

# WELCOME PACK A.PASS

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# ABOUT A.PASS

## Mission of a.pass

a.pass is an artistic research environment that develops research with explicit emphasis on performativity and scenography, in an international artistic and educational context.

a.pass Post-Master program offers a one-year artistic research training for artists, based on the principles of self-organization, collaboration and transdisciplinarity. These methodological principles are the starting points and the goals of the trajectory, and as such are the motor for a permanently changing and self-critical research practice. a.pass participants develop an independent artistic research project, with a personalized curriculum in a shared and collectively created research environment.

The Research Center communicates and interacts with the artistic and educational field and functions as a forum for the development of a critical approach on artistic research. a.pass emphasizes the relation between the research practices and a broader societal field, and encourages engaged transdisciplinary practices. The a.pass Research Center develops, documents and archives tools for qualitative and relevant artistic research practices.

From 2017, a.pass Research Centre facilitates a platform for exchange on artistic research, which includes ex-participants with PhD ambition, curatorial core-members and PhD candidates.

In the context of its artistic Research Center, a.pass offers support for doctoral students to develop the practice-based part of their PhD in a collective research environment.

### Mission in Action

Concretely this means that a.pass organizes two programs (the post-master and (pre)PhD program) with slightly different goals and end qualifications, which are both sustained, fed and communicated through the efforts of the a.pass Research Center. The following chapter will clarify the organization of the different cells and their aims by defining their specific research goals.

## Post-Master

### Organization

The a.pass Post-Master program lasts for a period of 12 months that can be extended to 16 months maximum, plus one month for 'end-communication'. New participants can join the program 3 times a year. This means that the group of researchers changes every 4 months. While some a.pass participants are ending the program, others are arriving and some are in the middle of their trajectories.

Researchers apply with a research project, and are supported throughout the year to

develop their project within a collaborative and self-organized environment. The a.pass research environment is explicitly transdisciplinary, in the sense that it is open to researchers from all disciplines. The logics and methodologies of one discipline are used within the research practice of another, theoretical concepts of one discourse displaced into another, etcetera.

Researchers are mentored both individually and collectively throughout the year and end their research trajectory with an 'end-communication' which can take on various formats: the organization of a research exhibition/performance/publication/workshop, ... The 'end-communications' are in all circumstances accompanied by a portfolio describing the researchers' trajectory in a.pass.

The 'end-communication' can be organized individually or in collaboration, and aims explicitly towards the communication of the research done in a.pass towards a wider audience of spectators, witnesses and/or research participants.

The a.pass Post-Master program currently facilitates about 20 participants year-round.

### **Post-Master Profile Of The Researchers**

The a.pass Post-Master program is aimed at researchers that carry a Master degree from an artistic or academic discipline, or at researchers with a proven qualitative body of work. The program invites researchers that have already developed their work within a professional context, and are capable of self-organizing their research trajectory, in constant communication with their fellow researchers and the a.pass environment. a.pass does not only select performance artists and theoreticians, but also musicians, visual artists, architects, political scientists, philosophers, designers, ... who want to develop a research project that opens up questions and problematics related to the fields of 'performativity' and 'scenography'.

Since 'research' is the notion that supports the whole program, participants need to have a clear interest in challenging their preconceptions, work methodologies and strategies, and be open to experiment and develop their research 'case' diligently and consequently wherever it leads them.

a.pass researchers also need a clear interest in sharing their work and research within the common space of the a.pass program, and open up their methodologies and working procedures to fellow researchers to feed the shared knowledge environment.

### **Goals Of The a.pass Post-Master Program**

a.pass wants to develop an environment for artistic researchers that:

- challenges the notions and values of knowledge process and production within a practice-based context for artistic research.
- develops instruments for transversal collaboration on the levels of methodologies, strategies, content and communication.
- supports the development and facilitation of a self-organized research program, that is carried by the interests and urgencies of each of the participant's researches.
- self-critically analyzes its own working and comes up with renewed formats
- relates, shares, and communicates the research procedures, methodologies and results with a wider public

It is important to note that a.pass is an artistic research program, not an artistic training. We therefore base the program on notions of 'artistic research' as they are developed in the text 'artistic research in a.pass' in ABCDaire on a.pass website.

