

Exchange Student Guideline

Academic year 2025 - 2026



Please read the entire Guideline carefully.

For more details and information, please contact the International Office

E-mail: exchange.in@ichec.be

1. General information about ICHEC

1.1. A mission

We train our students to become responsible, open-minded managers.

To accomplish this mission, our academic programmes emphasize in-the-field connections with a rigorous approach informed by research. Graduates gain the knowledge, skills and competencies required to embark on a process of lifelong learning.

The ICHEC spirit is founded on the values of **respect, solidarity and integrity**.



1.2. A leading Business School embedded in a strong network

We want to create new narratives allowing us to imagine, design and manage resilient organizations that serve peaceful coexistence, social justice and ecological regeneration, here and elsewhere.

We are taking up the challenge of in-depth transformation towards a socio-economic system respectful of the planetary boundaries, by actors who are aware that they belong to the Living World.

ICHEC Brussels Management School upholds the tradition of leading business schools, offering a diverse range of management programs—including full-time and evening classes, as well as foundational and continuing education.

Today, ICHEC is home to over 3000 students from 60 nationalities, supported by a network of 10,000 alumni and 200 expert faculty members.

Our education is both professional and scientific, equipping students with a critical mindset that enables them to navigate and impact the complex business world they enter during their studies.

For over 50 years, ICHEC has thrived on core principles: global outlook, academic excellence, human-scale learning, collaborative spirit, student-centered teaching, and personalized guidance.

A pioneer in networking and partnerships, ICHEC is an associate of the Louvain School of Management (LSM UCLouvain) and a member of prestigious academic networks, including AACSB, CLADEA, EFMD, CFA, Conférence des HEC francophones, NIBES, and Pôle Louvain. Its global reach spans 140 partner universities and business schools across five continents, reinforcing its commitment to international collaboration and excellence.



CFA Institute

ICHEC also actively promotes social responsibility, sustainable development, business ethics and North-South relations, namely through its development projects “**ICHEC housing project**” in India and Africa.

1.3. A central location in the very heart of Europe

ICHEC is located at a stone's throw from the different administrations of the European Union. The cooperation possibilities with a very large number of international organizations as well as the access to public and private information are real assets for students and researchers.



The city is the center of a wide European market. Its broad and dense transportation network connects cities like Paris, London, Köln or Amsterdam. Hosting the European Commission and the NATO institutions, Brussels welcomes more than a thousand international public and private companies and is the 4th international congress center and the 7th world financial center.

But Brussels and Belgium are not only known for the administrations of the European Union. Indeed, Belgium preserved a rich architectural heritage still visible for example through the medieval city of Bruges or through Brussels, the city of Modern Style.

Moreover, Belgium kept a marked sense of tradition with its folk festivals, namely in Ghent, and its numerous cultural gatherings. And you will quickly discover that the local gastronomy does not draw the line at the French fries and beers. However, it is not pejorative to say that Belgium is a beer country as the special Belgian beers number among the best beers of the world.

1.4. Two campuses

ICHEC has two campuses, both located downtown Brussels. It takes about 10-15 minutes to go from one campus to another by public transport (tram 39 or 44).



Montgomery Campus



The Montgomery Campus was the first Campus ICHEC bought in 1954. The first year and evening courses are taught on this campus. It is also there that you will find our library and a brand-new cafeteria.

Address: *Boulevard Brand Whitlock, 2*
1150 Brussels

Anjou Campus



The Anjou Campus is located in a very green area of Brussels. It is a bigger campus surrounded by parks, easily accessible by public transport and located just in front of a Sport Center.

All the courses (except first year and evening courses) take place on this campus. The majority of our international students will have classes here. The international office is also located on this campus.

Address: *Rue au Bois, 365A*
1150 Brussels

2. Contact information

The ICHEC International Office is in charge of the exchange students. The person in charge of the incoming exchange students is Mrs. Kristien Minet, and there are various ways to contact her:



By email: exchange.in@ichec.be



By phone: +32 2 778 03 75



By regular mail:

ICHEC Brussels Management School
International Office – Incoming Students
Rue au Bois, 365A
1150 Brussels
Belgium

3. Student Associations

Student life is particularly rich at ICHEC. Many students are active in different associations covering a wide range of interests: culture, sport, folklore, charity, entrepreneurship, etc.

