

Dear Student,

Welcome to U-Residence,

Finally we can send you the instruction to enter your room

### A. What to do when you arrive:

To enter the hallway of U-Residence, you need to enter a code at the second door.

1. This is the code we send you by mail **key symbol + code + key symbol**  
> When you pass this door, you will find the card dispenser "KIOSK" on your right side. *(after the drinking and eating machines).*
2. At the kiosk you need to obtain the keycard of your **room Nr°**:  
> Please read the document "**How to get your Key**" in advance to understand the procedure. We advise you to print this document and bring it with you, this is very useful to easily get your keycard.
3. To obtain your keycard, the kiosk will ask your reservation number.  
> Your **Reservation nr°** that we send to you by mail

### B. Ones you arrived in your room: You will find in your room on your desk your :

1. Rental agreement, with the terms and conditions, the house rules and the survey of the premises.
2. The survey of the premises is a document for checking your room if there is any damage or something is not working, write it down on this document.
3. May we ask you to return it as quickly as possible back to us at **room 4.16**, after completing and you signed all the documents. Anything that is not listed, will be under your responsibility.

### C. Also very important!

There is no :

- Shared kitchen
- Communal living space
- Laundry space

> **Don't forget also to bring your pillow, bed sheets and blankets.**

### D. Address:

U-residence  
Generaal Jacqueslaan 271  
1050 Brussels

### By train:

Train stop: Etterbeek STATION -+ 10min walk  
Tram stop numbers 25 or 7: VUB -+ 2min walk

### E. You can find also on the website:

1. the document "**WHO WHO**" you can find extra information about the U-Residence Team and the working of it.
2. the document "**Facilities around U-Residence**" you will find more information that can help you once you arrive.  
We recommend you to read/print this before you arrive

In case of help or emergency you can call any time: **0032 2/263.52.98**

Kind Regards,  
**U-Residence Team**

**U-RESIDENCE**

Studio's Long stay & Short Stay



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