

# 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](mailto: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.

### 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.