

Ref. no: xxx
Reg. no: yyy

General Info Package for CEEPUS Scholarship Holders

Academic Year 2023/2024

Dear student test,

we are pleased to inform you that your application in the framework of the CEEPUS programme has been successful and you have been awarded a CEEPUS grant from the Ministry of Science and Education and the Agency for Mobility and EU Programmes.

Please find further information on how to proceed in the following enclosed documents.

- 1. Provisional Letter of Award**
- 2. Instructions and further details on your stay in Croatia**
- 3. Letter of Acceptance**

All information on what you are expected to do before, during and after your stay in Croatia can be found in this document.

In order to avoid any difficulties please read this document very carefully. If you have any additional questions, do not hesitate to contact the National CEEPUS Office Croatia at ceepus@ampeu.hr

We wish you a pleasant and fruitful stay in Croatia.

Best regards,

National CEEPUS Office Croatia

PROVISIONAL LETTER OF AWARD

CEEPUS MOBILITY GRANT Academic year 2023/2024

Ministry of Science and Education and
the Agency for Mobility and EU Programmes herewith award

CEEPUS Mobility Grant at the Polytechnic of Rijeka

within the framework of CEEPUS III Network no. CIII-xxxxxx

TO:

student test

for the period

from 01.12.2023. to 30.12.2023.

The Agency for Mobility and EU Programmes will award student test a monthly scholarship of
173,00 EUR.

THE DEADLINE FOR SUBMITTING THE SIGNED COPY OF THE LETTER OF ACCEPTANCE IS 19.01.2024. PLEASE NOTE THAT IF YOU DO NOT RETURN THE LETTER OF ACCEPTANCE BY THE GIVEN DEADLINE, YOU WILL LOSE ALL THE RIGHTS ARISING FROM THIS PROVISIONAL LETTER OF AWARD. ONLY AFTER WE HAVE RECEIVED THE LETTER OF ACCEPTANCE YOU WILL BE AWARDED THE OFFICIAL CEEPUS LETTER OF AWARD, CONFIRMING YOU HAVE ALL THE RIGHTS OF A CEEPUS SCHOLARSHIP HOLDER.

In Zagreb, 16.01.2024

Tanja Veljak



National CEEPUS Office Croatia

INSTRUCTIONS AND FURTHER DETAILS ON YOUR STAY IN CROATIA

Dear scholarship holder,

Please read carefully the Instructions and further details on your stay in Croatia. The following lines will tell you what to do with each document and who to send it to.

Step 1: CHECK THE PROVISIONAL LETTER OF AWARD WHICH IS THE INTEGRAL PART OF THE GENERAL INFO PACKAGE AND SEND THE SIGNED LETTER OF ACCEPTANCE (VERY IMPORTANT!!)

PROVISIONAL LETTER OF AWARD

Provisional Letter of Award makes an integral part of this document. Check the awarded period of mobility, dates of arrival and departure (from-to), host institution and your details (your name and family name) specified in the Provisional Letter of Award.

If there is a mistake, **immediately contact** the Agency for Mobility and EU Programmes - National CEEPUS Office (ceepus@ampeu.hr).

LETTER OF ACCEPTANCE

Letter of Acceptance makes an integral part of this document. If all the information is correct, please **print it out** and **sign all three pages**, by which you confirm that you have read and checked the document and that you agree with what is stated in it. **Send the Letter of Acceptance at the latest by the date stated in Provisional Letter of Award**, scanned by e-mail to: ceepus@ampeu.hr

VERY IMPORTANT! READ CAREFULLY!

If you do not return a signed copy of the Letter of Acceptance within the stated deadline (deadline is stated in Provisional Letter of Award), we will assume you do not accept the scholarship and your scholarship will be cancelled.

If you decline the scholarship you have to inform the National CEEPUS Office Croatia about your decision in the written form by e-mail to ceepus@ampeu.hr as soon as possible. Please, state the reason for declining a scholarship you applied for. If you cancel your scholarship without sending a valid explanation or you don't show up without a prior notification to NCO-HR, all your further applications for CEEPUS grant in Croatia will be automatically declined.

