

SPECIAL PROCEDURE

2023-2024

This form can be used to apply for a special procedure for housing. The special procedure is only applicable if a room on campus is essential to start or finalize your studies. You can apply until May 1st 2023. After this date, you may only apply if your situation changes after 1 May and your new situation requires you to reside in a VUB room to be able to start or continue your studies. This is NOT an application for a VUB room. You need to apply to **Student housing** for a VUB room.

Please fill out this application form digitally, sign it and send it, along with all documents requested, to social.financial.support@vub.be. You will be notified of the decision.

Incomplete applications will not be processed. Deliberately providing incomplete or incorrect information will lead to revision of the decision taken.

Identification data

Make sure we always have your most recent identification data.

Please inform the **Education and Student Administration** of any changes.

Student number:

Name:

First name:

Home address:

.....

Mobile phone number:

Private e-mail address:

Nationality:

National number:

Study

Are you currently a PhD student?

Yes No

Motivation for the request and additional information

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please attach to this application the completed medical certificate that can be found on our [web page](#).

The student declares to have completed this form honestly and sincerely. The student will immediately inform staff at Social legal & financial support / student jobs of any changes in his/her situation. The student explicitly consents to the obtaining of all relevant information pertaining to the student (in the context of the application for a financial support) through contact with third parties.

The student agrees to the processing of information provided to staff at Social legal & financial support / student jobs in the context of the application for financial support. This processing is a necessary condition for obtaining financial support. The information provided will be retained for as long as the student is enrolled at the Vrije Universiteit Brussel and for as long as repayment of any financial support provided is outstanding.. The employees are bound by professional secrecy; the information provided will not be passed on to third parties.

The information is processed in accordance with the General Data Protection Regulation of 24 May 2016. If you have any other questions about your rights, please get in touch with dpo@vub.be.

Date and signature
(preceded by 'read and approved')

Contact:

[A] Pleinlaan 2, 1050 Brussels, building X1

[T] +32 (0)2 629 23 15: available every workday from 9 a.m. to 12 p.m., except on Monday [E] studentenstatuut.studiefinanciering@vub.be

[W] www.vub.be (please check our opening hours on our website)