

MyUCL – Find your official documents

After you activate your UCL account, connect on « MyUCL » on UCL website:

The screenshot shows the top navigation bar of the UCL website. On the left is the UCL logo (Université catholique de Louvain). To its right is a dropdown menu labeled 'Accès rapide'. Further right are social media icons for Facebook, Twitter, and LinkedIn. The 'My UCL' link is circled in red with an arrow pointing to it. To the right of the social media icons is a search icon and a language dropdown set to 'FR'. Below the navigation bar is the 'Louvain School of Management' logo. A horizontal menu contains the following items: 'A propos', 'Enseignement', 'International', 'Corporate Relations & CSR', 'Executive Education', 'Actualités', and 'Contact'. Below the menu is a large banner image of a building entrance with the text 'Rentrée académique 2017-2018'. At the bottom of the banner are four white boxes with blue arrows pointing right, labeled: 'Futur étudiant / Futur étudiant', 'Etudiant international / Etudiant international', 'Alumni / Alumni', and 'Entreprise / Entreprise'.




Click on « Cliquez ici pour vous authentifier » & Login :

The screenshot shows a page on the UCL website with a grey background. At the top left is a hamburger menu icon, followed by 'My UCL', the URL 'Vers uclouvain.be', a search icon, and a language dropdown set to 'FR'. At the top right is the UCL logo. Below the navigation bar, the text 'Accueil — L'accès à ce contenu est protégé.' is displayed. A large white box in the center contains the text 'L'accès à ce contenu est protégé.' in a large, bold, blue font. Below this text, the link 'Cliquez ici pour vous authentifier.' is circled in red with an arrow pointing to it.

On your UCL account « MyUCL », click on « Mes attestations »:

The image shows the 'MyUCL' dashboard interface. At the top, there is a navigation bar with 'My UCL', the URL 'Vers uclouvain.be', a search icon, and the language 'EN'. The UCL logo is in the top right corner. A blue banner below the navigation bar contains the text: 'TUTORIELS VIDÉO, AIDE À L'UTILISATION DU NOUVEAU PORTAIL ET FORMULAIRE POUR TOUTE QUESTION OU REMARQUE'. The main heading is 'My Dashboard'. On the left, under 'Accueil', there is a vertical menu with items: 'Mes études', 'Ma mobilité', 'M'inscrire', 'Mes attestations', 'Horaires', and 'Mes formations'. The 'Mes attestations' item is highlighted with a red oval and a red arrow points to it from the left. To the right of the menu is a news section with a photo of Vincent Blondel and the text: 'Vincent Blondel, recteur UCL, prend la présidence de... ven, 02/06/2017 - 15:51'. Below the news is a 'More news' link. On the right side, there are three widget boxes: 'Moodle' with 'Access to Moodle' link, 'Mails - Students' with 'To my mailbox' link, and 'Valves' with 'To my valves' link. At the bottom center, there is a 'Libraries' widget with 'To the catalog of libraries' link. A 'Customise my dashboard' link is visible in the top right of the dashboard area.

You will arrive to the below screen where you can download several types of official documents by clicking on the blue download icons :

Attestations for academic year 2017 - 2018		
Registration Id:		
Attestation type	Printed	Available
Notice of registration and invoice	x	
Provisional student card and public transport notice	✓	
Regular registration (family allowances, health mutual, ...)	✓	
Notice of maturity	x	x

What official documents & for what ?

- Notice of registration and invoice
 - Needed only for Belgian students
- Provisional student card and public transport notice
 - The provisional student card is only used when you did not received yet (or lost) your UCL student card. It gives students discounts and several advantages in some shop, libraries, etc.
 - The public transport notice is needed to get student discounts on your Belgian public transport fees.
- Regular registration (family allowances, health mutual, ...)
ALSO CALLED "UCL PROOF OF REGISTRATION"
 - Before mobility : Necessary for Visa application (to download and print for Visa application)
 - During mobility : Necessary for Belgian health coverage subscription