If all the conditions and obligations are not met in due time, the scholarship holder can lose all rights arising from the Provisional Letter of Award and Letter of Acceptance. (The awarded scholarship grant and the accommodation reservation can be cancelled).

Step 2: REGULATING YOUR STAY IN CROATIA

EU CITIZENS

Short-term stay - mobility period up to 90 days

Since Croatian accession to the European Union, EU citizens are no longer obliged either to apply for the approval for temporary stay or to register their address if they are staying in the Republic of Croatia shorter than 90 days.

Temporary stay - mobility period longer than 90 days

EU citizens who plan to study in the Republic of Croatia for more than 90 days are obliged to apply for the **registration of temporary stay** for the purpose of studies (*Prijava privremenog boravka za državljane članice EGP-a*) - **in order to obtain a certificate on reporting temporary stay**. You should submit your application for the issuance of the certificate on reporting temporary stay 81 days after your arrival at the latest, at the Foreigners' Department of the local Police Administration Office (*Odsjek za strance, Policijska uprava*). Please find below the list of required documents and addresses of local police administration offices.

NON-EU CITIZENS

Short-term stay - mobility up to 90 days

Upon your arrival in Croatia, within 48 hours you have to register your address in Croatia at the Foreigners' Office of the relevant Police Administration Office (*Odsjek za strance, Policijska uprava*). For scholarship holders who are staying at student dormitories, hotels or rented private accommodation the provider of the accommodation is responsible for the registration of your address in the E-visitor system or at the responsible Police Administration Office.

Temporary stay - mobility longer than 90 days

Non-EU citizens staying in the Republic of Croatia for more than 90 days are obliged to apply for the issuance of **the approval of temporary stay for the purpose of studies** (*dozvola boravka*) within 90 days of the arrival at the Foreigners' Office of the relevant Police Administration Office (*Odsjek za strance, Policijska uprava*). Please find below the list of required documents and addresses of local police administration offices.

Biometric residence card

Upon issuance of the approval of temporary stay, **non-EU citizens are obliged to apply for a biometric residence card** at the same Police Administration Office. They should bring one colour photograph (30 x 35 mm) and pay cost of the issuance of the residence card in the amount of 31,85 EUR and the duty stamp fee of 9,29 EUR. Biometric residence card will be issued within approximately three weeks from the

submission of required documents and **needs to be returned to the police administration office upon expiration of stay in Croatia / before leaving the country.**

The list of Police Administration Offices:

- **Zagreb** Police Administration Office, Foreigners' Office (Služba za državljanstvo i statusna pitanja stranaca, Policijska uprava Zagrebacka), Remetinečki gaj 13. Please, submit your request and additional documents in PDF to zg.drzavljanstvo.stranci@mup.hr (attachment should be up to 20 MB)
- **Rijeka**, Primorsko-goranska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava*), Žrtava fašizma 3, Ms Silvana Jagičić, tel. 051/430-512 sjagicic@mup.hr; primorsko-goranska@policija.hr;
- **Opatija**, Primorsko-goranska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava*), Ms Gjozefina Anić, tel. 051/710-062, e-mail gmarku@mup.hr; primorsko-goranska@policija.hr;
- **Split**, Splitsko-dalmatinska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Splitsko-Dalmatinska*), Trg hrvatske bratske zajednice 9, Mr Kristijan Tomašević, tel. 021/307-313, Ms Ozana Bitanga or Ms Maja Matus, tel. 021/307-125;
- **Osijek**, Osječko-Baranjska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Osječko-baranjska*), Trg Lavoslava Ružičke 1, Ms Branka Briški, tel. 031/237 304;
- **Zadar** Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Zadarska*), Bana Josipa Jelačića 30, Ms Ana Ivuša, tel. 023/345 348;
- **Slavonski Brod**, Brodsko-posavska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Brodsko-posavska*), Ivana Mažuranića 9;
- **Pula**, Istarska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Istarska*), Trg Republike 1, Ms Kristina Lončar, tel. 052/532 587.
- **Dubrovnik**, Dubrovačko-neretvanska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Dubrovačko-neretvanska*), Dr. Ante Starčevića 13, Ms Božena Špetić or Ms Anita Barbarić tel. 020/443 244;
- **Šibenik**, Šibensko-kninska Police Administration Office, Foreigners' Office (*Odsjek za strance, Policijska uprava Šibensko-kninska*), Velimira Škorpika 5, Ms Danica Ercegović. Tel. 022/347 440, or Ms. Katica Mihaljević, tel. 022/347-211.