The Post-Master program supports researchers to think and work 'out of the box', or forget about the box altogether, and to become innovative practitioners and thinkers, that develop their work out of a (self-)critical ability to assess and relate their urgencies to a wider environment (the artistic and educational sector, society, the world). We encourage researchers to think beyond the current value definitions of knowledge and to reappraise their own practices as precious contributions to society. We help our researchers to connect to the world, by supporting them to network, collaborate with external partners, and communicate their work to an outside audience of artists, public and professionals.

## **(pre)PhD program**

### **Organization**

The (pre)PhD program is organized on a tailor-made basis. The program is organized within the a.pass research center. Concretely: a (pre-)PhD researcher applies to develop (part of) her trajectory within the a.pass environment. This can happen in the pre-PhD phase, or at any time during the PhD trajectory. Since a.pass can only support PhD trajectories, but not grant or evaluate the PhD certificate, the researcher has to find, or be already associated with a university and a university supervisor. When starting a PhD project in a.pass, the researcher together with the artistic-pedagogic coordinator(s) make up a work contract stipulating the duration of the engagement, the research steps that will be developed within the a.pass environment and the public outcome of the research within that period of time.

Phd participants have the opportunity to work in a collective environment, test out their research hypotheses with a larger group of participants, get real-time feedback on their work, and be part of a critical and supportive team of researchers that freely exchange, critique and acknowledge each other's work.

### **(pre)Phd Researchers Profile**

In the selection of (pre)PhD candidates a.pass uses largely the same criteria as for the post-master researchers. In the (pre)PhD environment however more emphasis is put on the willingness to open up the research, both to fellow researchers and to a wider audience outside of the limits of the a.pass environment. If we deal with researchers with an academic background we strongly encourage them to develop a practice-based artistic research during their participation in a.pass and to profit as much as possible from the opportunities to commonly share and exchange knowledge practices.

We also expect from the (pre)PhD researchers a solid grip on both the theoretical and artistic frameworks and a thorough critical attitude towards their practice, the art sector and the current social political environment.

### **Goals Of The a.pass Phd Program**

- a.pass wants to offer a critical and collective practice-based environment for the development of the understanding of the Phd in the Arts.
- a.pass wants to develop tools for the evaluation and assessment of the knowledge that is not developed on the basis of academic or scientific criteria, but that takes seriously the qualities and values of knowledge as developed throughout artistic methodologies, attitudes and frameworks of research.
- since often the end result in this case is not necessarily the most eloquent part of the research, a.pass wants to stimulate the exchange of methodologies, practices

and work sessions in-between researchers and with a larger group of interested 'outsiders' as a fundamental part of the PhD communication and assessment process.

- a.pass wants to support radical and experimental PhD-trajectories that critically challenge the status quo of the knowledge production within other environments, and value the transindividual richness of a shared knowledge processing environment.
- a.pass wants to support researchers in their ambition to become engaged mentors in the development of tools for sharing of knowledge, and the facilitation of critical research for others, out of a spirit of generosity, interest, experimentality, criticality and artistic sensitivity.

## **SELF-ORGANISATION and COLLABORATION**

a.pass is based on self-organisation but it is not a totally self-organised body. We obviously only can provide self-organisation within certain boundaries. What we do stimulate is a constantly open discussion about the sense, form and quality of self-organisation at a.pass.

### **Self-organisation:**

A central aspect of self-organisation takes place on an individual level. a.pass doesn't ask for, neither provide a canon of knowledge, which has to be carried by all participants. We accept proposals with very different artistic, academic, practical and theoretical approaches. The common body of knowledge is therefore not coherent. Every participant has to develop his research project as question and methodology, and constantly relate it to the other participants and the curatorial proposals.

### **Collaboration:**

Enabling the individual trajectories at a.pass means also a high degree of collaboration amongst the participants. In order to give the individual researches enough contrast and points of sensemaking references, the state of the research and its content has to be opened and shared with the other participants. As the group of participants shifts every 4 months, the formats and frameworks for that have constantly to be adapted and recreated. The "we" in this self-organisation is finally everyone who takes part in this process of sharing - this is both participants as members of the artistic and administrative staff of a.pass.

The making of a.pass itself is open to reflection about the sense and content of the institution. As an experimental institution, a.pass can be taken as an example and an object of study for all involved.

## **PEOPLE**

### **Who is who, and responsible for what**

#### **This Block:**

**Lilia Mestre** ([lilia@apass.be](mailto:lilia@apass.be))

Block curator

Block Curator is responsible for the development of the content and coordination of the Post-Master program for the duration of one block in synchronicity with the Research Center

Curator and the Artistic-Pedagogic Co-Coordinator. The function of Block Curator rotates every 4 months to another block curator.

