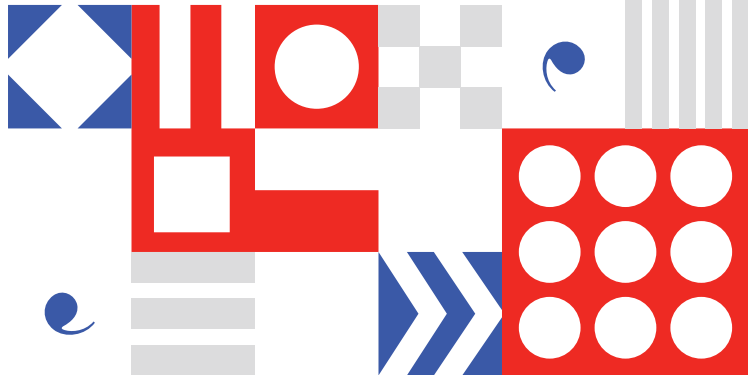
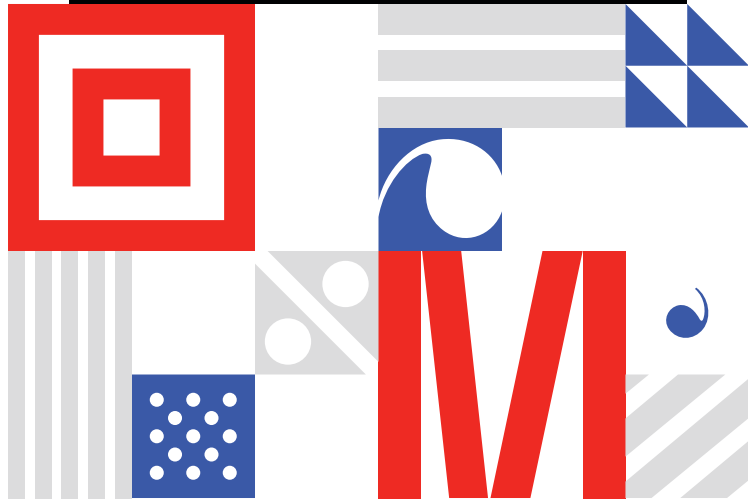


CELLULE DES RELATIONS INTERNATIONALES



**INCOMING STUDENTS  
STEPS OF THE PROCEDURE**



## BEFORE YOUR ARRIVAL:

- ❑ Nomination by your university (DDL = 1/06 for the 1<sup>st</sup> semester · 15/11 for the 2<sup>nd</sup> semester).
- ❑ Fill in the application form here: <https://www.heaj.be/en/int/incoming-students/>
- ❑ Confirmation of your stay by the HEAJ.
- ❑ Send the following documents to [cri@heaj.be](mailto:cri@heaj.be):
  - > ID photo;
  - > Copy of identity card or passport;
  - > Copy of the European health card (or insurance for non-EU students);
  - > If you are a non-EU student: start the procedure to obtain your visa.
- ❑ If you are studying in the ICN department, send a URL link of your portfolio to [gretchen.brandt@heaj.be](mailto:gretchen.brandt@heaj.be) (the department international officer).
- ❑ Choose your course programme here: <http://progcourses.heaj.be/cocoon/en/statique/index> and contact your department international officer to help you choose the right curriculum:
  - > EC · Business & Communication: [benoit.scharff@heaj.be](mailto:benoit.scharff@heaj.be)
  - > ICN · Digital & Creative Media: [gretchen.brandt@heaj.be](mailto:gretchen.brandt@heaj.be)
  - > MAT · Transmedia Architecture: [veronique.vancauter@heaj.be](mailto:veronique.vancauter@heaj.be)
  - > Peda · Pedagogical Department: [emmanuel.falzone@heaj.be](mailto:emmanuel.falzone@heaj.be)
- Please note that if you choose the FLE (French as a foreign language) course, it is worth 3 ECTS per semester. Similarly, if you participate in the Integration Weeks in September, you will also get 3 ECTS for this activity.
- ❑ Complete your OLA online (on: <https://learning-agreement.eu/>)
- ❑ Search for accommodation. See links here: <https://www.heaj.be/en/int/useful-links/> as well as <https://www.facebook.com/groups/1594423830811749>, <https://fr-be.roomlala.com/> & <https://skot.be/kot-namur>
- ❑ Book your transport tickets for your trip to Belgium.
- ❑ Register for the Integration Weeks/Days here: <https://www.poledenamur.be/etudiant/mobilite-internationale/integration-weeks>
- ❑ Confirm your arrival date at [cri@heaj.be](mailto:cri@heaj.be)
- ❑ Once you have received your HEAJ login details on your personal email: set up your HEAJ email address.
- ❑ Contact your «buddy» student.





## AT YOUR ARRIVAL:

- ❑ Go to the International Office for the welcome day.  
Address: Rue Godefroid 32 · 5000 Namur/2<sup>nd</sup> floor
- ❑ Have your certificate of arrival signed by the international coordinator.
- ❑ Go to the Namur town council («Population» service) to register as a temporary resident by taking an appointment online via this link:  
<https://bit.ly/3MYE0F1> (foreign students · City of Namur).
- ❑ As soon as possible after your arrival: confirm your curriculum on [my.heaj.be](http://my.heaj.be)

## DURING YOUR STAY:

### EVENT CALENDAR:

- 1<sup>st</sup> 2 weeks of September: Integration Weeks
- Mid-September: start of the academic year
- October:
  - > Mid-October: HEAJ international evening: compulsory attendance (presentation of your university and region/cocktail party)
  - > Cultural activity organized by the PAN
- End of December: Christmas holidays
- January: exams
- End of January: Integration Days for 2<sup>nd</sup> semester incoming students
- End of January · beginning of February: start of the second semester
- April-May: Cultural activity organized by the PAN
- May: environmental and intercultural awareness activity (attendance required)
- June: exams

### BEFORE THE END OF YOUR STAY:

- ❑ Go to the International Office to have your certificate of attendance signed and to debrief your stay.



## AFTER YOUR STAY:

- ❑ Fill in the CRI questionnaire here: <https://bit.ly/3U7aspY>
- ❑ Send your certificate of attendance back to your home university.
- ❑ Fill in your Erasmus report online.
- In case of exam resits, the 2<sup>nd</sup> round of exams takes place between August 15 and September 10.



### REJOIGNEZ-NOUS :

- > HEAJ Relations Internationales
- > [cri@heaj.be](mailto:cri@heaj.be)
- > [relations-internationales.heaj.be](http://relations-internationales.heaj.be)

### NOS BUREAUX :

- > Rue Godefroid 32 · 5000 Namur
- > +32 (0)81 24 94 91



Cellule Relations  
Internationales