· **Varaždin**, Varaždinska Police Administration Office, Foreigners' Office, Augusta Cesarca 18, room nr. 3, tel 042/372-140.

The required documents for the certificate on reporting temporary stay (EU citizens) or the approval of temporary stay (non-EU citizens):

- 1) a filled-out copy of the Application Form 1b
https://mup.gov.hr/UserDocImages/dokumenti/stranci/2013/obrazac_1b.pdf (**EU citizens**)
- 2) a filled-out copy of the Application Form 1a <https://mup.gov.hr/UserDocImages/dokumenti/>
(non-EU citizens)
- 3) Original and a photocopy of the passport (**non-EU citizens**) or the identity card or a passport (**EU citizens**);
- 4) Proof of secured board and sufficient funds for living expenses in the Republic of Croatia issued by the Agency (*Uvjerenje* - read below);
- 5) Proof of health insurance (see Step 4),
- 6) **Non-EU citizens have to enclose a certificate confirming that the applicant has no criminal convictions in his/her home state or in the state where he/she stayed for more than one year prior to arriving in the Republic of Croatia. Such document is required when applying for temporary stay for the first time and cannot be older than 6 months from the date of issue. This document can be submitted in English and does not need to be translated into Croatian. It is highly recommended that international students attain the document in question before they enter Croatia.**

The Agency will prepare a proof of secured board and sufficient funds for living expenses, a document which proves that you are a scholarship holder in Croatia awarded with a CEEPUS scholarship from the Agency for Mobility and EU Programmes (so-called *Uvjerenje*).

Upon your arrival, you can obtain it from your mentor at the host institution. **Scholarship holders who are staying in Zagreb** can obtain it at the Agency for Mobility and EU Programmes, Frankopanska 26, Zagreb, on any workday day between 10.00 -15.00 .

The residence permit is valid during the period of the CEEPUS mobility specified in the CEEPUS Letter of Award.

Step 3. VISA INFORMATION

For the most current information regarding entry and visa regulations between your country and Croatia, please enquire at the Croatian Embassy in your country or at the national ministry of foreign affairs. Any visa related costs are not covered by the scholarship grant.

Step 4: HEALTH INSURANCE AND MEDICAL CARE

During your stay in Croatia you must have health insurance. For non-EU citizens health insurance is also a prerequisite for the approval of temporary stay.

Non-EU countries with health care agreements with Croatia

If there is a signed bilateral health care agreement between your home country and Croatia, ask for the bilingual form (*tiskanica*) to be filled in and stamped **by your health insurance company**. The form should then be presented at the Croatian Health Insurance Fund (<http://www.hzzo.hr/en>), which will issue a health insurance document valid in Croatia (*bolesnički list*).

Croatia has entered into agreements on social security with the following non-EU countries participating in CEEPUS: **Bosnia and Herzegovina, Macedonia, Montenegro and Serbia.**

The European Health Insurance Card (EHIC)

International students who have the European Health Insurance Card may use health care services upon presentation of the card and submission of the printout copy of the card, if other instructions are not given, according to the Croatian legislation in force.

Countries without health care agreements with Croatia and without the European Health Insurance Card

Students coming from the countries that do not have bilateral health care agreements with Croatia or that do not use the European Health Insurance Card are obliged to organise and cover the costs of health care services by themselves. The only country in this category in the academic year 2023/2024 is Kosovo. We recommend that you organise travel insurance before your mobility. Any health insurance expenses for scholarship holders from these countries will not be covered by the scholarship.

Step 5: ACCOMMODATION

The accommodation will be arranged for you in a student dormitory for the period of the awarded mobility grant and it is paid by the Agency for Mobility and EU Programmes. Students are accommodated in double or rarely triple rooms while PhD students are entitled to single bedded rooms, if they are available.