**Kristien Van den Brande** ([kristien@apass.be](mailto:kristien@apass.be))

Artistic-Pedagogic Co-Coordinator.

She is the contact person for everything relating to progress of individual and collective research, obstacles and mentoring. She works closely together with production and administration.

The Artistic-Pedagogic Co-Coordination is a shared and rotating responsibility between Lilia Mestre and Kristien Van den Brande.

**Nicolas Galeazzi**

Research Centre Curator

The Research Centre Curator is responsible for the running of the research centre. He assists the (pre-)PhD researchers, stimulates formats for knowledge exchange inside a.pass, opens up the a.pass archives and methodologies towards a larger community. The function of Research Curator rotates every 4 months to another Research Centre Curator.

**a.pass CORE:**

**Kristien Van den Brande, Nicolas Galeazzi, Lilia Mestre, Vladimir Miller, Pierre Rubio**

The **Curatorial Core** consists of 5 people who share the curatorial responsibility over a.pass by rotating curatorial functions every 4 months, but also by meeting together three times per year for critical-dramaturgical analysis, exchange and advice on the directions a.pass is taking. Their biographies are online on a.pass website.

**a.pass TEAM:**

**Lilia Mestre and Kristien Van den Brande, Joke Liberge, Michele Meesen, Steven Jouwersma**

**Lilia Mestre and Kristien Van den Brande**

They are the artistic-pedagogic co-coordinators of a.pass. They are the executive coordinators of the artistic and pedagogic mission of a.pass, as discussed and approved by Core and board.

**Joke Liberge** ([production@apass.be](mailto:production@apass.be))

She is Production coordinator of a.pass. She is in charge of all productional matters such as logistics, travels, accommodation, acquisition of material and payments. She takes care of the participants & block budgets and is in charge of the reimbursements. On a more global level she also deals with the general coordination between the artistic & the practical.

**Michele Meesen** ([office@apass.be](mailto:office@apass.be))

As the administrator she is in charge of students matters such as visa & attestations, contracts and payments. On a more global level she deals with all legal matters such as the ministry, the board, the building, the insurance.

**Steven Jouwersma** ([support@apass.be](mailto:support@apass.be))

He is our technician and practical advisor of scenographic, digital and material questions. He helps you to set up installations for special events (related to a.pass) and end communications, etc. He also is in charge with many issues concerning the installations and infrastructure in our spaces at the Bottelarij (the building where we have our spaces).

**Mimouna El Kathouti**

She comes in every week to clean up the spaces.

**Mustafa Saïdi**

Is the housekeeper of the whole Bottelarij.

## INTERNAL COMMUNICATION

There are several platforms in use for communication within a.pass and beyond.

**E-mail:** Please read emails carefully.

**Contact list:**

[https://docs.google.com/spreadsheets/cc?key=0AuhriC9p7Q0QdEcwLU9OdThkbnRTOUtOMFNMaHhZQIE&usp=drive\\_web#gid=11](https://docs.google.com/spreadsheets/cc?key=0AuhriC9p7Q0QdEcwLU9OdThkbnRTOUtOMFNMaHhZQIE&usp=drive_web#gid=11)

**Google.calendars:**

There are four relevant google calendars:

- a.) [a.pass general](#): for all kind of events related to the program. You are invited to set up new events.
- b.) [a.pass 4th floor](#) and [a.pass 3rd floor](#): for availabilities of the spaces. You can only see, but not change or set events. All bookings go through Joke.
- c.) [Team Presence](#): This calendar shows you the presence of the team members at a.pass or their availability (as accurate as possible!!)

If you can't see the calendars, please tick off the calendars in the left-hand column called 'my calendars'.

**Google.drive folder**

called "a.pass participants" for all kind of internal documents, including readers, the library, admin docs, the block's program, contact lists etc.

**Web-page:**

[www.apass.be](http://www.apass.be) for general information plus news to a wider public.

The a.pass website is also used internally. More information will follow.

**a.pass facebook page:**

for current information to quite a large group of 'friends', ex- and future participants.  
<https://www.facebook.com/groups/41863568055/>

## **Team presence**

**Lilia, Kristien, Nicolas, Joke and Michele** are employed 60% employment.

**Steven** works 40%.

*Team presence is assured from Monday - Thursday.*

On **Tuesday's** the whole of the team is present at a.pass.

