complete the process.
- Achieve the C1 **English certification** (TOEFL score ≥ 86 or an IELTS score ≥ 6.5 , or a Rosetta Stone $\geq C1$) required to leave within the first year as stated in the EIT SuMa program entry requirements;
- Further requirements may be raised following the digitization process of the Erasmus project (e.g. Online Learning Agreement - OLA). Further updates might come from the UNIMIB outgoing Office.

*Note: in case you have to take exams in Leuven after the end date established by the Erasmus mobility, you **must request** the extension of the mobility on the specific form by contacting the Unimib outgoing Erasmus office. Any exam taken outside the Erasmus project cannot be registered automatically into your UNIMIB career, thus preventing the achievement of the Italian Master's Degree.*

1.1 Getting the Italian Master's Degree

To get the Italian Master's Degree in Materials Science – as part of the dual degree program – you must follow all the formal requirements from UNIMIB listed for your convenience in the eLearning section “Internship and Thesis” here: <https://elearning.unimib.it/course/view.php?id=21953>. Please note that it will not be necessary to defend again your Thesis in UNIMIB, as you have already done so in Leuven.

As part of the requirements, the **Erasmus+ mobility must be closed** in compliance with the Erasmus+ call and a copy of your **Transcript Of Records (TOR)** signed by the host University (KU Leuven) has to be sent by email to the Materials Science Teaching Office (didattica.materiali@unimib.it) and to the Outgoing Erasmus Office (outgoing.erasmus@unimib.it).

2 VISA for Belgium

As part of the SuMa track, the second year takes place in Leuven (Belgium) at the “KU University”. European students (citizens) can travel, reside, study and work wherever across European Union, accordingly no VISA is requested. On the other hand, non-European (non-EU) citizens shall apply for a long-stay Belgian VISA (type-D), similar to what you did before arriving in Italy. Alternatively, there is a second feasible procedure that allows you to move to Belgium and start your studies on time. The latter option is not quite straightforward as applying for D-type VISA here in Italy, but, in the end, the outcome is the same.

Please make sure that you make the necessary preparations regarding money matters and health insurance. We want to help you to keep on track, so let us know if you have any doubts.

2.1 Apply for a VISA before departing from Italy

A non-EU citizen who wishes to stay for more than 90 days in Belgium, must ask for authorization at the Belgian diplomatic or consular post, competent for her/his place of residence or of her/his stay abroad (request for a visa type D). At the moment of the application, the applicant must have a legal Italian Residence Permit. This means you must have an official Residence Permit card as you start applying for a Belgian VISA. Temporary Resident Permits copies (i.e. Post-Office receipts) are not accepted. Your Italian resident permit needs to be valid at least till the date your visa can be issued.

Detailed and updated information is available at the following Belgian Embassy in Italy website: <https://italy.diplomatie.belgium.be/it/node/3961>. Please follow carefully the instruction listed on the Embassy webpage, and be ready to travel to Rome at the time of the appointment previously scheduled by email.

As per the “required documents” refer to this page: <https://italy.diplomatie.belgium.be/nl/venir-en-belgique/lists-required-documents> and apply as an Erasmus Student. Among the various documents, please pay particular attention to the following:

- Administration fee
- Certificate of good conduct
- Medical certificate
- Certificate of participation in the Erasmus+ program

- Proof of sufficient financial means
- Health insurance

Detailed information is reported below. For those points not listed below, please refer to the links available in the “list of required documents” provided by the Embassy.

2.1.1 Administration fee

You are exempted from this fee as an EIT scholarship holder. The “standard form” required by the Belgian Immigration Office is provided from our Teaching Office directly to the Embassy, so remember to mention this step in your communications with the Embassy.

2.1.2 Certificate of Good Conduct

The Certificate is provided by the Milan Court House upon online request at this webpage <https://certificata-sellario.giustizia.it/sac/prenotacertificato>. A step-by-step guide is available for your convenience on the eLearning platform in the tutoring section.

The total cost is around €20 and can be paid preferentially cash at the Court House. The process usually takes 3 working days

2.1.3 Certificate of participation in the Erasmus+ program

As soon as everyone has completed the Learning Agreement submission and got the approval, we will provide each one of you with a certificate, different from the Mobility Agreement, to speed up your VISA application.

2.2 Apply for a Resident Permit after arriving in Belgium

In case the situation with Covid-19 remains and arranging a VISA in Italy becomes difficult, another option would be for you to enter Belgium by mean of your valid Italian Residence Permit (you are granted entrance and a 90-days stay or shorter in another EU country depending on the validity of your Italian Residence Permit card) and apply from within Belgium for a right of long stay. This procedure takes longer and requires that you remain in Belgium once your 90 days have expired. Also opening a local bank account (it is necessary to get installments from your blocked account administered by KU Leuven), arranging local health insurance, or applying for a student job is not possible till you have obtained the actual Belgian residence card.