Below is the list of the student dormitories:

- **Osijek:** Student Dormitory Osijek, Kralja Petra Svačića 1c,
- **Rijeka:** Student dormitory "Trsat", Radmile Matejčić 5, except for the grant holders coming to Faculty of Engineering, Faculty of Economics, School of Medicine, Faculty of Maritime Studies and Faculty of Tourism and Hospitality Management, whose accommodation will be arranged in the Student Dormitory "Ivan Goran Kovačić", Franje Candeka 4, Rijeka.
- **Slavonski Brod:** Student Centre Slavonski Brod, P. Svačića bb,
- **Split:** Hostel Spinut, Spinutska bb. Please note that the dormitory in Split requires a medical certificate of your satisfactory health condition, which you have to obtain from your general practitioner in your home country before your arrival to Croatia,
- **Šibenik:** Student Dormitory Šibenik, Bana Josipa Jelačića 21
- **Zadar:** Student Dormitory of the University in Zadar, Ulica dr. Franje Tuđmana 24d and new



Student Dormitory in Zadar, Put Stanova 1a. Please note that the dormitory in Zadar requires 2 photos (3x3cm) and a medical certificate of satisfactory health condition, which you have to obtain from your general practitioner in your home country before your arrival to Croatia.

- **Zagreb:** Student Dormitory "Ante Starčević" Zagrebačka avenija 2, Zagreb. Please note that the dormitory in Zagreb requires following health questionnaire filled out and certified by your general practitioner before your arrival to Croatia: http://www.mobilnost.hr/cms_files/2015/09/1441187022_05-1439985698-health-questionnaire.pdf Please, hand in certified document to Ms Andreja Zdunić-Begić in the dorm management office. Scholarship holders who will be staying in Zagreb are obligated to bring the filled-out form otherwise they will not be allowed to enter the student dormitory
- **Pula:** Student Dormitory Pula, Ul. Petra Preradovića 28A, Pula
- **Dubrovnik:** Student Dormitory Dubrovnik, Ul. kralja Tomislava 7, 20000, Dubrovnik
- **Varaždin:** Student Dormitory Varaždin, Ul. Julija Merlića 9, 42000, Varaždin

You can pick up your key at the entrance 24 hours a day. **Please note that you are obliged to return your key at the dorm reception before you leave a dormitory.**

The room will be available from the date of your arrival that you will write on the Letter of Acceptance. **If you arrive before that date without prior notification, you will not be able to enter student dormitory. If you arrive later than the agreed date without prior notification, the room will no longer be available.**

There are no additional funds available if you decline the booked student dormitory accommodation.

Step 6: STUDENT CARD FOR SUBSIDISED MEALS

As a scholarship holder, you are entitled to a student card (*iksica*) for two subsidised set meals (*menu*) a day at student restaurants (*menza*).

Procedure for obtaining a student card:

- 1) Upon your arrival in Croatia you should first request a **Personal Identification Number (OIB)** at the **Central Tax Administration (Porezna uprava)**, following the procedure described at <https://www.porezna-uprava.hr/en/Pages/PIN.aspx>

Grant holders who already have Personal Identification Number (OIB) don't have to submit their request again

With the view of observing the preventive measures as a safeguard against the coronavirus disease, application may be submitted via web form. After approving the application, the Tax Office will send an e-mail to the applicant that contains his/her OIB. For detailed information on navigating the web form, please visit the Tax Administration webpage:

<https://www.porezna-uprava.hr/Stranice/Vijest.aspx?NewsID=7&List=News>

If submitting the application online, please make sure to do it ahead of time (at least 2 weeks before the start of the mobility) because it takes a longer time for the tax administration to issue an OIB number.