**Lilia's, Kristien's and Nicolas's** presence follow the block program.

**Joke's** fixed days are Mondays and Tuesdays. The rest of her presence follows the block program.

**Michèle's** days are Tuesdays, Wednesdays and Thursdays.

**Steven's** fixed day is. The rest of his presence follows the block program.

The actual team presence can be looked up in the [a.pass team presence calendar](#).

## **DOCUMENTATION and EVALUATION**

Every participant is invited to document his/her own research throughout the program. This material offers the base for a common evaluation session at the end of the block. The content and form the documentation takes is open and will be discussed during the research process. However, we do encourage the use of the website to document your research. This information will be useful for the making of your portfolio.

## PERSONAL BUDGET

The principle of self-organization on a production level implies that a.pass participants are invited to manage their own research budget in dialogue with the a.pass coordinators.

### **Post-Master Participants can apply for a personal budget upto 2000 EUR.**

The 2000€ can be spent as follows:

#### **1.) Production and tickets up to 200 EUR per block per participant**

This 200€ is for tickets, performances, shows, exhibitions & productional matters related to your research. One third of this budget can be used for travel expenses.

This budget works on the basis of reimbursement through the [payback form](#) accompanied by the original tickets / receipts. Reimbursements are handled by Joke and done every Thursday.

Please note:

- Tickets for a past block need to be handed over latest during opening week of the following block. After that tickets are to be considered as part of the current block.
- Skippers of a block have no access to the 200€ production budget.
- Technical material and reparations like computer, voice recorder, camera, etc can not be supported. When in doubt, please check with Joke.

#### **2.) Personal Mentoring between 1400EUR up to 2000 EUR per participant (depending on how much you spend on production & tickets).**

On the level content, you have to communicate and discuss all your mentoring intentions with the coordinators (Lilia or Kristien) beforehand. After written agreement by email the participant sets up the contact between mentor and production & administration (Joke & Michèle). Contract and way of payment is effectuated through a.pass and not by the participants.

The mentoring budget is for non-material expenses like fees for mentors, workshops/conferences and other relevant input that you need for your research at a.pass. You can choose to invite one of the members of the Curatorial Core, or outsider, to come and work with you for a couple of hours, a day or a week. Please make sure it doesn't interrupt your engagement in the a.pass environment.

The budget can be individually distributed over the whole time you spend in a.pass. Maximum  $\frac{1}{3}$  can be spend on travel & accommodation. The budget can also be used together with other participants.

Kristien and Joke are there to help you with planning and estimating your mentoring needs. As Joke follows up the participant's research budget's she can help you to get organised. Please contact her if you need help.

Mentors are paid with fixed rates per hour/per day/per week. Rates are always VAT included.

The rates are as follows;

- 55.- EUR/VAT incl./h if less than 3 hours
- 220.- EUR/VAT incl./day from 4 hours on
- 1100.- EUR/VAT incl./week

(pre)PhD budgets are discussed individually with the Research Center Curator.

## **PRACTICAL DETAILS**

**INTERNET:** A.pass Network 4th Floor, or A.pass Network 3rd Floor

**PASSWORD:** lalalala

## **TECHNICAL MATERIAL**

### ***Material list***

We have a few camera's and other audio gear that can be used by the participants.

[A list can be found here](#)

Steven is responsible for the materials. Please contact him for any questions [support@apass.be](mailto:support@apass.be)

### ***Lending procedure***

Please contact Steven beforehand to reserve, lend and return material. In order to take out the material out of the building you have to sign a paper.

Get the data of the camera before giving it back. Lost material has to be replaced by the participant (including smaller parts like a plug or remote control).

PLEASE REPORT when you discover a malfunction, when something breaks or is missing. Don't be shy: we have insurance for those cases.

## **LIBRARY**

We have a library on the 3th floor, administered by Bookpedia & DVDpedia. Joke is in charge of the library and will explain the system (bookpedia) during the opening week. Books can be borrowed through Lilia, Kristien, Joke, Michele, Steven.

## **SPACES**

Both spaces on the 4th and 3rd floor can be booked individually or in groups or in parallel. In order to avoid cross communication, every booking has to go through Joke ([production@apass.be](mailto:production@apass.be)). You can see the current booking plan online in the google calendars. Steven takes care of the spaces.

