

# International Student Handbook

Antwerp Management School  
Opening minds to impact the world



# AMBS



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# Welcome

Dear student,

The global health crisis we are currently facing highlights the need for global and sustainable leadership.

Today, our lives have been shaken up and we are forced to “rethink the world” we live in. So, along with hardships, Covid-19 has also taught us the valuable lesson that it is time to reboot.

At AMS, you will embark on an exceptional personal journey. We offer you an unforgettable learning experience that will empower you to grow as a person and to become the sustainable business leader of tomorrow. Take the opportunity to find out who you are, what you are striving for and what kind of career you want to pursue.

Every year we welcome students from all over the world. Because of the cultural diversity of our students, you will develop a global mindset that will prepare you to excel and succeed anywhere in the world.

We are convinced that you will appreciate the city of Antwerp and its warm, innovative, creative and welcoming atmosphere. Still, it can be a big step to move away from home and settle into a new environment. This International Handbook will give answers to most of your practical questions.

For additional inquiries about studying at AMS or studying in Belgium: our Full-Time Master’s team is highly committed to supporting you in every way possible.

I look forward to seeing you in Antwerp and welcoming you to the AMS family.

Khadija Badli

Director of the Full-Time Master’s programs



“Coming to live here in Belgium will be a great adventure since this country has a lot to offer. I learned a lot by living here and I would like to share a few tricks that will help you enjoy your stay. First of all, there are 2 main languages spoken here: Flemish and French. It depends which area you’re in, whether it’s Flanders or Wallonia, so check it out. However, don’t worry if you only speak English most people speak English and you can always ask for English menus for restaurants.”

Zeina Habib - Beirut, Lebanon

# Before you leave home

## Visa application

If you are a non-EU student, you will have to apply for a Belgian student visa. Below you can find more information about the procedure. Make sure to start the visa application process as soon as possible - ideally 3 months before the start of the academic year - to ensure that you will receive your visa in time.

- **Step 1:** Check the website of the Belgian Embassy as soon as you are admitted and start gathering all the necessary documents.
- **Step 2:** Before handing in your application, pay the fee that is required by the Belgian Ministry of Foreign Affairs. Please note that the fee that applies to you is the one for “students who will be enrolled in an educational establishment organized, accredited or subsidized by the Government”. The application fee is nonrefundable.

## Living expenses (optional but advised)

The main reason why a visa is refused is because of insufficient proof of financial means. To help fulfill this requirement, we provide you with the option of paying the required living expenses of €8160 into a separate account of Antwerp Management School.

Once we have received the sum of €8160, we will send you a confirmation letter that should be added to your visa application file. This letter ensures the Belgian Embassy that you can cover the cost of living in Belgium for 12 months, which will facilitate the visa application process - and could even make a difference in receiving your visa in time!

Once you have arrived in Antwerp, you will receive €680 monthly into your private account during the course of your studies in Antwerp (12 months). Instructions on opening a bank account in Belgium can be found further in this handbook.

The payment of living expenses can be done by bank transfer and the payment details can be found here below. Please inform your program coordinator as soon as you have made the payment so we can send you the confirmation letter.

Bank: KBC Bank

IBAN: BE66 7360 1240 4243

BIC or SWIFT: KREDBEBB

Beneficiary: Antwerp Management School

Address: Boogkeers 5, 2000 Antwerpen

Mention : your name + your program (MGM, CEB, SCM, MIFM, MOF, MIE, MIM or HRM) + living expenses

Please note that all international transaction, currency conversion or other payment costs are at the expense of the sender. Bank charges are the registrant's liability and should not be deducted from the fee.

## Visa for China

If you are a student of the Master in China-Europe Business, please note that you'll also need to apply for a visa for your time in Shanghai. Applying for the Chinese visa does come with additional administrative costs. To give an indication, the fee to register in China is around €200, the fee to apply for the visa is around €150 and the optional fee to use a courier is around €50 (please keep in mind that these are all estimated costs subject to change). Please also note that because of the amount of days spent in China, you will only be able to apply for a single-entry visa, meaning you will not be able to leave/return to China multiple times. Upon your arrival in China, our colleagues at ESSCA (our partner school in Shanghai) can assist you in applying for a new visa allowing you to leave and come back to Mainland China one time during your stay.

