



## INTERNATIONAL RELATIONS OFFICE

Useful information for exchange students

(Last update: 26 January 2024)

### 1. Enrolment procedure

In the UNIZG Welcome Leaflet, you received the exact address and the name of the contact person for international exchange students at your receiving faculty/academy. If you are not sure who is your contact person or cannot find the Welcome Leaflet, you may check [here](#). Faculty coordinators provide information about the procedure and requested documents for the enrolment procedure.

### 2. OIB/PIN Number

The Personal identification number ([OIB](#)) is a permanent national identification number of every Croatian citizen and legal person domiciled in the Republic of Croatia. This number is a prerequisite for enrolment (it will allow you to get a student system identification number) and to get the UNIZG student account. Information on “How to get OIB” for the summer semester 2023/24 are given by the receiving faculty/academy.

If you want to check your OIB number, visit the following [web page](#). Translated instructions are available on the last page of this document or [here](#).

### 3. Public transport

Provider: ZET – Zagreb Electric Tram, Address: Ozaljska street 105 – [end station “LJUBLJANICA”](#)

#### What to do to get a monthly tram pass for students?

- ZET-form: you will get the form at the receiving faculty/academy
- 1 photo passport size: needs to be stamped by the faculty/academy
- ID or passport
- COST: €3,98 for the tram pass and €13,27 for the monthly ticket (total cost €17,25)

ZET form needs to be submitted at the **main (central) ZET building** at the [end station “LJUBLJANICA”](#)

(tram lines 3, 9, 12). When you enter the building, go to the information desk.

**WORKING HOURS:** 7:30 am – 3 pm

**For each of the next month student needs to buy a monthly ticket =** at ZET branches/offices all around the city or at TISAK/Daily News etc. newsstands/shops.

### 4. Student Card Xica

The student card, so-called “x-ica”, is issued by the faculty/academy where students enrol and it works from the semester start date.

**Benefits:** enables students to eat in student restaurants, get discounts when travelling, going to cinema, theatre, clubs, etc.

Specific discount for student meals: The Croatian Ministry of Science and Education allows a weekly subsidy to the following categories of exchange students (BA, MA and PhD level): Erasmus+ and CEEPUS.

All other categories of exchange students must pay the full price of a meal.

Student meal prices:

- full price of the daily menu is €3,00;
- students that receive a subsidy on the card pay €0,86 whereas the rest (71,24%) is covered by the subsidy (weekly subsidy of €29,91, i.e. €119,66 monthly).

## 5. Temporary residence permit

### **EU citizens + CH, NO, IS and LI**

- Mobility period shorter than 90 days

EU citizens are not obliged to apply for approval for a temporary stay or to register their address if they are staying in Croatia shorter than 90 days.

- Mobility period longer than 90 days\*

EU/EEA citizens who plan to study in Croatia for more than 90 days are obliged to apply for the approval of a temporary stay for the purpose of studies (*dozvola boravka*). You should submit your application for the issuance of the residence card **within** 90 days of your arrival in Croatia at **the Foreigners' Office, Central Police Station (Odsjek za strance, Policijska uprava Zagrebačka)** via email: [zg.drzavljanstvo.stranci@mup.hr](mailto:zg.drzavljanstvo.stranci@mup.hr). **Email with necessary documents should not exceed 20 MB.**

Working hours: 8am – 3:00 pm.

Documents needed for the application:

1. [Form1b \(EU citizens\)](#)
2. Acceptance letter (in Croatian) from UNIZG stating the study purpose of your stay – you will get one at your receiving faculty/academy once you come to do the enrolment procedure.
3. Proof of sufficient means of subsistence (statement of bank account, scholarship confirmation or statement which states that a student has sufficient means of subsistence signed by the student).
4. Proof of secured accommodation.
  - if staying in the student hall of residence – confirmation of the accommodation in the dorm or e-visitor confirmation.
  - in case of private accommodation – a rental contract, statement of the owner, copy of the owner's ID.
5. Proof of health insurance (European Health Insurance Card – EHIC card or travel insurance).
6. Scan or photocopy of the passport or the identity card.