## **GARBAGE / RECYCLING**

Please help to recycle the garbage and to take out the rubbish bags out in the street on Thursday night. Note: see calendar near trash.

- White bag: general waste
- Blue bag: packages (no alu, no thin plastic wrapping, just Tetra packs, Pet, PCV stuff...)
- Yellow bag: paper, cardboard
- Orange bag: food waste (no nutt shells or egg shells)

## **ALARM**

Alarm is set in the whole building:

- Working Days 23:00 to 9:00
- Saturday / Sunday / Public Holidays all day long!!!!

Switch off: "code" followed by "disarm disarm"

Switch on: "code" followed by "arm arm"

### **Note:**

- during these hours the alarm might be already switched off if someone is already in the building.
- If you leave the building during these hours as the last person, you are responsible to switch it on again!!
- If the red light of the alarm is on it is switched ON. You only have a few seconds to switch it off.

- If the alarm will go off another time the management of the building wants to forbid us to come after 23:00 and in the weekends. So please be careful and be sure you know or you are with someone who knows how it is working.

## **PARKING**

We only have 1 parking space. Please let Joke know if you need to use it.

## **TRAVEL**

### ***Organisation of end week & other events***

Group travels and stay for End Week & other external events are organised and paid for by a.pass. Joke organises the travel. Individual travel for mentoring is to be organised by the participant. Reimbursement is possible after agreement beforehand. In special cases individual travel for the End Week can be agreed. Apass can pay up to 50€. The participant has to pay for the rest.

### ***INSURANCE***

In case of group travels all participants are insured through a.pass for this travel. Note that this is no health insurance.

# **BEFORE A.PASS**

## **REGISTRATION PROCEDURE AND TUITION FEE**

*In order to finalize your enrollment to the a.pass program, we ask you to carry out the registration procedure that is mentioned below. It involves doing some administrative tasks, for which we request your cooperation.*

*In the following explanation, we'll guide you through the necessary steps.*

### **1<sup>st</sup> STEP: ID & DIPLOMA**

We need :

- a copy of your ID or passport,
- a copy of your highest obtained diploma.

If you do not have your diploma (yet) or a transcript, please be so kind to make the necessary

inquiries with the institution you graduated from.

## **2<sup>nd</sup> STEP: REGISTRATION ONLINE**

Please complete all your contact details in the "[contacts\\_apassies](#)" doc, which you can find directly in the google folder: [apass participants](#) > [participants admin](#)

## **3<sup>rd</sup> STEP: RESIDENCE PERMIT**

As a foreign student, you will also need to obtain a residence permit for the duration of your studies in Belgium. As soon as you have the permit, we also need

- a copy of the residence permit. (only non-Belgian citizens!)

*How to register? Please read below!!*

## **4<sup>th</sup> STEP: REGISTRATION FEE**

### **ENROLMENT FEE A.PASS**

The enrolment fee for the a.pass programs is fixed at 1.200,00 EUR. 250,00 EUR should be paid within the first four weeks after the start of the program (for bank details see below). The remaining 950,00 EUR of the enrolment fee should be paid before the end of your first block.

All amounts should be transferred to the following bank account on the name of (mentioning 'a.pass enrolment fee' + your name):

Posthogeschool voor Podiumkunsten vzw  
Delaunoestraat 58-60 b 17  
1080 Sint-Jans-Molenbeek (Brussels)

Bank details:

Name: Belfius  
IBAN: BE55-0682-3476-1144  
BIC /SWIFT: e

## **5<sup>th</sup> STEP: PARTICIPANT CONTRACT**

To fully complete your registration, you have to sign a contract, confirming your commitment as an a.pass participant. We, on our side, will also commit to you, providing you with the tuition that

we have promised. The contract and its supplements also give you more information on the house rules and the educational rules of the Posthogeschool voor Podiumkunsten v.z.w., which you are supposed to accept.

Once having signed the contract, you will receive a student card and key card (caution 15 EUR in case you lose a key) and you will officially become part of the participant's team!

## REQUIRED OFFICIAL DOCUMENTS / VISA

**NOTE:** IN ORDER TO ASSURE AN EASY COURSE OF THE PROCEDURES, IT MIGHT BE USEFUL TO ARRANGE SOME DOCUMENTS IN ADVANCE (WHILE YOU'RE STILL PRESENT IN YOUR HOME COUNTRY). PARTICULARLY, WHEN YOU'RE A PARTICIPANT COMING FROM OUTSIDE THE EU/EEA.