As exchange student, you are more than welcome to get involved in one of the ICHEC student associations during your exchange program:

1.1. Conseil des Etudiants (CDE) – Student Council



The main mission of this association is to represent ICHEC's students before the academic authorities and teachers. Its core business is to make the student voice heard when necessary.

The Student Council also organizes a series of activities that benefit students. Amongst its diverse activities, it organizes political debates, visits of companies with a view to internships and recruitment possibilities as well as blood donation sessions.

1.2. ESN-ICHEC

The ESN ICHEC is part of the ESN network (Erasmus Student Network), a student organization present at the European level (36 countries - 12,000 volunteers). Its mission is the welcoming of foreign students experiencing an international exchange program.



<https://www.facebook.com/erasmus.ichecbrussels/>
https://www.instagram.com/esn_ichec_ecam_brussels/

The ESN ICHEC offers to ICHEC exchange students a support during their stay in Belgium, namely for administrative and academic procedures. It also organizes festive and cultural events (parties, pub crawl, sport tournaments, city trips, museums, etc.). A WhatsApp group will be created in the beginning of the semester.



1.3. AIESEC- ICHEC



This international organization is run by students studying Economics and Commercial Sciences. Thanks to its international exchange programme, it aims at enhancing cross-cultural awareness cooperation. This organization offers different activities: job days, job fairs, case-study weekends, exchanges (practical experience abroad).

1.4. OIKOS

OIKOS is a student association whose main aim is to make future businessmen aware of the concepts of sustainable development.

This academic year, the association will organize lectures, solidarity Oxfam breakfasts, a Fair Trade Week, visits of companies and many others activities to raise awareness of sustainable development.



1.5. Cercle des étudiants entrepreneurs – Club of Student Entrepreneurs



The mission of the “Club of Student Entrepreneurs” at ICHEC is to enhance the entrepreneurial spirit amongst ICHEC students. Its aim is to accompany students in their project of creating a company. It also organizes events, making young people aware of the business world.

1.6. CICHEC

The CICHEC offers students a whole series of activities with a wide range of events: the Student Review, Winter sports, cinema clubs, barbecues and many memorable evenings such as Miss ICHEC, Welcome night, ICHEC Ball, and the so called “D100 Party”, known by the majority of Brussels students, etc.

The CICHEC also offers a job service which helps students find occasional work very quickly.



1.7. ICHEC Junior Consult

The ICHEC Junior Consult is a non-profit association with economic and pedagogical purposes. It allows students to put into practice the theoretical teaching they receive, by conducting studies relevant to their areas of expertise, for very varied customers: entrepreneurs, SMEs, large groups, associations, communities etc.