**EU/EEA citizens do not pay administrative fee.**

*\*period longer than 90 days – each time a person crosses the border of Republic of Croatia period starts to count again.*

### **MOBILITY within EU – NON-EU citizens**

Article 73 (paragraphs 5 and 6) of the Aliens Act, states as follows:

- A student who has a **valid authorisation issued by another EEA Member State** and who is covered by a Union programme or a multilateral programme that comprises mobility measures or by an agreement between two or more higher education institutions may spend a part of his studies at a higher education institution in the Republic of Croatia in a period of up to 360 days without an obligation to regulate his temporary stay for the purpose of university studies if he does not pose threat to public policy, national security and public health. When registering his short-term stay, the student shall inform **the competent police administration or police station according to his place of stay** about his intention of stay.
- A student who has a valid authorisation issued by another EEA Member State and who is not covered by a Union programme or a multilateral programme that comprises mobility measures or by an agreement between two or more higher education institutions shall submit the application referred to in paragraph 1 of this Article in order to spend a part of his studies at a higher education institution in the Republic of Croatia.

This means that students belonging to this category **do not need a regular approval of the temporary stay for the purpose of studies**, instead, for the purpose of informing the competent police administration or police station according to his place of stay, they need to fill in the Statement of student mobility ([form “Obrazac – mobilnost” on Google disc](#)).

Besides the Statement of student mobility, students also need:

1. Scan or photocopy of the passport or the identity card.
2. Scan or photocopy of the residence permit from the EU country in which the student has a valid residence for the purpose of studying.
3. Acceptance letter (in Croatian) from UNIZG stating the study purpose of your stay – you will get one at your receiving faculty/academy once you come to do the enrolment procedure.
4. Proof of sufficient means of subsistence.
5. Proof of health insurance.

Students who meet the above conditions do not pay fees nor are they required to create a biometric residence permit but, once the procedure has been completed, they are issued a mobility registration certificate.

### **NON-EU CITIZENS**

#### **MOBILITY PERIOD LONGER THAN 90 DAYS**

Non-EU citizens staying in Croatia for more than 90 days are obliged to apply for the approval of the temporary stay for the purpose of studies (*dozvola boravka*) within 48 hours of their arrival.

To apply for the permit, you will need to submit the following documents at **the Foreigners’ Office, Central Police Station (Odsjek za strance, Policijska uprava Zagrebačka)** via email:

[zg.drzavljanstvo.stranci@mup.hr](mailto:zg.drzavljanstvo.stranci@mup.hr). Email with necessary documents should not exceed 20 MB.

Working hours: 8am – 3:00 pm

Documents needed for the application:

1. [Form1a \(NON-EU citizens\)](#).
2. Acceptance letter (in Croatian) from UNIZG stating the study purpose of your stay – you will get one at your receiving faculty/academy once you come to do the enrolment procedure.
3. 2 photos (35x45).
4. [Form 16a](#).
5. Proof of sufficient means of subsistence (statement of bank account, scholarship confirmation and similar; only for the scholars of the University of Zagreb – invitation letter stating the scholarship amount) – €236,68 per month + €568,00 for travel cost.
6. Proof of secured accommodation
  - if staying in the student hall of residence you are automatically registered in the police system
  - in case of private accommodation a rental contract, statement of the owner, copy of the owner's ID.
7. Proof of health insurance.
8. Scan or photocopy of the passport or the identity card.
9. A certificate confirming that applicant has no criminal convictions issued by the authorities of the passport holder's own country, and country of permanent residence. Such document cannot be older than six months from the date of issue. **Please check with your embassy do you require Apostille on the document.**

Cost of the permit (administrative fee)

**Cost of the permit (administrative fee) – paid to the Ministry of Interior Affairs Republic of Croatia**

The total cost is €46,45. Students from Turkey, North Macedonia and Lichtenstein do not pay administrative fee.

IMPORTANT: All documents need to be translated into Croatian and certified by a court interpreter or a translation agency that has a court interpreter.

**For the additional information please contact MUP:** +385 1 4563 639; [zgsidup@mup.hr](mailto:zgsidup@mup.hr); [zagrebacka@policija.hr](mailto:zagrebacka@policija.hr).

<https://mup.gov.hr/vijesti/information-concerning-the-future-relations-between-the-united-kingdom-and-the-european-union/283273>

## 6. Croatian language course (optional)

**CROATICUM** – Croatian as Foreign and Second Language, University of Zagreb, ADDRESS: Ivana Lučića 3, 10 000 Zagreb

COURSE 2 x 2 hours weekly; PRICE: the cost of course is partly covered by Central IRO.

For the enrolment procedure please contact: [croaticum@ffzg.hr](mailto:croaticum@ffzg.hr).

More information and contact are available at <http://croaticum.ffzg.unizg.hr/>.

Lectures will be held in presence.

Successful completion of the programme earns students ECTS credits.