### A.PASS REQUIREMENT

*All of the a.pass programs meet the necessary requirements in order to get your permit:*

- The a.pass programs are of higher education and cover a full daytime curriculum.
- The courses cover a total period of (minimal) twelve months and are being organized in modules.
- The Posthogeschool voor Podiumkunsten vzw is a state-subsidized school.
- You are enrolled as a regular student, which means that you paid a tuition or enrollment fee (post-master), that you attend classes and exams.

Before you come to Belgium, Michèle will send you a certificate of acceptance, which you can use to already start-up the necessary visa procedure or other administrative procedures you need to arrange.

IMPORTANT: always mind that our institution is called 'Posthogeschool voor Podiumkunsten vzw' and that we are listed in het Register of Higher Education.

See links:

<http://www.hogeronderwijsregister.be/het-hoger-onderwijs/de-instellingen>

<http://www.hogeronderwijsregister.be/browseindex>

'a.pass' is hence not the name of our school, but the name of the program.

### PROCEDURES

#### Travel admin

**Situation A: you already officially reside in Belgium (you have a Belgian ID or an E- or F-card)**

You do not need to do anything.

### **Situation B: you have EU-nationality**

European citizens do not need a visa to travel around.

The only thing you need to do is to declare yourself present at the commune where you reside, once you arrive in Belgium. The commune will provide you a temporary document, called annex 19 (stating that you are in procedure to be inscribed). This doc acts – roughly – as your temporary ‘Belgian ID’ because it proves that you are officially here. Always keep (a copy) of this doc in your wallet to show to an official (for instance a police officer) when necessary.

### **Situation C: you have non-EU-nationality**

In order to legally come to Belgium, you need a visa.

#### **STEP 1: CONTACT THE EMBASSY OR CONSULATE**

You need to contact the Belgian diplomatic post (embassy, consulate) in your country (the country of which you have nationality of or the country you officially reside) and start the visa procedure for non-EU students (higher education, long-term stay).

#### **STEP 2: ACCEPTANCE DECLARATION OF A.PASS**

In order to start up the procedure, the Posthogeschool will send you an official document, a declaration stating that you are officially invited to follow the a.pass program.

**IMPORTANT:** to draw up this declaration, we need from you a copy of your ID/passport, your date and place of birth (to put in your data in the doc) and your living address (to send you the original declaration by post).

#### **STEP 3: DOCUMENTS YOU WILL NEED**

1 The declaration a.pass sends you. You can already use the digital version to start up the procedure.

If the embassy or consulate asks the name of our institute, please mind that it is Posthogeschool voor Podiumkunsten vzw (see remark above) and that ‘a.pass’ is the name of the program.

2 A travel document.

3 A medical certificate for a visa.

4 A certificate confirming that you have a clean criminal record.

5 A proof or statement of sufficient means of subsistence. The minimal amount is fixed annually. As proofs can act a bank statement or proof of scholarship (when you support yourself) or a pledge of financial support from a guarantor (when you are supported by someone else – annex 32).

More info you can find on the site of the Office For Foreigners (IBZ):

[https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Higher\\_education\\_or\\_preparatory\\_year.aspx](https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Higher_education_or_preparatory_year.aspx)

When you arrive in Belgium, you also have to declare yourself present at the commune where you reside. The commune will provide you there a doc/declaration which acts as a temporary residence card. The final card you will receive after a while. In the meantime, if you have non-EU nationality, do not go and 'hop-around' (leaving the country & Schengen zone) with only temporary documents. You run the risk of doing the whole visa procedure again! Travelling can generally only be done when you receive the Belgian residence doc or card!

#### **Situation D: special cases**

**Example 1: Is it normal that the police comes after I declared myself present at the commune?**

Yes, this is normal standard procedure, because the police needs to verify if you really live where you say you live. Each time you move, you need to go to the commune and change the address.

Some police officers will ask for a rental contract. It is your choice if you want to provide this, it is not a legal obligation to provide this (to the police). However, living situations in Brussels are complicated, and it is a sure way for the police to determine if someone lives where he/she is staying.

**Example 2: I have EU- and non-EU-nationality. What do I need to do?**

Best is to check with the embassy or consulate, but normally you do not require a visa in that case.

**Example 3: I am a non-EU citizen, but I legally reside in another EU-country.**

In that case you can run the visa procedure also through the diplomatic post of the residence country. Mind, however, that you still need a visa.