## Additional visa costs

If your program contains one or several trips outside of Europe, please note that the administrative visa costs - if necessary for the travel - are at the expense of the student and not of Antwerp Management School.

## Tuition fee

All information about your full tuition fee - this includes both the deposit and the remaining balance - can be found in your admission email. Once you have paid the deposit, your place in the program is secured. The remaining balance is due before the start of the year. Please note that the tuition fee includes the use of all school facilities, career services, general facilities to field trips and residential seminars. Handbooks and other course material are not included and can be purchased upon arrival in Antwerp.



## Estimated cost of living in Antwerp

Although the cost of living largely depends on your lifestyle, these costs range from €6,000 to €10,000 for the duration of the program.

An average monthly budget consists of:

- Housing **€390 to €600**
- Electricity, gas and water **€50**
- Food **€280**
- Miscellaneous (trips, clothing, laundry,...) **€180**
- Textbooks (for the whole academic year) **max. €600**

## Housing in Antwerp

Antwerp Management School is located at Boogkeers 5, 2000 Antwerpen. Since we do not offer on-campus accommodation, you are expected to independently organize your housing arrangements.

The monthly rent for a furnished room varies from anywhere between €390 to €600. Note that the costs for water, electricity and heating are usually not included in the rental price, make sure to ask your landlord about this when inquiring about the associated fees. Before moving into your room or apartment you will have to pay, in addition to the first month's rent, a security deposit of two to three months rent. Make sure to have the required amount available upon your arrival. Take into account that most rooms have 12-month contracts. Some landlords are flexible with leaving dates, for example if you find another tenant. This is not a guarantee though so make sure you discuss this with your landlord. We kindly ask you to not contact the University of Antwerp for housing placement questions and instead reach out to us with your questions and concerns!

To get you started, we have consolidated some housing resources below. For your convenience, we do recommend you to search for a place close to AMS (located at Boogkeers 5, 2000 Antwerp). Please note that you can also look for a room upon arrival, when you are physically there (which is sometimes preferred by students). In that case, we advise you to book a room in a youth hostel, a hotel or an Airbnb for the first nights of your stay in Antwerp.

- |   |   |
|---|---|
| → <a href="#">Kot-Antwerpen</a>           | → <a href="#">Kot Spotting</a>            |
| → <a href="#">Kotweb</a>                  | → <a href="#">Residentie Academie</a>     |
| → <a href="#">Antwerp Student Hostel</a>  | → <a href="#">Room to Bloom</a>           |
| → <a href="#">Bs16</a>                    | → <a href="#">Scaldis Studentenkamers</a> |
| → <a href="#">Huur een Studentenkamer</a> | → <a href="#">Studentennatie</a>          |
| → <a href="#">Ikot</a>                    | → <a href="#">Student Life</a>            |
| → <a href="#">ITM Student Residences</a>  | → <a href="#">Super Kot</a>               |
| → <a href="#">Kot 4 A</a>                 | → <a href="#">Vercity</a>                 |
| → <a href="#">Kot Campus Spoor Noord</a>  | → <a href="#">Xior</a>                    |
| → <a href="#">Kot Natie</a>               | → <a href="#">Gate15</a>                  |

### Facebook Groups

- [Kot in Antwerpen!!!](#)
- [Koten en Appartementen in Antwerpen](#)
- [Woningen te huur Antwerpen](#)
- [Antwerp - Rent a House, Villa, Apartment, Flat, Condo, Room, Bedspace](#)
- [Antwerp Rooms For Rent](#)
  
- [Youth hotel Pulcinella](#)
- [Vlaamse Jeugdherbergen](#)
- [Hostel World](#)
- [Rubenshof](#)
- [Boomerang Hostels](#)

**If your apartment does not have laundry facilities you can search for the closest one nearby [here](#).**

## Health insurance

Since your well-being is most important to us, we require you to have health insurance while studying at AMS. You will need to provide proof of this upon arrival by handing us a copy of your health insurance during your registration at AMS (on what we call “registration day”).