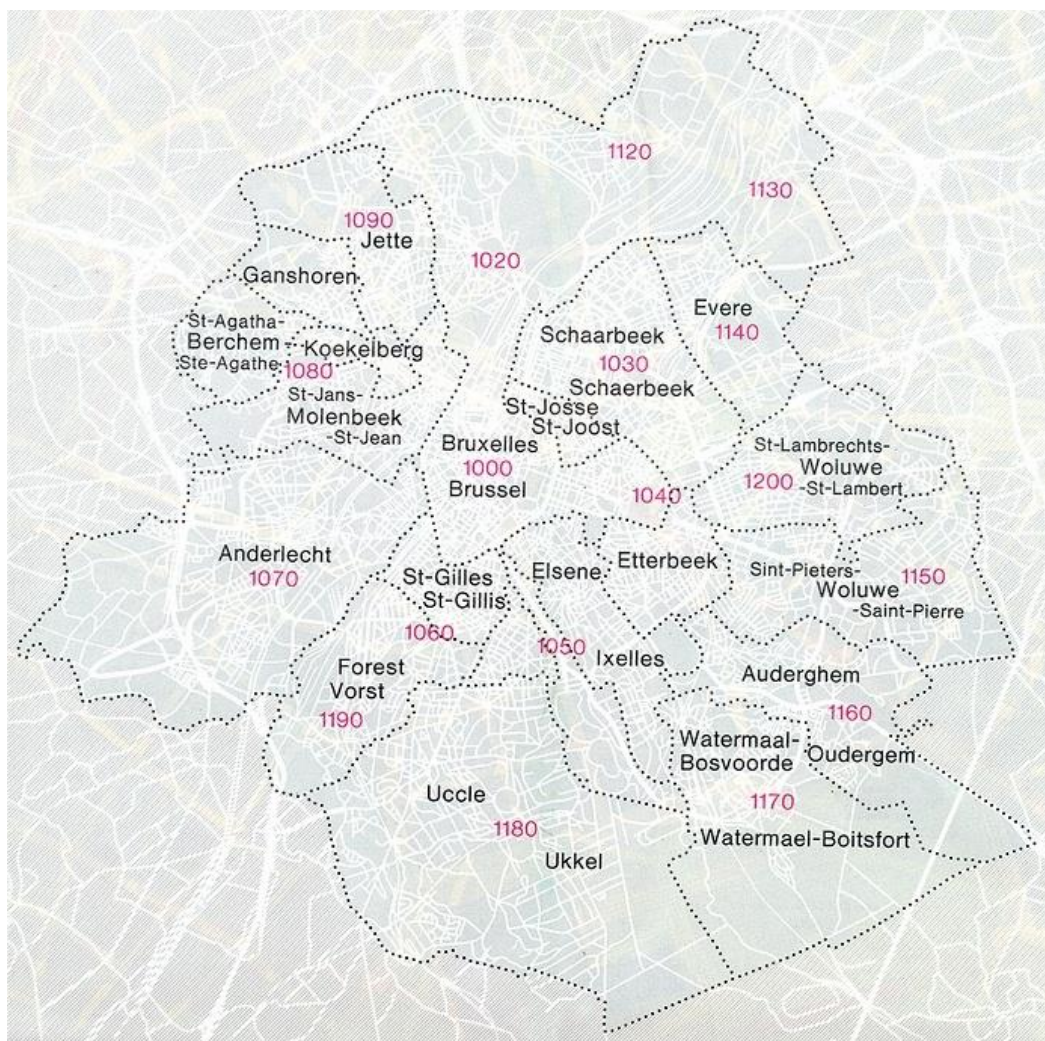
4. Accommodation

ICHEC has no on-campus student residence. Most Belgian and international students rent rooms to private landlords around the school, or in more animated areas.

These are usually furnished rooms in student houses accommodating 6-10 people, or in shared flats (3-4 students). Each student has his/her own bedroom, but kitchen and bathroom may be shared.

Tip: in Belgium the shared accommodations are called either “kot” or “colocation”.

1.1. Brussels and its 19 communes



Brussels is divided into 19 municipalities called „communes”. The commune manages matters related to the daily life of the inhabitants of Brussels and the communal territory. In the Brussels-Capital Region the 19 communes play an essential role in urban governance.

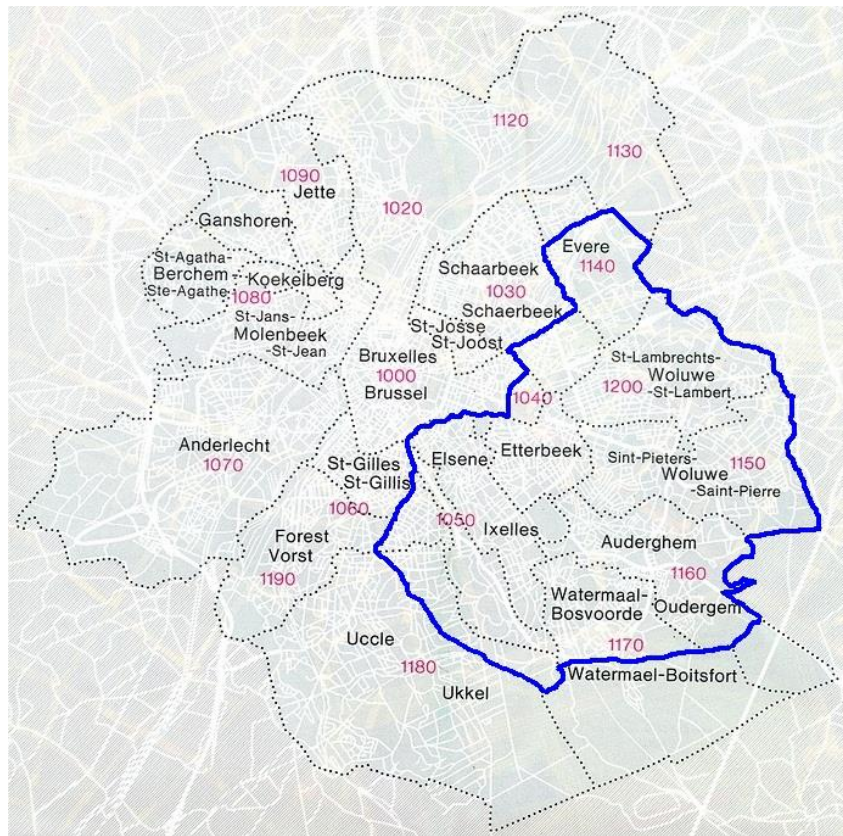
For citizens the communes are the basic political body that is closest to their daily lives. It is where citizens are registered, where they make use of administrative services, where they vote, etc. And as non-Belgian students coming for a few months to Belgium, you will also have to register to the commune where you live at the beginning of your stay (see the section „formalities”).