**Example 4: I live in a neighbour country of Belgium (The Netherlands, France, Germany, Luxemburg), is it obligatory to change my official address?**

In this case, you just have to register at the commune and ask the so called 'procedure kotstudent' (it means 'procedure for students who have a student room'). You have to go to the commune where you reside, but the commune will not inscribe you as an inhabitant and hence not change your official address.

#### **IV Residence admin (FOR ALL NON-BELGIAN CITIZENS, EU & NON-EU!)**

When you go to register at the commune where you reside, you need to take with you:

- if applicable, your visa,
- your ID,
- the declaration from the Posthogeschool (a.pass),
- proof of a health insurance, covering stay in Belgium (like the one of the European Union),
- proof of sufficient means of subsistence (can be proof of a scholarship, or a declaration called annex 32 from a guarantor [= someone who supports you financially] - this declaration needs to be covered/signed by a Belgian embassy or the commune where the guarantor lives, or a simple declaration from yourself that you support yourself [for this, the commune will give you a form]),
- 2 recent ID/passport photographs.

Be aware that due to local city or communal legislation, people at the counter at the office for foreigners will be only able to help you in French and/or Dutch. If you do not speak French (or Dutch), please take someone with you who can.

AND LAST TIP: when you go to the commune, make an appointment or GO AS EARLY AS YOU CAN! It can be quite busy at the counter.

#### **IV Still having questions?**

Please contact Michèle at [office@apass.be](mailto:office@apass.be) .

## **HOW TO GET A BANK ACCOUNT?**

There are lots of banks in Belgium, like: KBC, Belfius, BNP Paribas/Fortis, ING, Argenta, ... to name a few.

You will notice that some banks ask a fee for opening an account or link the opening of the account to buying related products. In case of the fee, these are usually handling fees for services relating to your account (like a notice when you are going to exceed your limit or facilities concerning online services).

Ask therefore before you do anything if it's free to open an account and see what the handling costs (a month) are!

Also see which bank provides a good language service, this might be important if you have difficulties with French or Dutch!

The banks we most see at a.pass are Belfius & ING.

If you have a foreign nationality, also take your visa and residence card with you. A bank will always check if you reside here legally and have an official address in Belgium.

In case you did the procedure 'kotstudent' (and kept your address in a neighbour country) you have to see with the bank, but take in any case a copy of the declaration document the commune gave you. Also take your ID/passport and the acceptance or inscription doc, which proves your invitation/enrollment in the a.pass program.

## WHAT ABOUT HEALTH INSURANCE, ETC?

When you come to Belgium, make sure you are covered for medical costs! Either with your own health insurance (which could provide coverage in Belgium - an example is the blue insurance card with the circle of stars, this is the European health card).

Otherwise, you can in Belgium contact the so-called 'mutualités' for social security and basic health care, like there are: Christelijke Mutualiteit/Mutualité Chrétienne (christian), De Voorzorg (socialist), Liberale Mutualiteit/Mutualité Libérale (liberal), Partena (independent).

There are also private insurances with banks and companies (like Ethias for example) but they cost more. Again, take with you: ID/passport, visa, residence card (proof of an official address in Belgium), and your acceptance/enrollment doc from a.pass.

You can also get private insurance for hospitalization, but that will cost you more. Known insurances companies are for instance Ethias, DKV, KBC.

Other insurances common in Belgium are: fire insurance (for housing - see also below), civil liability (against civil claims) and car insurance (legally obligated if you own a car!).

## HOUSING

Useful websites are:

[Bxl à louer](#) (FB)

[www.immoweb.be](http://www.immoweb.be)

[www.kot.be](http://www.kot.be)

<http://www.easykot.be/brussel/kot-brussel-bruxelles?l=1>

<http://ikot.be/>

[Colocation](#) (FB)

[Brussels sales](#) (FB)

[Brussels rent](#) (FB)

For (legal) questions about renting: <http://syndicat-des-locataires.skynetblogs.be/>

Make sure you also think of insurance issues and ask advice about taking a 'fire' insurance (although this insurance covers way more)!

## LANGUAGE

In Brussels, officials are most of the times obliged to help you in Dutch or French.

## BOOKS

Library:

a big library is located at the city centre, and called:

Muntpunt (means: Coin Point) address Munt 6, 1000 Brussels.

