

WELCOME TO THE VUB!



To ensure a smooth start at the VUB, please complete a few administrative steps first. We would appreciate receiving your input as soon as possible.

Do you have any questions or feel unsure about something? No worries! Below, you will find answers to frequently asked questions. Still can't find what you're looking for? Don't hesitate to contact People&Organisation (P&O) at rekrutering@vub.be.

USEFUL TIPS FOR A SMOOTH START

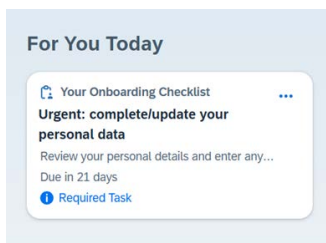
1. Adjust language settings

Want to change the language of the application? It's simple:

- Click on the tile in the top-right corner: on the tile  or on the tile with your initials  or on your picture.
- Go to **'Settings'** and select your preferred language under **'Change language'**.

2. Update your information

Navigate to the tile **'Important for contract preparation'** to fill in your details. After completing each section, click **'Continue'** to proceed.



Not all sections apply to everyone. **Please note the following:**

- **Work eligibility:** Do you hold a nationality from a country within the European Economic Area (EEA)? Then you don't need to fill in this section. If you have a nationality from a country outside the EEA and you already have a work permit or residence permit, you can add it in this section.
- **UZ Brussel Function:** Only complete this section if you work at the University Hospital Brussels (UZ Brussel).
- **Dependents (family relationships):**
 - » *Are you married or in a legally registered partnership?* Fill in your partner's details and indicate if you wish to include them in the hospitalization insurance.
 - » *Not married or in a registered partnership?* You don't need to fill in anything unless you want to add your partner to the hospitalization insurance. In that case, select 'Other' as the relationship type.
 - » *Everyone with an employment contract or a scholarship agreement is automatically enrolled from the first working day. Children and/or partners can join at a reduced rate of €5.50 per child and €11 per adult (different rates apply for adults over 65 years old).*

3. Upload your ID document

Depending on your nationality, we require the following:

- **EEA nationality:** Upload either your national identity card or your passport photo page under 'ID Copy'.
- **Non-EEA nationality:** Upload a complete scan of your passport (including blank pages) as a PDF file under 'ID Copy'.

Which countries are in the EEA?

The European Economic Area includes: Belgium, Bulgaria, Cyprus, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Ireland, Iceland, Italy, Croatia, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, the Czech Republic, and Sweden.