Each commune has a name in French and in *Dutch*, and has a postcode. Here is the list:

- 1000 Bruxelles-Ville, *Stad Brussel*
- 1020 Laeken (Bruxelles-Ville), *Laken (Stad Brussel)*
- 1030 Schaerbeek, *Schaarbeek*
- 1040 Etterbeek
- 1050 Ixelles, *Elsene*
- 1060 Saint-Gilles, *Sint-Gillis*
- 1070 Anderlecht
- 1080 Molenbeek-Saint-Jean, *Sint-Jans-Molenbeek*
- 1081 Koekelberg
- 1082 Berchem-Sainte-Agathe, *Sint-Agatha-Berchem*
- 1083 Ganshoren
- 1090 Jette
- 1120 Neder-Over-Heembeek (Bruxelles-Ville, *Stad Brussel*)
- 1130 Haeren (Bruxelles-Ville), *Haren (Stad Brussel)*
- 1140 Evere
- 1150 Woluwe-Saint-Pierre, *Sint-Pieters-Woluwe*
- 1160 Auderghem, *Oudergem*
- 1170 Watermael-Boitsfort, *Watermaal-Bosvoorde*
- 1180 Uccle, *Ukkel*
- 1190 Forest, *Vorst*
- 1200 Woluwe-Saint-Lambert, *Sint-Lambrechts-Woluwe*
- 1210 Saint-Josse-ten-Noode, *Sint-Joost-ten-Node*

1.2. Recommended areas and their characteristics

We would recommend you to try to find an accommodation in the following areas, either because the other communes are too far away from ICHEC (Jette, Anderlecht, Ganshoren, etc.) or because some areas are less safe than others (Saint-Gilles, Saint-Josse, some parts of the city center of Brussels, parts of Schaerbeek, etc.).



a. Residential areas

- 1140 Evere
- 1200 Woluwe-Saint-Lambert
- 1150 Woluwe-Saint-Pierre
- 1160 Auderghem
- 1170 Watermael-Boitsfort
- 1180 Uccle

These communes are a little bit more expensive, and you could expect to find an accommodation for 500€ to 600€ per month. But they are generally well-maintained rooms in apartments or houses in quiet and safe neighborhoods.

Some nice neighborhoods are Schuman, Montgomery, Mérode, Tomberg, Stockel, Georges-Henri, Cinquantenaire, etc.

b. Animated areas

- 1000 Bruxelles
- 1030 Schaerbeek
- 1040 Etterbeek
- 1050 Ixelles

These parts of Brussels are a little bit cheaper and you could expect to find an accommodation for 400€ to 500€ per month. There are more student rooms and shared apartments or shared houses than in the residential areas.

Some nice neighborhoods are: Place du Luxembourg, Cimetière d'Ixelles, Flagey, Meiser, etc.

1.3. Where to look for an accommodation

Each year a **Facebook group** is created 3 months before the start of the semester (by incoming exchange coordinator, Mrs Kristien Minet). Several announcements will appear here. Ichee students going abroad and looking for a student keeping his/her room will post his/her announcement in the group. This group will be available for you around mid-November.