If you are a non-European student, you are required to have health insurance through [AON](#). If you are a European student, you can either use AON insurance or provide us a copy of your European Health Insurance Card (which you can request from your insurance company).

If you are a China-Europe Business student, please note that you need a separate insurance to go to China (both for EU and non-EU students). If you already have AON you can extend that existing insurance to cover you in China, or you can find another insurance that will provide a document saying you are covered. Please note your insurance should be valid until the end of June.

## Accidents & third party liability insurance

Registration at Antwerp Management School includes accident and third party liability insurance during educational and recreational activities in university buildings, during transfers to and from the university, and during excursions approved by the university.

**If you find yourself in an EMERGENCY situation, reach out to the following hotlines (+32 is the country code for Belgium)**

- 100/112 Urgent medical assistance and fire brigade
- 101 Police, for urgent cases
- 0800 123 12 Antwerp police, for non-urgent cases (e.g. information)
- 070 245 245 Anti-poison centre 1813 Suicide prevention
- 0900 10 512 General Practitioners on duty
- 0903 39 969 Dentists on duty

**Save these numbers** in your phone right now, so you’ll have them close-by in case of emergency.

**If you find yourself in need of a doctor during your time at AMS you can find a list of general practitioners and make an online appointment [here](#).**

# On arrival

As soon as you arrive in Antwerp, we will personally assist you in filling out all necessary documents for registration with both AMS and the City of Antwerp. If you are an international student, please wait to register with the city until you have registered at AMS. Even though you will receive instructions upon arrival telling you to register within 8 days, please disregard this as AMS will take care of it for your convenience! We also advise you to open a Belgian bank account as soon as possible.

## Registration at Antwerp Management School

On “Registration Day” we will register you as a student of Antwerp Management School. Please make sure to bring the following documents with you:

- Copy of your diploma (If the original is not in Dutch, English, French or German, an official translation into one of these languages is necessary)
- Copy of your passport / ID card
- Copy of your international health insurance (please review the details about Health Insurance on page 8, and make sure it is valid in Belgium and until the end of the academic year)
- Please note that you need to get this insurance before traveling to Belgium! You will not be allowed to participate in any class activities if you don't have a valid insurance.
- For European students, please make sure you ask for a European Health card.



## Registration at the city of Antwerp

**All international students** living in Belgium for more than 3 months, must also register with the Department of Foreigners in the city that they will live in.

### **If you are a EU-student, please bring:**

- Copy of your passport / ID card
- 2 passport-sized photographs (white background and size 3.5 x 4.5 cm - if you bring pictures from home, make sure you check the size, it might be different)
- Proof of health insurance valid in Belgium : European Health insurance card
- Copy of the rental agreement of your room/apartment in Antwerp
- Proof of financial means: you can fill out the necessary document when you arrive at Antwerp Management School

### **If you are a non-EU student, please bring:**

- Copy of your passport
- Copy of your student visa (D-visa) with date of entry in Belgium. Make sure to add a copy of the admittance stamp that was given to you when entering the country
- 2 passport-sized photographs (white background and size 3.5 x 4.5 cm - if you bring pictures from home, make sure you check the size, it might be different)
- Copy of the rental agreement of your room/apartment in Antwerp

## Opening a bank account in Belgium

- We recommend to open a bank account at BNP Paribas Fortis, as they allow you to open an account without having to present your Belgian residency card yet (receiving this official card can take a couple of months). Once you have opened your account at BNP Paribas, you will have to present your Belgian residency card within 3 months. If not your account will be closed.

### **This is the procedure at BNP Paribas Fortis:**

- Send a mail to [antwerpen-meir@bnpparibasfortis.com](mailto:antwerpen-meir@bnpparibasfortis.com)
- Put as subject "STUDENT" (This is important, as these emails will be collected in a separate map for your contact person at the bank)
- Mention that you want to make an appointment for the opening of a bank account, mention your name, email and mobile phonenr.
  
