

## CHECK LIST – STUDENT MOBILTY – FREEMOVER

	Activiti	Deadline/Note
<b>Before the mobility</b>		
	Read detailed information about Ceepus mobility program in Croatia <a href="http://www.mobilnost.hr/en/sadrzaj/central-european-exchange-programme-for-university-studies-ceepus/">http://www.mobilnost.hr/en/sadrzaj/central-european-exchange-programme-for-university-studies-ceepus/</a> <a href="https://www.ceepus.info/public/nco/ncoinformation_main.aspx?Country=HR#nbb">https://www.ceepus.info/public/nco/ncoinformation_main.aspx?Country=HR#nbb</a>	Before applying for mobility
	Read detailed information about Ceepus mobility at FTHM ( your host institution) <a href="http://www.fthm.uniri.hr/index.php/ia-home">http://www.fthm.uniri.hr/index.php/ia-home</a>	Before applying for mobility
	Contact the NCO Croatia and enquire if the freemover applications will be approved for the academic year you are applying. <a href="https://www.ceepus.info/public/nco/ncoinformation_main.aspx?Country=HR#nbb">https://www.ceepus.info/public/nco/ncoinformation_main.aspx?Country=HR#nbb</a>	Beginning July
	Contact you Ceepus representative at the faculty/university and obtain the permission to apply for freemover mobility.	Beginning July
	Contact Ceepus coordinator at the FTHM ( <a href="mailto:international@fthm.hr">international@fthm.hr</a> ). If the mobility is approved you will receive Letter of Acceptance	Beginning July
	Apply for the grant online ( <a href="https://www.ceepus.info/">https://www.ceepus.info/</a> )	20.07. (winter semester) <sup>1</sup> 15.09 (summer semester)
	Monitor the status of nominations for the grant in Ceepus system	continuously
	Inform the Ceepus coordinator at the host and home institution (FTHM) if you have been awarded a Ceepus grant.	immediately after you accept a grant in the online system
	You will receive Information pack from NCO Ceepus Croatia. Study it carefully!	cca. 30 day before the mobility
	Fill out, signee and stamp the Learning agreement - LA (template) and send it scanned to Student office at FTHM (e-mail: <a href="mailto:rbilanov@fthm.hr">rbilanov@fthm.hr</a> ). Send the copy of you ID card/passport. Note: non EU citizens need to have a valid visa and a special medical/traveling insurance for the whole duration of stay (for details see Information Pack and Information on Ceepus mobility at FTHM	1.09. (winter semester) 10.12. (summer semester)
	You will receive via e-mail detailed information and documents you have to fill and send back to the faculty (OIB application)	continuously
	Make a European Health Insurance Card or traveling/medical insurance (valid for the whole duration of stay). Get your VISA (valid for the whole duration of stay). Make sure you accommodation is booked or sorted out. <a href="http://www.fthm.uniri.hr/index.php/ceepus/ia-ceepus-accommodation">http://www.fthm.uniri.hr/index.php/ceepus/ia-ceepus-accommodation</a>	Before the mobility
<b>DURING THE MOBILITY</b>		
	Attending a Welcome day at the FTHM - obligatory	First day of classes, see academic calendar
	Open a bank account – for more info see Guidelines	On your first week of stay
	Bring the information about your bank account to the student office	On your first week of stay
	Turn in the Request for the transfer of grant to your bank account to the Student office.	The Request (templet) should be turn in 1+2 month grant: first week of mobility

		3 month grant: on 15 <sup>th</sup> of 2 month mobility 4 month grant: on 30 <sup>th</sup> of 3 month mobility
	Fill out the „Mobility Report“ and „Letter of Confirmation“ online in the system. Print out the letter.	At least 3 days before the end of mobility
	Bring „Letter of Confirmation“ to the Ceepus coordinator at FTHM for signature	At least 2 days before the end of mobility
	Leave the information at the Student office where should we send the Transcript of records. Turn in the X-card (student card)	Before the end of mobility
	Close a bank account	After you received the last grant
<b>AFTER MOBILITY</b>		
	Fill out the „Mobility Report“ online in the system	In 2 week after the end of mobility
	Share your experience of studding at FTHM with us! (template)	continuously

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<sup>i</sup> FTHM does accept mobility of students in winter semester. The application for the grant should be done online no latter then 20.07.2016. and it depends on available funds.