Be careful with individual announcements on facebook groups. To avoid scams, don't hesitate to ask the opinion at Mrs. Kristien Minet.

Here is a list of useful websites:

- Uniplaces – discount code: **UP50ICHEC** [Private rooms, Shared rooms, Apartments in Brussels - 30 Listings available | Uniplaces](#) For more information, please feel free to contact them on WhatsApp at +351912327259.
- HousingAnywhere – discount code : **ICHE20**. [Sign up - ICHEC | HousingAnywhere](#)
- <https://lequartiergeneral.brussels/chambres>
- <https://te-cum.be/logements-bruxelles/>
- <https://www.student.be/en/brussels/student-rooms>
- <https://brik.be/en/>
- <https://www.brukot.be/en/>

Otherwise, if you wait until your arrival to find something, you can always walk around in the streets, and you will find some offers on the windows that are not on any website. For these first days you can register in a youth hostel <https://www.hihostels.com/destinations/0011/hostels>

1.4. **Some possible difficulties**

First, you have to know that it is harder to find a room during the fall semester than during the spring semester. Indeed, the reason is that, at this period, many Belgian students and international students are also looking for a room in Brussels. Whereas during the spring semester, many international students stay only for one semester and they leave their room in January.

But don't start looking too early. We suggest you start looking from June on and not before.

Secondly, some owners do not want to rent only for one semester, as they prefer renting their apartment for the whole year. Beware that some owners also rent their apartment for 12 months, and not only for the academic year. So, if you are coming for the first semester, we would recommend you look for a room before arriving in Brussels! If you do not find anything before your arrival, make sure to arrive a few days before the start of the classes and to take appointments to visit various apartments on these days.

5. Important dates

	First Semester	Second Semester	Retakes
Application Deadline	June 01, 2025	November 15, 2025	
Intensive week of French (3 ECTS – 30h/week) Optional (cost: 150€)	Sept 8 – 12, 2025	Jan 27–30 , 2026	
Classes	Sept 15 – Dec 19, 2025	Feb 2 - May 15, 2026	
Examination Session	Jan 5 – 23, 2026	June 1 – 20, 2026	August 17 – Sept 4, 2026



6. Languages of instruction

Most of the courses during the semester are taught in French. However, we offer each semester a wide range of business and management courses in English.

No proof of language (TOEFL, IELTS, etc...) is required but we highly recommend a B2 (Common European Framework of reference) level in English/French depending on the language of the classes the student will follow.

An intensive week of French language classes is available the week before the start of each semester (see important dates).

Weekly French lessons at beginner (min 30h required), intermediate and advanced level are available during the whole academic year.

7. Visa requirements

To enter Belgium, students from outside the European Union (except for Iceland, Liechtenstein, Monaco, Norway and Switzerland) do need a visa. Once ICHEC has received the application documents, the student will receive an acceptance letter to obtain a student visa (Schengen D).

Please note that all the non-European students will need an acceptance letter to get their visa. ICHEC international office can send the acceptance letter directly to the consulate/Embassy if you give incoming exchange coordinator (Kristien Minet) the email address of your contact person at the Embassy/Consulate.

Be aware, the visa process might take more than one month.

More information:

https://diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium



8. Courses offered to exchange students

The **ICHEC learning agreement** should be sent to Mrs. Kristien Minet at the latest on June 15 (for the 1st semester) and on December 15 (for the 2nd semester). However, you will have the possibility to change your study programme during the first week of the semester.

All ICHEC courses are open to exchange students. You can choose any course mentioned in the ICHEC programmes: from BAC1 to MASTER2, in French, English, during the day or in the evening. The complete course list is available via <https://www.ichec.be/en/inward-exchanges>

For your stay as an exchange student you should report your selection of courses per semester in a Learning Agreement. Within the program Erasmus+ the Learning Agreement is a mandatory document.

FOR all EUR students → online Erasmus+ learning agreement (EWP Learning Agreement signatory for incoming students: exchange.in@ichec.be)

For all non-EUR students → ICHEC learning agreement template can be used.

In the framework of the Erasmus+ program the European Commission developed a platform that allows students and universities to handle Learning Agreements online. So far this platform is designed for the exchanges between Erasmus universities only. Please ask link to your home coordinator.

