



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 2022/23 – Mobility in 2023/24

1 General requirements

According to the current regulations, SuMa students must fulfil the requirements listed below in order to be admitted to the second year at KU Leuven (Belgium). Failure to meet these requirements will result in exclusion from the EIT double degree programme and transfer to the regular Materials Science track at UNIMIB in Milan.

Here are the admission requirements for the second year:

- You will soon receive an email with the **admission letter** from KU Leuven and instructions on how to enrol at KU. This is an external procedure, so please contact the KU Leuven secretariats directly for further details and information;
- **Enrol for the 2023/24 academic year at UNIMIB.** Follow the specific procedure on Online Secretariats and pay the university fees to complete the process. Re-registration opens on 15 July and closes on 30 September. International students are usually entitled to a fee reduction, depending on the current academic year regulations;
- Obtain a **C1 English Language Certificate** (TOEFL score ≥ 86 or an IELTS score ≥ 6.5 or a Rosetta Stone $\geq C1$) and send it to the Materials Science Teaching Office by 30 September 2023;
- Achieve a minimum of 12 ECTS credits by the end of March 2023;
- Achieve a **minimum of 36 ECTS** credits by 30 September 2023. We also recommend that you obtain a minimum of 48 ECTS credits by November 2023 to be eligible for the Master thesis during the first opening at KU Leuven.

1.1 Getting the Italian Master's Degree

In order to obtain the Italian Master's Degree in Materials Science - as part of the Dual Degree Programme - you must follow all the formal requirements of UNIMIB, which are 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 is not necessary to defend your thesis again at UNIMIB, as you have already done so in Leuven.

As part of the requirements, 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). During the first available meeting of the Materials Science Teaching Board, your career in Belgium will be evaluated and the corresponding UNIMIB exams will be marked as passed.

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/naar-belgie-komen/visa-belgium/required-documents-your-appointment-or-appointments/d-visa-students> and apply as “Student”. Among the various documents, please pay particular attention to the following:

- Administration fee and Visa fee
- Certificate of good conduct
- Standard Medical certificate
- Admission Letter from KU Leuven
- 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 and Visa fee

You are exempted from both Administration (€220) and Visa (€180) fees 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-sellarario.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.

2.2 Apply for a Resident Permit after arriving in Belgium

Alternatively, having a valid Italian permit of stay (the real ID document, renewal request bulleting is not accepted) you are granted a 90-days entrance in any EU country. During this period you can apply for a long term stay permit directly from Leuven. 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/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/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).

According to the Belgian Immigration Service, a student must have sufficient means of subsistence to cover his or her health care, living expenses, studies and return travel costs. The minimum amount is fixed by royal decree and is indexed every year. It is currently €789.00 net/month (academic year 2023/2024).

The EIT scholarship holder benefits from a reduced deposit. As the AVSA (EIT) scholarship covers the period from 09/2023 to 09/2024 with a monthly amount of €562.50, this results in a blocked account from 01.10.2023 to 30.09.2024 with a monthly amount of €387.50, i.e. a total of €2718 + €100 handling fee = €2818 in total. Further details about the blocked account can be found on this website <https://www.kuleuven.be/english/admissions/travelling/blocked-account>. Your SuMa scholarship instalments have been scheduled, so you should

have sufficient funds to deposit into the KU Leuven blocked account in time for the VISA application. The blocked funds are managed directly by KU Leuven and will be returned in monthly instalments.

Disclaimer: We are currently in contact with the Foreign Students Office at KU Leuven to verify the exact amount of the deposit. Depending on whether the EIT scholarship is fully, partially or not recognised, the amount of the deposit will change accordingly.

The third and last option is to find a private sponsor. For more details, please consult the websites of the KU Leuven Admissions Office or the Belgian Immigration Office listed below:

- 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

Welcome Desk: welcome.desk@unimib.it

Materials Science Tutors:

- Matteo Zaffalon matteo.zaffalon@unimib.it
- Giulia Tamburini g.tamburini@campus.unimib.it

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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.