In Zagreb scholarship holders can obtain the OIB number at any of the 9 tax administration offices, preferably the one closest to your dorm/faculty or your home address:

Tax Office Črnomerec, Trg Francuske Republike 15, phone: + 385 1 6628 070, Working hours: 08:00 – 15:00

Tax Office Dubrava, Dubrava 49, phone: +385 1 6628 140, Working hours: 08:00 – 15:00

Tax Office Maksimir and Trnje, Albrechtova 42, phone: +385 1 6628 440, Working hours: 08:00 – 15:00

Tax Office Medveščak, Draškovićeve 15, phone: +385 1 6628 210 Working hours: 08:00 – 15:00

Tax Office Novi Zagreb, Avenija Dubrovnik 12, phone: +385 1 6501 000 Working hours: 08:00 – 15:00

Tax Office Peščenica, Zapoljska 1, phone: +385 1 6628 290 Working hours: 08:00 – 15:00

Tax Office Sesvete, Trg Dragutina Domjanića 4, phone: +385 1 2386 600, Working hours: 08:00 – 15:00

Tax Office Susedgrad, Sigetje 2, phone: +385 1 6628 351, Working hours: 08:00 – 15:00

Tax Office Trešnjevka, Park stara Trešnjevka 2, phone: +385 1 6628 500 Working hours: 08:00 – 15:00

In other cities students should contact their mentor/CEEPUS coordinator at the Faculty or the International Relations Office of their Faculty for further information on the location of Central Tax Administration or find it at <http://www.porezna-uprava.hr/Adresar/Stranice/default.aspx>.

- 2) After getting your Personal Identification Number (OIB), you should go to the host institution and contact the Student Administration Office (*studentska referada*). They will register you in a data base of students and complete a request for your personal student card with a photo.
- 3) Cost of the student card is to be paid by the scholarship holder. Please inquire at host university about the cost.
- 4) Student Administration Office will contact you as soon as your personal student card is ready. Please notice that, in order to get the individualized one, you should return the temporary student card.
- 5) **Before your departure, you should bring your student card to the Student Administration Office for cancellation.**
- 6) PhD candidates are entitled to receive an x-card for subsidized meals, although Croatian PhD candidates are not entitled to that same right. **In case of any problems with student office of Host Institution, please contact immediately your local CEEPUS Coordinator at your Host Institution and Croatian National CEEPUS Office at ceepus@ampeu.hr.**

Step 7: HOST INSTITUTION

Get to know your host institution and Croatia prior to your arrival: check the internet site

www.studyincroatia.hr and <https://ampeu.hr/publikacije/international-student-guide-to-croatia#2.proceduresforenteringandstayingincroatia>

Write an e-mail to your mentor and/or contact person at the host institution if you have any questions regarding the study programme. You can also contact the local section of the Erasmus Student Network (please find the list of the Croatian ENS Section at <http://galaxy.esn.org/section/HR>. You do not have to send any documents to your host institution; however you MUST contact your CEEPUS mentor at the host institution and introduce yourself before you arrive in Croatia. Croatian National CEEPUS Office recommends signing of the Learning Agreement prior to your mobility. Also, after you arrive and check in at the student dormitory, report to your mentor or/and contact person at the host institution.

Step 8: HOW TO GET THE SCHOLARSHIP FUNDS

The awarded scholarship includes a monthly allowance of 173,00 EUR for undergraduate/graduate students and 200,00 EUR for PhD students.

TYPICAL PROCEDURE TO GET THE SCHOLARSHIP FUNDS

Agency for Mobility and EU Programs will transfer grant funds to your Host Institution in Croatia before the start of semester and your Host Institution will transfer grant funds at your account. Please, contact your Host Institution at least one month before the start of your mobility and agree upon the method of payment, which can vary from one institution to another. Network applicants should contact CEEPUS coordinator and international relations office while freemover applicants should contact the person who signed the Letter of Acceptance during the application process and international relations office.

No matter which payment method has been agreed with your Host Institution, kindly note that in order to receive grant funds you should obtain a Personal Identification Number (OIB).

Application for the determination and assignment of the Personal Identification Number (OIB) is available at https://www.porezna-uprava.hr/en/EN_obrasci/Documents/PINrequest.pdf and can be submitted in person at the local offices of the Tax Administration.

For the purpose of assigning a Personal Identification Number (OIB), foreigners are obliged to submit valid documents with the filled-out application form confirming the stated data, primarily the European identity card or an identity document issued in the country of citizenship with the proof of citizenship. Grant holders who already have OIB number don't have to submit their request again.