## 7. Orientation Week & Welcome Day for exchange students

As announced, the Orientation Week for international exchange students will take place from Monday 19 February until Friday 23 February 2024, including the Welcome Day on Friday, 23 February 2024. At the Welcome Day, students will be welcomed by the Central International Relations Office and the student organization Erasmus Student Network Zagreb and will hear some interesting information about living and studying in Zagreb.

You will soon receive an email with the Orientation Week & Welcome Day programme and a registration link. The presentations that will be delivered at the Welcome Day will be available via link afterwards.

## 8. Medical assistance

If you do not feel well and need a doctor, this is the address where you can turn to / make an appointment:

<http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/students-health-and-well-being/>

**Documents needed are: European Health Insurance Card – EHIC or private insurance. If you do not have a European health card or other medical insurance, you may be asked to pay for your medical treatment (depending on the emergency level).**

If it is a weekend / bank holiday, you should go to the **EMERGENCY MEDICAL ASSISTANCE INSTITUTE located in Heinzelova street 88**. This hospital receives accident victims and patients with sudden, serious illnesses, 24-hours a day.

**In emergencies for which an ambulance is needed dial 112!** This is the emergency number for fire, ambulance and police. You will be asked to explain what has happened, where it has happened and from which number you are calling.

## 9. Internet access in the student halls of residence

Eduroam (EDUcation ROAMing) service enables international exchange students and teachers to access the Internet at all institutions around the world that are a part of [Eduroam system](#). Please check with your home university if it is a member of the Eduroam system (you may also check it on Eduroam website [https://monitor.eduroam.org/map\\_service\\_loc.php](https://monitor.eduroam.org/map_service_loc.php)) and if it can provide you electronic identity which can be used to connect to Internet in Eduroam system. If so, you will be able to have Internet access in Zagreb dormitories and at the University with your home university username and password. You will also need to download a software that makes your mobile phone / laptop compatible with the Eduroam system (you will need to do it only once – if your home university is the part of the Eduroam system, you can access and download it here <https://cat.eduroam.org/>).

In case your home university is not a member of Eduroam system, you must first enrol at your receiving faculty/academy, where you will receive your username and password, and then download the necessary installation software from <http://installer.eduroam.hr> and it should work.

Be aware that Windows 11 might have problems connecting to Eduroam. Additionally, in case if there is no Wi-Fi, UTP patch cable is needed.

## **10. ESN – Erasmus Student Network**

You can also apply for the Buddy program, where you will get a local student who can help you find your way in Zagreb, show you around or help you with the language:

<https://papaya.iter-idea.com/auth>.

If you have any questions, you can always reach ESN Zagreb directly through their page: <https://www.facebook.com/esnzagreb/>.

ESN Zagreb is looking forward to meeting you all!

## **11. UniSPORT**

UniSport ZG - the University of Zagreb and Zagreb University sport association organize sports competitions in over 20 different sports, entitled UniSport ZG.

In addition to the competitions, there is also a free of charge recreational program, entitled UniSport Health. We hope to inspire students to live a healthy life style, either by participating in competitions, defending the faculty you represent, or by participating in recreational trainings, such as fitness and boxing. All information can be found [here](#).

Welcome to the [best](#) and [most active university](#).

## **12. UniART**

UniART - the University of Zagreb presents in a consolidated manner the artistic production of its academies and faculties, entitled UniART.

UniART is presented in the form of a Publication which contains activities and programmes for each semester, along with a Calendar overview of cultural and artistic events by dates. We hope to inspire students with ideas and emotions arising from creating, practicing, or simply enjoying art. The Calendar of events for the summer semester 2023/24 will be available online by the end of February [here](#).

**Uvid u podatke o osobnom identifikacijskom broju / Access to OIB number**

Evidencija pravnih i fizičkih osoba / Record of legal and natural persons  <i>Choose from the drop-down list:</i> Fizička osoba strani državljanin / Natural person foreign national
Ime / Name
Prezime / Surname
Vrsta ID dokumenta / Type of ID document  <i>Choose type from the drop-down list:</i> Osobna iskaznica / Identification Document Putovnica / Passport Europska iskaznica / European Card Ostalo / Other Putovnica roditelja / Parents' Passport ID dokument roditelja/skrbnika - Parent/Legal Guardian's Valid Identification Document
Država izdavanja id.dok / Issuing Country <i>Choose the country from the drop-down list:</i>
Broj ID dokumenta / ID Document Number

*Click on:*

Provjeri / Check