- Bring the following documents to your appointment:
  - Passport
  - Rental contract
  - Your AMS Registration Certificate that you received via e-mail earlier
  - Proof of address in home country, can be one of the documents below
  - Driving license with report of address
    - or Attestation of registration (hand out by an Embassy)
    - or Residence permit (hand out by the Community)
    - or Certificate of good character
    - or First page of tax letter
    - or Tax demand form
    - or Bank account statement

Of course you can also open an account at any other bank (KBC, ING, Argenta ... ).

## Course information

- Hours of sessions: from 9am to 12pm, and from 1.30pm to 4.30pm - Monday through Friday. Exceptionally, sessions can be scheduled in the evening or on Saturday morning.
- Bootcamp: Monday August 30, 2021 - Saturday September 4, 2021
- Start of the year: Monday September 6, 2021
- Winter break: Monday December 27, 2021 - Sunday January 9, 2022
- Easter break: Monday April 4, 2022 - Monday April 18, 2022  
(Easter Monday = Monday April 18 = day off)
- Graduation: beginning of July 2022



# Getting to Antwerp

## From Brussels, Brussels Airport

### By bus

Follow the signs “Bus” at the airport to get to the shuttle bus that takes you to Antwerp’s city center (near Central Station). The bus departs from the airport directly, every hour as from 4 am.

- Duration: about 50 minutes
- Bus stop : Koningin Astridplein, near Antwerp Central Station
- Price : €10 per person

For more details, we recommend checking [Airport Express](#).

### By train

Follow the signs “Train Station” at the airport. Between 5 am and 11 pm there are trains from Brussels Airport to Antwerp Central Station every 30 minutes. A ticket costs around €12 and can be purchased at any electronic ticket machine located at the station. For exact timings and further information, we recommend checking [Belgian Rail](#).

### By taxi

Follow the signs “Taxi” at the airport. A taxi from Brussels Airport to Antwerp will cost around €100. If you choose this method, we recommend you have enough cash with you, under the assumption that most taxis do not accept credit cards and/or debit cards.



## From Paris, Charles de Gaulle Airport

### By train

Follow the signs “Train Station” at the airport. There are 10 trains a day. A tickets costs between € 30 and € 100, depending on how long you book in advance. The earlier you book, the cheaper your ticket. The journey takes about 3 hours.

Operators are [SNCF](#) and [Thalys](#)