With the view of observing the preventive measures as a safeguard against the coronavirus disease, application may be submitted via web form. After approving the application, the Tax Office will send an e-mail to the applicant that contains his/her OIB. For detailed information on navigating the web form, please visit the Tax Administration webpage:

<https://www.porezna-uprava.hr/Stranice/Vijest.aspx?NewsID=7&List=News>

If submitting the application online, please make sure to do it ahead of time (at least 2 weeks before the start of the mobility) because it takes a longer time for the tax administration to issue an OIB number.

In Zagreb scholarship holders can obtain the OIB number at any of the 9 tax administration offices, preferably the one closest to your dorm/faculty or your home address:

Tax Office Črnomerec, Trg Francuske Republike 15, phone: + 385 1 6628 070, Working hours: 08:00 – 15:00

Tax Office Dubrava, Dubrava 49, phone: +385 1 6628 140, Working hours: 08:00 – 15:00

Tax Office Maksimir and Trnje, Albrechtova 42, phone: +385 1 6628 440, Working hours: 08:00 – 15:00

Tax Office Medveščak, Draškovićeve 15, phone: +385 1 6628 210 Working hours: 08:00 – 15:00

Tax Office Novi Zagreb, Avenija Dubrovnik 12, phone: +385 1 6501 000 Working hours: 08:00 – 15:00

Tax Office Peščenica, Zapoljska 1, phone: +385 1 6628 290 Working hours: 08:00 – 15:00

Tax Office Sesvete, Trg Dragutina Domjanića 4, phone: +385 1 2386 600, Working hours: 08:00 – 15:00

Tax Office Susedgrad, Sigetje 2, phone: +385 1 6628 351, Working hours: 08:00 – 15:00

Tax Office Trešnjevka, Park stara Trešnjevka 2, phone: +385 1 6628 500 Working hours: 08:00 – 15:00

In other cities you should contact the CEEPUS coordinator or the International Relations Office of the host institution for further information on the location of the Central Tax Administration.

- At the following web site you can find a list of Tax offices in Croatia:
<http://www.porezna-uprava.hr/Adresar/Stranice/default.aspx>.

After obtaining an OIB, please contact your CEEPUS coordinator or mentor in Croatia via e-mail with the information about the OIB number.

It can usually take a few days after you send your bank account details to the CEEPUS coordinator at your host institution to get the scholarship funds, thus we recommend you to secure sufficient funds to cover your needs for at least first the few days of your stay in Croatia.

Step 9: REPORTING

At the end of your stay, you should fill in **Mobility Report** and **Letter of Confirmation** online at www.ceepus.info.

After you fill in both of the reports, the report Letter of Confirmation should be printed and **signed /stamped by the host institution and student (you)**. Please note that starting from this academic year Mobility Report doesn't have to be printed out and signed by the CEEPUS coordinator and uploaded in the CEEPUS system.

Following this, **either you or the CEEPUS coordinator at the host institution** should **upload signed and stamped** Letter of Confirmation again, via CEEPUS software, at www.ceepus.info.

After you generate, fill out and print forms of both documents at www.ceepus.info, please, don't make any more changes in the forms at the website. Even the smallest change will change the QR code and you won't be able to upload the documents, because the QR code will be different from the one on the printed version.

Documents should be uploaded 14 days after the end of your mobility at the latest. If you don't upload final documents in due time, your mobility won't be considered completed, thus, you will need to return grant funds to your Host Institution.

VERY IMPORTANT: as written in your Letter of Acceptance, you need to notify the National CEEPUS Office Croatia of any changes **IMMEDIATELY** (by the first day of the month preceding the month of your arrival), by e-mail at ceepus@ampeu.hr. Failing to do so will mean that your accommodation and financing is not guaranteed any longer. Example: if something goes wrong and you are unable to come on the date your scholarship starts but you let us know about that, we can re-book the room. If you do not notify us about changes and you arrive later than planned, there will be no room waiting for you and we cannot guarantee you an accommodation.