If you wish to arrange the Belgian equivalent of the Italian Resident Permit while in Leuven, please follow the instructions listed below. When arriving in Belgium, you will first and foremost need to arrange an appointment with the City Hall (of the place where you reside in Belgium) to do a declaration of arrival (annex 3). This document will state until which date you can legally reside in Belgium on the base of the provided residence card and (or) passport.

Within the validity of Annex 3, you will need to provide the following documents to city hall to request a long stay right:

- Valid passport.
- Enrolment certificate KU Leuven.
- Declaration of arrival (Annex 3): make an appointment at the City Hall of the place where you reside;
- Proof of financial means (proof of solvency): <https://www.kuleuven.be/english/life-at-ku-leuven/migration-residence/long-stay-visa-type-d-visa-for-stays-longer-than-90-days/students-including-doctoral-scholarship-holders/proof-of-solvency>;
- Medical certificate filled in by a doctor recognized by the Belgian embassy: <https://dofi.ibz.be/sites/dvzoe/EN/Documents/Medical%20certificate.pdf>;

- Certificate of good conduct: the document may need to be legalized by the Belgian authorities: <https://www.kuleuven.be/english/life-at-ku-leuven/immigration-residence/long-stay-visa-type-d-visa-for-stays-longer-than-90-days/certificate-of-good-conduct>;
- Lease contract for at least 4 months;
- Proof of payment of the retribution fee under art.58 (currently €204,00): <https://dofi.ibz.be/sites/dvzoe/E-N/Application-guides/Pages/Administrative%20fee.aspx>.

For the medical certificate, you can make an appointment with a Belgian GP to have the form filled out.

Please note that you will need to be able to present Annex 3 when registering at KU Leuven instead of the normal VISA type-D if you opt for this option to be able to register.

2.3 Proof of solvency

Among the items listed above to get a long-stay permit (VISA), the proof of solvency must not be underestimated. Currently, there are three different ways to prove you have sufficient means of subsistence:

- Scholarship attestation from UNIMIB or other institutions;
- Deposit a quite relevant sum in a blocked account managed by KU Leuven;
- Have a private sponsor (e.g. parents, relatives, other organizations).

As stated by the Belgian Immigration Office, a student must have sufficient means of subsistence to cover his healthcare, his living costs, his study, and repatriation costs. The minimum amount which he must have is fixed and indexed every year by royal decree. It is currently €950.00 net/month (academic 2021/2022).

The EIT scholarship holder benefits from reduced deposits. As the AVSA (EIT) scholarship covers the period from 09/2021 until 09/2023 at a monthly amount of €562.20, this results in a Blocked Account from 01.10.2022 until 30.09.2023 at a monthly amount of €387.50, **resulting in a total of €4650 + € 100 handling fee = €4750 in total**. For further details about the blocked account, please check this web page <https://www.kuleuven.be/english/admissions/travelling/blocked-account>. Your SuMa scholarship installments have been re-scheduled, so you should have enough liquid assets to deposit into the KU Leuven's blocked account right in time for the VISA application. Blocked funds are managed directly by KU Leuven and will be returned in installments every month. A Belgian bank account is required to get the refund.

Having a private sponsor is the third and last option you have. For more details, please consult KU Leuven Admission Office or Belgian Immigration Office web pages listed below.

Choose your preferred option among these three and be responsible for it. Here is some useful documentation:

- KU Leuven: <https://www.kuleuven.be/english/admissions/travelling/solvency#1>

3 Accommodation

KU Leuven University offers some housing solutions for students: <https://www.kuleuven.be/english/life-at-ku-leuven/housing/find-housing/students>

We strongly recommend starting your application as soon as possible not to miss the opportunity for a room/studio at a modest price.

4 Contacts

Materials Science Department website: <https://www.mater.unimib.it/en>

Double Degree chief: Prof. Alberto Paleari alberto.paleari@unimib.it

Materials Science Teaching Office: Cristina Valentino didattica.materiali@unimib.it

Science Secretariat: segr.studenti.scienze@unimib.it

Unimib Residence Service: booking.bicocca.fms.it@sodexo.com

Welcome Desk: welcome.desk@unimib.it

Materials Science Tutors:

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Procedures and fees are subject to change without notice. Consult the institutional web pages of the KU University and the Belgium Government/Embassy for the latest updates.

Always check the latest version of this guide.