

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 'My UCL' 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 arrows pointing right, labeled: 'Futur étudiant', 'Etudiant international', 'Alumni', and 'Entreprise'.




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

The screenshot shows a page on the UCL website with a login prompt. The top navigation bar includes a hamburger menu, 'My UCL', the URL 'Vers uclouvain.be', a search icon, and a language dropdown set to 'FR'. The UCL logo is in the top right corner. Below the navigation bar, the text 'Accueil — L'accès à ce contenu est protégé.' is displayed. A large blue heading reads 'L'accès à ce contenu est protégé.' Below this heading, the text '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 website URL 'Versuclouvain.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' with question mark icons. 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 'Libraries' section with a yellow background and the text 'To the catalog of libraries'. On the right side, there are three widget boxes: 'Mails - Students' with an envelope icon and 'To my mailbox', 'Valves' with a document icon and 'To my valves', and 'Customise my dashboard' at the top right.

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 for Belgian students only
- Provisional student card and public transport notice
 - The provisional student card is only used when you have not received yet (or if you have lost) your UCL student card. It gives students discounts and several advantages in some shops, 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 & mobility grant applications (to download and print out)
 - During mobility : Necessary for Belgian health coverage subscription