## From Amsterdam, Schiphol

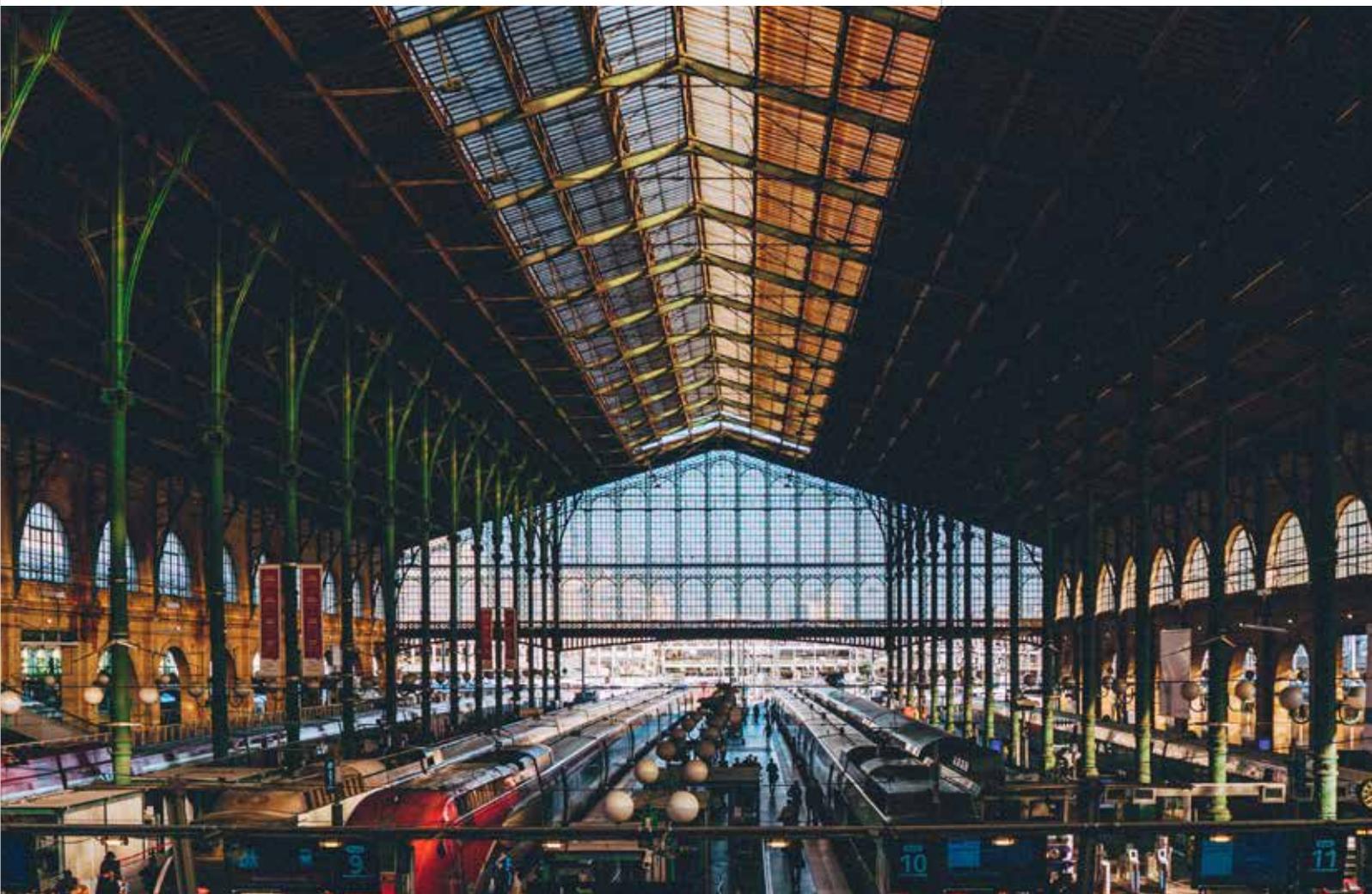
### By bus

[FlixBus](#) departs from Platform C, in front of Schiphol Plaza. Note: there are no FlixBus signs at the bus stop. A ticket costs between € 7 and € 15.

The journey takes about 2h 40 min.

### By train

Follow the signs “Train Station” at the airport. There are 20 trains a day. A ticket costs between € 25 and € 100, depending on which train operator you choose and how long you book in advance. The earlier you book, the cheaper your ticket. The journey takes about 2h 40 min. Operators are [NS International](#) and [Thalys](#)



# Weather averages in Antwerp, Belgium

Month	High/Low (°C)	Rain
January	6°/1°	12 Days
February	7°/1°	10 Days
March	11°/3°	10 Days
April	14°/5°	9 Days
May	18°/9°	9 Days
June	21°/12°	10 Days
July	23°/14°	10 Days
August	23°/13°	9 Days
September	19°/11°	9 Days
October	15°/7°	10 Days
November	10°/4°	12 Days
December	7°/2°	12 Days



# Adjusting to Antwerp

Going to study abroad is exciting: you will meet new people, you will immerse yourself in a new culture, trying new foods, getting used to other habits, seeing beautiful places, ... Depending on where in the world you are from, Belgian culture could be quite different from your own.

When you come to Belgium, come with an open mind and heart, and be willing to step outside of your comfort zone. Ask lots of questions and keep learning, not only in school but to the people you meet. It is the curiosity that will help you to make the most of your experience in Antwerp, so enjoy it.

STAN will help you with all your questions, they are located at GATE 15, a house for and run by students.

It's a place for all Antwerp students to meet up, co-study, collaborate, rent party and study spaces, fire away their questions at the info desk or relax together at the bar.

