



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 2020/21 – Mobility in 2021/2022

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 20/21 call (mobility to be carried out on 2020/21 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 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. 14 of Erasmus+ call, from March 3rd to June 30th 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;
- We will collect all LAs – approved by UNIMIB coordinator – and will send them to KU Leuven Coordinator to be countersigned. We will return the doubled signed LA to you as soon as we receive it back, so you can upload on Online Secretariats the LA in PDF/A format in accordance with Art.14, starting from August 3rd;
- **Start / End date declaration**: after 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 date declaration is July 20th.
- **Mobility Agreement**: few days after 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 Erasmus+ program, nor extra economic benefits since you receive EIT scholarship according to Art.38); sign it by September 6th and send it back following instruction coming along with the Mobility Agreement email.

- The enrollment in 2020/21 UNIMIB Academic Year within July 20th is a precondition. Follow the dedicated procedure on Online Secretariats and pay University's fees to complete the process;
- **Online Linguistic Support - OLS** is a compulsory language course. You will be notified by email from the platform itself by June and will have a deadline to complete the "first assessment" and follow the course. The "second assessment" is carried out one month before the mobility end. Further details can be found in Art.18;
- 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 EIT SuMa program entry requirements;
- Further requirements may be raised following the digitization process of Erasmus project (e.g. Online Learning Agreement - OLA). We will keep you updated.

Soon a dedicated meeting will be scheduled in which to deepen every single bullet point listed above.

2 VISA for Belgium

As part of SuMa track, second year takes place in Leuven (Belgium) at the KU University. European students (European 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), similarly to what you did before arriving in Italy. Alternatively, in case Belgian Embassy in Rome will be kept closed due to Covid-19 pandemic, there is a second feasible procedure which allows you to move to Belgium and to start you studied on time. The latter option is not quite straight forward 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 an 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 D). At the moment of the application, the applicant must be a permanent resident of long stay in Italy and have a valid Italian Residence Permit. This means you must have a valid Residence Permit card as you start applying for 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.

Due to current pandemic emergency, VISA application can be presented remotely: the paperwork and passport can be sent via Express Courier to the Embassy in Rome after having received detailed instruction from the Embassy itself.

Detailed and updated information are available at the following Belgian Embassy in Italy website: <https://italy.diplomatie.belgium.be/it/venire-in-belgio/visto>.

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 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), arrange a local health insurance or applying for a student job are 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 the annex 3, you will need to provide the following documents to city hall to request long stay right:

- Valid passport;
- Enrolment certificate KU Leuven (can be obtained as from August 17th, 2020 on appointment = degree check admissions);
- 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/immigration-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/EN/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 the 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 in order 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 organization).

As stated from 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 €670.00 net/month (academic year 2020/2021).

As for the second bullet point, a deposit of €9200 (€9100 deposit + €100 handling fee) is currently required for a whole academic year in Belgium by KU Leuven University (<https://www.kuleuven.be/english/admissions/travelling/blocked-account>). Your SuMa scholarship installments have been rescheduled, so you should have enough liquid assets to deposit into the KU Leuven's blocked account right in time for VISA application. Blocked funds are managed directly by KU Leuven and will be returned in installments on a monthly basis. A Belgian bank account is required to get the refund.

Have 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 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 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

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

Welcome Desk: welcome.desk@unimib.it

Materials Science Tutors:

- Andrea Pianetti a.pianetti@campus.unimib.it: Erasmus project, Belgium outgoing procedures;
- Matteo Zaffalon m.zaffalon@campus.unimib.it: incoming procedures, study plan.

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

Always check the latest version of this guide.