Apply form housing for a (future) staff member

Download this form and send a completed version back to accommodatie@ugent.be

Personal information (future) staff member

First name:

Surname:

Staff member was already registered at Ghent University: Kies een item.

Correspondence language: Kies een item.

Gender: Kies een item.

Street:

Number (+mailbox):

Postal code:  
Strictly essential to make a “Proof of Housing” for VISA-related purposes: <https://worldpostalcode.com/>

Place of residence (municipality):

Country of primary residence:

Email address:

Date of birth: Klik of tik om een datum in te voeren.

Place of birth:

Mother country:

Nationality:

Academic information staff member

Faculty:

Department:

Category of personnel: Kies een item.

Name promotor Ghent University:

Name person of contact within Ghent University:

Email adress of person(s) of contact within Ghent University:

Unfortunately we cannot use shared inboxes within SAP

Rental period and type of housing unit

The rental period for a studio is a minimum of 2 weeks and a maximum of 6 months.   
  
Periods can be requested per (multiple of) two weeks.  
You can find all starting dates of the contracts here: <https://www.ugent.be/en/facilities/housing/checkindata>   
The end date is always on the last day of the middle or end of the month (15th and 30th/31st, except for February (14th and 28th/29th)).   
**Requested periods that do not conform to our conditions are always and automatically adjusted by the Housing Office to the dates that include the specified period (=wider dates).**   
  
Housing applications for next academic year as well as applications across academic years (with an end date later than September 15) are only possible as of May 1. Applications submitted earlier will not be processed.

Start of preferred rental period: Kies een item.

End of preferred rental period: Kies een item.

Single living units

Comfort Room (Site Kantienberg)

Studio (Loop 5, type 1)

If the preferred option is not available, the other type of unit (see above) may be assigned to me

**YES** (I selected the unit I prefer, but the other unit may be assigned to me as an alternative option)

**NO** (only the unit I prefer, as selected above, may be assigned to me)

If the request cannot be assigned to me, the application may be

RETAINED (waiting list)

CANCELLED

Tip: If your application is placed on the waiting list, it may be possible to provide accommodation for part of the period, or to postpone the period by a few weeks. In some cases this can be a (partial) solution for your guest (e.g. the first two weeks after arrival).

You can verify this option by contacting the administrator at [accommodatie@ugent.be](mailto:accommodatie@ugent.be).

Skip to page 4

Housing options for couples, colleagues, friends and families  
<https://www.ugent.be/en/facilities/housing/rentalfee/#living-units-for-couples--friends--colleagues-and-families>   
  
 Loop 5 (Studio) (type 1)  Loop 5 (1-bedroom) (type 2)

Loop 5 (2 twin beds) (type 3)  Loop 5 (twin + 2 single beds) (type 4)

Family flat Merelbeke (type 6)

Alternative housing

If the preferred option is not available, the other type of unit (see above) may be assigned to me

**YES** (I selected the unit I prefer, but the other unit may be assigned to me as an alternative option)

**NO** (only the unit I prefer, as selected above, may be assigned to me)

If the request cannot be assigned to me, the application may be

RETAINED (waiting list)

CANCELLED

Tip: If your application is placed on the waiting list, it may be possible to provide accommodation for part of the period, or to postpone the period by a few weeks. In some cases this can be a (partial) solution for your guest (e.g. the first two weeks after arrival).

You can verify this option by contacting the administrator at [accommodatie@ugent.be](mailto:accommodatie@ugent.be).

Please fill in the details below.

Gegevens huurovereenkomst (naast de hoofdhuurder)

De gegevens zijn essentieel om een “Proof of Housing” te kunnen opmaken voor VISA-doeleinden.

First name partner/colleague/family member/…:

Surname partner/colleague/family member/…:

Nationality partner/colleague/family member/…:

Date of birth partner/colleague/family member/…: Klik of tik om een datum in te voeren.

Place of birth partner/colleague/family member/…:

Email address partner/colleague/family member/…: (or second (other) email address of the main tenant):

Payment

ATTENTION! Once a contract is completed (confirmation of reservation) **it cannot be modified** due to underlying technical and practical processes.

Who will pay for the accommodation?

The resident (own funding)

The department

If the department will pay for the accommodation, please complete the following.

WBS-element, Project… (in SAP): …………………………………………………..

Required only if the department takes care of the rent. Otherwise, the resident pays the rent by bank transfer or manually at the reception desk with VISA or MASTERCARD.

I am informed that the specified cost item must be activated in SAP 45 days before and after the guest's stay AND have sufficient operating resources (DFIN requirement).

Disclaimers and practical information for the resident

I agree with the application conditions for a stay in the University halls of residence and will communicate this to the guest. Read them here: [ugent.be/huisvesting/lodging](https://www.ugent.be/huisvesting/lodging)

I agree with the conditions regarding cancellation and modification and have cleary communicate this to the guest. Read them here: <https://www.ugent.be/en/facilities/housing/termsandconditions.htm>

I am aware that (pre-)registration with the Department of Personnel and Organization facilitates the registration and access.

I am aware that in the University halls of residence there is only a eduroam-connection available and my guest needs a UGent account at the check-in if they don’t have access through the credentials of the home university.

I pre-register with DPO and request a UGent account in advance, which we communicate to the guest.

Other request (optional):