Address: Kleine Kauwenberg 15, 2000 Antwerp

Their website offers info on

- Studying
- Student rooms
- Working (student job and work placement)
- Mobility
- Clubs and associations
- Leisure and the Student Guide Antwerp

And they show you how to discover Antwerp.

“Belgium is a country with a lot of internationals which will make your integration easier and give you opportunities to meet people from all over the world. You don't need to be worried if you don't speak Dutch or French, as the natives speak English. You can expect beautiful cities that have great architecture and a very special beer culture. For me the best is the country location as it's in the centre of Europe, allowing you to travel to so many different countries and at a very cheap price.”

Rodrigo Duarte - Lisbon, Portugal



# Checklist before coming to Antwerp

- I paid my first installment
- I applied for my VISA
- I booked my flight
- I found a room in Antwerp
- I collected all my registration documents
- I planned my trip
- I bought my international health insurance
- I joined the Facebook group ([www.facebook.com/groups/AMSMasters2021](https://www.facebook.com/groups/AMSMasters2021))
- I am all set to go to Antwerp!



“It was easy to notice that there were a few things here that differ from where I come from. First, the shops in Belgium generally tend to close at around 6, which is way earlier than what I’m used to, however, restaurants would still be open restaurants open till around 11.

Also, on Sundays, most shops are closed all day, apart from a few supermarkets and shops in smaller shopping streets in the historic center of the city. Every first Sunday of the month though, a large selection of shops are open.

One major cultural difference that I noticed here is the fact that people have lunch at around 12, which is not generally the norm for me. We also have dinner later than they do here. Also, people here tend to have sandwiches for lunch.

Finally, the best way to get around in the city, is by bike. Velo is a bike sharing platform which costs €49 for the year and allows you to take a bike from any of the stations spread all over the city.”

Ahmad Yassin - Amman, Jordan



“There is no denying that Belgium is a nice place to study. For most students from Asia, despite the difference in culture, you can find Belgium as an embracing country. Still, it will be easier to immerse yourself to the environment if you can understand some Flemish jokes and love beer.”

Xiaohe Liu - Shanghai, China

“I would say that Belgians are very welcoming, but that trying to understand cultural differences between Flanders and Wallonia - and the linguistic shift that occurs as you travel between the two regions - has been really interesting to me.”

Brandon Chia Wen Loong - Singapore

## Looking Forward to Seeing You in Antwerp!

Contact your program coordinators for any further inquiries:



**Dorien Goetschalckx**  
[dorien.goetschalckx@ams.ac.be](mailto:dorien.goetschalckx@ams.ac.be)



**Laura Ballesteros**  
[Laura.Ballesteros@ams.ac.be](mailto:Laura.Ballesteros@ams.ac.be)



**Riet Coenen**  
[riet.coenen@ams.ac.be](mailto:riet.coenen@ams.ac.be)



Our B2B sales coordinator is looking forward to meeting you:

**Rachael Monahan**  
[rachael.monahan@ams.ac.be](mailto:rachael.monahan@ams.ac.be)



Our recruitment manager is looking forward to meeting you:

**Eva Peeters**  
[eva.peeters@ams.ac.be](mailto:eva.peeters@ams.ac.be)



Our career center manager is looking forward to meeting you:

**Thomas Marynissen**  
[thomas.marynissen@ams.ac.be](mailto:thomas.marynissen@ams.ac.be)

Your program managers are looking forward to meeting you:



**Meredith Wood**  
[meredith.wood@ams.ac.be](mailto:meredith.wood@ams.ac.be)



**Sara Telen**  
[sara.telen@ams.ac.be](mailto:sara.telen@ams.ac.be)



**Eline Rotthier**  
[eline.rotthier@ams.ac.be](mailto:eline.rotthier@ams.ac.be)



**Engelina Chaillet**  
[engelina.chaillet@ams.ac.be](mailto:engelina.chaillet@ams.ac.be)



**Kristel de Poorter**  
[kristel.depoorter@ams.ac.be](mailto:kristel.depoorter@ams.ac.be)

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