Dear Student,

The Université catholique de Louvain (UCL) provides its students with a smartcard to access a growing number of functions (to access buildings, car parks, computer rooms, ... For more information: https://uclouvain.be/fr/decouvrir/smartcard.html).

Do you already have a smartcard?

☐ NO, I don't have a UCL access card yet; in this case I have enclosed a photograph in accordance with the instructions below.

☐ YES, I already have a UCL access card (issued only by the Office of the Registrar or the UCL Human Resources Department); in this case, I have checked the box and enclosed this form with my enrolment application WITHOUT a photograph.

In order to make these smartcards, we need to obtain a colour photograph from each student in accordance with very precise requirements; these requirements are identical to those for renewing an identity card or passport, i.e.:

– Colour photograph taken by a professional photographer (photocopies, computer printouts, etc. are not acceptable)
– Passport size photograph measuring 35 x 45 mm
– Photograph with a white background (photographs with a coloured background are not acceptable)
– Recent photograph of excellent quality
– The photograph must be carefully glued in position (photographs attached using Sellotape, staples, etc. are not acceptable)

Any photograph supplied that does not meet these specific criteria will not be accepted (see example on https://uclouvain.be/fr/decouvrir/smartcard.html).

In this case, it will not be possible to order an access card, which may make it difficult for you to complete various procedures within the University. To avoid any inconvenience, please make sure that you:

– affix an appropriate photograph in the box provided below for this purpose (a photograph of the right size should cover the grey rectangle)
– attach this document, duly completed, to your enrolment application.

No reminders will be issued.

The access card will be sent to one of the addresses provided to Office of the Registrar when you enrol. If an address in Belgium has not been provided during enrolment, the card must be collected from the Office of the Registrar (at the start of the new academic year) within ten days of receipt of the enrolment notice.

Thank you in advance.

Anne Van Laethem
Director, Office of the Registrar

DO NOT WRITE BELOW THIS LINE