National Holidays in the Republic of Croatia in 2024:

01/01 New Year
06/01 Epiphany
31/03 Easter
01/04 Easter Monday
01/05 Labour Day
30/05 Statehood Day and Corpus Christi
22/06 Anti-Fascist Resistance Day

The academic calendar in the Republic of Croatia:

The academic year in Croatia starts on the second half of September or in the beginning of October and lasts until the 30th of September next year. For further details on winter/summer semester dates, please contact your host institution.

Below is a checklist of „to-dos“ to help you keep on track:

Before your arrival:

- If you agree with the terms and conditions of the awarded scholarship, sign the **Letter of Acceptance** and send it to the Agency as soon as possible, latest by the deadline stated in Provisional Letter of Award
- **Accept your CEEPUS grant in the CEEPUS online software**, by clicking the "accept" button in your application
- Enquire at the Croatian Embassy in your country or at the national Ministry of Foreign Affairs for the most current information regarding entry and visa regulations between your country and Croatia (non EU citizens)
- Verify the status of health care agreement between Croatia and your home country (non EU citizens)
- **Contact your CEEPUS coordinator/mentor at the host institution** and request further instructions for the payment of the grant.
- Prepare a health certificate if you will stay in student dormitory in Zagreb, Zadar or Split
- If you are coming from a Non-EU country and your mobility will last 90 days or longer bring Certificate confirming that you don't have criminal convictions issued by the authorities of the passport holder's own country and country of permanent residence.

After your arrival:

- Pick up the dormitory room key
- Submit a request for OIB at the local Tax Administration Office
- Go to the Student Administration Office of your host institution and provide them with your OIB and other data that they need to file a request for your personal student card and issue your temporary student card.
- If applicable, pick up "Uvjerenje" at the Agency (if staying in Zagreb), or from the CEEPUS coordinator at the host institution (if staying in other cities) and apply for the approval of temporary stay for the purpose of studies (non-EU) or certificate on reporting temporary stay (EU) at the Police Administration according to the given instructions
- If applicable, apply for a biometric residence card according to the given instructions

At the end of your stay:

- Return the dorm room key
- Return the student card (iksica) to the Student Administration Office for cancellation
- Return your biometric residence card to the Police (if applicable)
- Fill in Mobility Report online at www.ceepus.info
- Fill in Letter of Confirmation online at www.ceepus.info, print it out and sign it
- Have your **Letter of Confirmation** signed and stamped by the host institution
- Upload (you or the CEEPUS coordinator at the host institution) signed and stamped Letter of Confirmation to CEEPUS system (at www.ceepus.info)

For further information on living and studying in Croatia, please look at the following web sites:

<http://www.hr-eu.net/index.php?lang=2>

<http://www.studyincroatia.hr/>
<https://ampeu.hr/publikacije/international-student-guide-to-croatia#2.proceduresforenteringandstayingincroatia>
<http://www.justlanded.ch/english/Croatia/Croatia-Guide>
<http://www.euraxess.hr/>

Finally, **you may contact Erasmus Student Network for support** and help in finding your way around and in getting in touch with other exchange students. You can find contact details of the local ESN sections at <http://galaxy.esn.org/section/HR>.

Contact for your stay in Croatia:

Agency for Mobility and EU Programmes
National CEEPUS Office
Frankopanska 26
HR-10000 Zagreb
e-mail: ceepus@ampeu.hr
tel: +385 (0)1 5005 635

What to do in case of emergency

Please note: "emergency" refers to accidents or serious injuries.
Please contact the Agency for Mobility and EU Programmes.
Additionally, please find some important telephone numbers:
Emergency service 112
Ambulance 194
Police 192
Fire department 193

We wish you a pleasant and fruitful stay in Croatia!