For English books good addresses are (in the same neighbourhood at the Brouckère):

Passaporta, Waterstones, Sterling Books and (across the street at Sterling Books) a small travel guide book store which also has several language books.

Other possibilities are Fnac (books, CD's, movies) and Mediamarkt (electro, CD's, movies) at the city centre (City 2 Shopping at Rue Neuve).

**TIP FOR BRUSSELS (!):** the free city agenda at the metro, libraries, etc ... called 'Brussel Agenda'. It contains parts in Dutch, French and ... English.

See also online:

<http://www.bdw.be/en/agenda>

## ABOUT ART AND OTHER PLACES

### BRUSSELS

Theatres:

**Kaaitheater arts center:**

Saintelettesquare (big theatre) and Onze-Lieve-Vrouw-van-Vaakstraat (studio's)

description: international arts center with receptive working on the level of dance, theatre,

performance, debates, music, etc...  
experimental work mostly shown in the studio's.  
[www.kaaitheater.be](http://www.kaaitheater.be)

### **Beursschouwburg**

A. Ortsstraat, centre of Brussels

metro: Bourse

international arts center, productive and receptive, dance, theatre, debates and conferences, popular bar with café concerts.

[www.beursschouwburg.org](http://www.beursschouwburg.org)

### **KVS**

Flemish theatre with international programmation

often subtitled in french

Arduinkaai 9

[www.kvs.be](http://www.kvs.be)

### **Théâtre National**

French speaking theatre

repertory and new work

often also works in English

Boulevard Emile Jacqmain 111

[www.theatrenational.be](http://www.theatrenational.be)

### Workspaces

(residency spaces)

### **Constant (art, media and technology)**

<http://www.constantvzw.org/>

### **Bains Connective (interdisciplinary laboratory for contemporary arts)**

[www.bains.be](http://www.bains.be)

### **Nadine (laboratory for contemporary arts)**

<http://nadine.be/>

### **Qo2 (experimental contemporary music and sound art )**

<http://www.q-o2.be/en/>

### **Workspace Brussels (live arts)**

<http://www.workspacebrussels.be>

### Festivals

#### **Kunstenfestivaldesarts**

in May every year

multidisciplinary, international festival all over the city.

big artists AND experimental work

[www.kunstenfestivaldesarts.be](http://www.kunstenfestivaldesarts.be)

#### **Performatik (twice a year) / Kaaitheater**

[www.kaaitheater.be](http://www.kaaitheater.be)

## Museums

### **Wiels**

museum of contemporary arts in former brewery in Forest  
tram from South Station: 82

[www.wiels.be](http://www.wiels.be)

### **Museum for Modern Art Royal Museums of Fine Arts old masters, modern arts**

Regentschapsstraat 3

metro Troon

<https://www.fine-arts-museum.be/en>

## Café's

### **Lord Byron**

(Rue des Chartreux 8, 1000 Bruxelles), centre, close to the Bourse

Nice relaxed atmosphere café with big window looking out over the street. Excellent observation spot, in other words, and if you feel feasty: they serve nice cocktails

### **Cafè Soleil**

Rue du Marché au Charbon 86, 1000 Bruxelles, a little bit of sunny atmosphere in the old centre of Brussels, surrounded by hip café's, shops and restaurants

### **Fontainas**

Rue du Marché au Charbon 91, loungy, groovy bar. Every gender is welcomed

### **Daring Man**

Rue de Flandres (opposite / vis-à-vis de LA BELLONE )

### **Chicago Café**

Rue De Flandre, 45 - 1000 - Bruxelles BE

### **Walvis**

Rue Dansaert 209

### **Cobra**

little arty cocktail and whisky bar

best cocktails in town

rue des Chartreux

## Restaurants

### **Belle Equipe**

nice pizzeria. Rue Dansaert 202

**La fin du siècle**

Belgian-French kitchen, generous portions  
rue des chartreux, centre

vegan: **De Theepot**

rue des chartreux  
set lunches

**Da Kao II**

cheap Asian, nice veggie options  
Van Artevelde 19  
centre of Brussels

Cinema

**Actor's studio**

art cinema  
Kleine Beenhouwersstraat  
Center /metro: Bourse

**GALERIE Cinema**

art cinema  
Sint-Hubertusgalerij /metro: Central Station or Bourse

**Cinematèque**

Film museum in Bozar (artistic center for visual arts and music, interesting arts bookshop)  
[www.bozar.be](http://www.bozar.be) / metro: Central Station



