



Dear Guest,

Thank you for choosing U-Residence.

We would like to share some important information concerning your reservation.

1. How do I open the second entrance door?

By pressing on the key symbol adding the 4-digit number provided in the confirmation email you received. Finally you press the key symbol again



2. How do I get my room key?

Please enter your confirmation number to be found on the confirmation mail and press the green button. If you withdraw your room key and ticket you can directly enter your room on the 4th FLOOR **from 3PM!** (scroll down to find important information “how to get your room key)

3. Where is the U-Residence?

U-Residence is in building 9 on the groundplan, this can be found below. You can route via our website as well by using.

4. Emergency - Who to contact?

The emergency number (+32) 2 263 52 98 is reachable 24/7

5. How do I check-out?

Please check-out the room **before 11AM**. We will ask you not to leave any baggage. We don't have storage for your luggage. **Don't forget** to leave the room key in your room at your desk. If we don't have your room key back we will charge you **50EUR**. Your definitive invoice will be sent within the 48HRS by e-mail.



6. Where can I eat breakfast, lunch or dinner nearby?

- Restaurant VUB -Building R on the campus from 7.30AM till 16PM
The restaurant is open the whole year round except during the weekend, on feast days and between Christmas and the New Year.

<https://www.vub.be/en/services-vub-campus-in-etterbeek-and-jette/tasty-food-vub-campus/catering-vub/ordering-warehouse-products-vub-is-quick-and-easy>

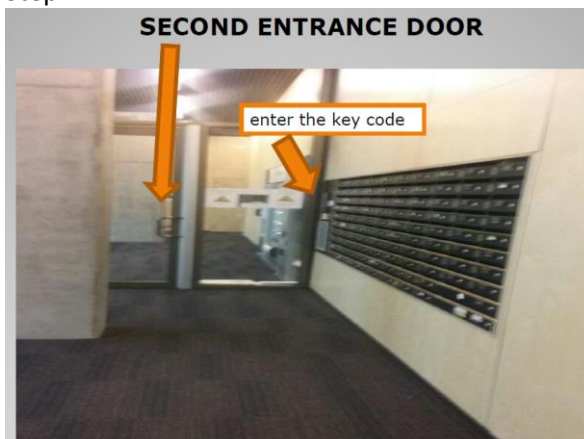
<https://www.vub.be/en/services-vub-campus-in-etterbeek-and-jette/tasty-food-vub-campus/catering-facilities-vub-campus>

- Delivery Breakfast, Dinner with DELIVEROO, please don't forget to mention your room number, this is on your own responsibility, the payment is through there website: https://deliveroo.be/nl-be/restaurants/brussels/boondael/?fulfillment_method=DELIVERY&geohash=u1515gdxw7g
[v](#)

HOW TO GET YOUR ROOM KEY

1. The first entrance door is free to access
2. At the **second entrance door**, you need to enter an **access code** to open the door. First **press the key symbol, followed by the 4 ACCES CODE on your reservation form and finish with the key symbol again**. The door will now open.
3. On the **right side after the coffee machine** you will see the **card dispenser**. Follow the instructions on the screen. When asked, enter **your reservation/segment number** is "a combination of number and letters".
4. When the dispenser gives you the card, the card will be **activated automatic and ready to use**.
5. This card will **open your room and also the second entrance door during your stay**.
6. If you **lose your card** or forget your card in the room while closing the door, don't panic! You have a **second chance** to get a **second room key** by following the instructions on the card dispenser.
7. All hotel rooms are on the **4th floor**. Please **leave your key on the desk when you CHECK OUT**.

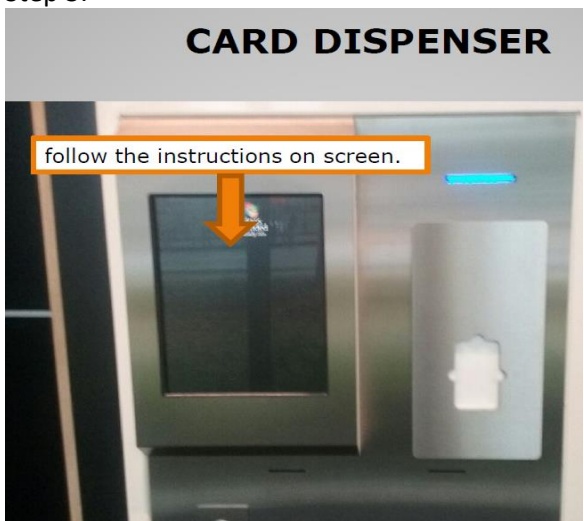
Step 1.



Step 2.



Step 3.

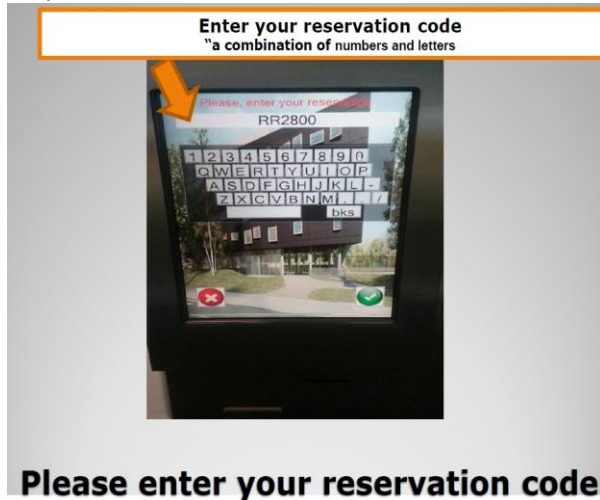


Step 4.





Step 5.



Step 6.