Ministry of Science and Education
Agency for Mobility and EU Programmes

LETTER OF ACCEPTANCE

CEEPUS MOBILITY GRANT Academic year 2023/2024

(Sign the Letter of Acceptance **AND** the Obligation of the Scholarship Holder and send it back by regular mail to the Agency for Mobility and EU Programmes)

student test

Signed herewith I declare to accept
the awarded CEEPUS Mobility grant

from the Ministry of Science and Education and
the Agency for Mobility and EU Programmes

in the period **from 01.12.2023. to 30.12.2023.**
at the Polytechnic of Rijeka

within the framework of CEEPUS III Network no. CIII-xxxxxx

and **I understand and accept the conditions and obligations of the scholarship holder and the Instructions and further details on my stay in Croatia related to the awarded CEEPUS scholarship.**

Scholarship holder Signature:

Date: _____

Name Surname: _____

Place: _____



Obligations of the Scholarship Holder

General obligations arising from the CEEPUS III Agreement and the Work Programme:

- Using the awarded grant only in accordance with the CEEPUS III Agreement
- **NEW REPORTING PROCEDURE!**
- Entering **Mobility Report and Letter of Confirmation, online at www.ceepus.info** at the end of mobility
- Complete Mobility Report online only at www.ceepus.info
- Having Letter of Confirmation signed and stamped by the CEEPUS coordinator/mentor at the host institution and by scholarship student (you)
- Uploading signed and stamped Letter of Confirmation via CEEPUS, at www.ceepus.info
- **Specific obligations of scholarship holders in Croatia:**
- arrange visa and similar requirements where applicable
- where applicable, arrange and cover the costs of health care insurance for the period of your stay, according to the Croatian legislation in force
- arrive at the student dormitory on the **date of arrival that is stated in the Letter of Acceptance**
- request OIB at the relevant Tax Administration Office and deliver it as specified in Step 6
- request further instructions about the payment of the grant funds from your CEEPUS coordinator at the host institution
- regulate a temporary stay at the Police Administration Office if staying longer than 90 days
- bring Certificate confirming that the applicant has no criminal convictions issued by the authorities of the passport holder's own country and country of permanent residence if you are coming from NON-EU country and your mobility lasts 90 days or more

Scholarships for regular semester activities shall be awarded for a minimum of 3 months and a maximum of 10 months.

Shorter stays shall only be permitted for students working on their theses or dissertations.

Summer Schools and Excursions - which may be shorter than a month and may also be attended by undergraduates - but should bring credits.

Only full scholarship months may be paid to a student. **Periods of time shorter than allowed minimum stay will not be paid.** If a scholarship has been granted to a student for only one or two months, the stay in a host country may not be shorter than 21 days to be counted for a full month. **If the scholarship has been awarded for 3 months or more, the stay in the host country may not be shorter than 16 days in the last month to be counted for a full month.**

IF MINIMUM REQUIREMENTS ARE NOT MET, THE GRANT MAY NOT BE PAID OR IT IS TO BE RETURNED!

The period of stay may not be interrupted unless there is a national holiday in the host country OR the grant holder has to pass an exam for the last, NOT CURRENT, term at his/her home institution and he/she has a **written permission** of the network coordinator/mentor **at the host institution** to do that.

NOTE:

If you do not return a signed copy of the Letter of Acceptance at the latest by the deadline stated in Provisional Letter of Award, we will assume you do not accept the scholarship grant and your scholarship will be cancelled. If you decline the scholarship, you have to inform the Agency of your decision in the written form by e-mail to ceepus@ampeu.hr by the first day of the month preceding the month of your arrival.

If the conditions and obligations are not met in due time, the scholarship holder can lose all rights arising from the Provisional Letter of Award and the Letter of Acceptance. The awarded scholarship and the accommodation reservation will be cancelled and scholarship refund can be claimed.

The grant holder herewith confirms that he/she is NOT receiving any other international mobility grant for the same mobility period.

By signing the Letter of Acceptance the scholarship holder confirms that he/she understood all the conditions and obligations specified in the General Info Package. He/she confirms that the above data is correct and agrees to notify the Agency for Mobility and EU Programmes of any changes as soon as they occur.

CONSENT NOTICE	
We hereby ask you, whether you agree that your personal data is used for the purpose of statistical and promotional activities on the relevant web page or other media.	
Please make a statement by circling either I AGREE, if you agree, i.e. I DO NOT AGREE if you do not agree with the relevant processing. Consent is given for an indefinite period, until its withdrawal.	
This consent is given on the voluntary basis and you can always withdraw your consent by sending a written notice on the following email: ceepus@ampeu.hr .	
I AGREE	I DO NOT AGREE

Scholarship holder Signature: _____ Place and date: _____