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## **General Info Package for CEEPUS Scholarship Holders – Undergraduate, Graduate and PhD Students**

### **Academic Year 2024/2025**

Dear CEEPUS scholarship holder,

we are pleased to inform you that your CEEPUS application has been successful and you have been awarded a CEEPUS grant from the Croatian Ministry of Science, Education and Youth and the Agency for Mobility and EU Programmes. Congratulations!

In this document you will find further information on what you are expected to do before, during and after your stay in Croatia. In order to avoid any difficulties please read this document very carefully. If you have any questions, do not hesitate to reach out to us at [ceepus@ampeu.hr](mailto:ceepus@ampeu.hr)

**We wish you a pleasant and fruitful stay in Croatia!**

[Ministry of Science, Education and Youth of Republic of Croatia](#)

[Agency for Mobility and EU Programmes](#)

[National CEEPUS Office Croatia](#)

## ACCEPTANCE OF THE AWARDED CEEPUS MOBILITY GRANT

### Step 1: CHECK YOUR CEEPUS APPLICATION AND ACCEPT IT IN THE CEEPUS PLATFORM ([www.ceepus.info](http://www.ceepus.info))

1. Please log in the CEEPUS system [here](#). Open your application and check the awarded period of mobility, host institution and your personal details (your name and e-mail). Please, make sure to check awarded, and not tendered mobility period. You can also check all the information in your application in the Letter of Award tab of your application.
2. If there is any mistake, **immediately contact** the Agency for Mobility and EU Programmes – National CEEPUS Office in Croatia ([ceepus@ampeu.hr](mailto:ceepus@ampeu.hr)).
3. If all information is correct, please click on **Accept mobility** in your application. By clicking the accept button you will accept the [General Obligations of CEEPUS scholarship holders in student category](#).

### Step 2: ACCEPT SPECIFIC OBLIGATIONS OF CEEPUS SCHOLARSHIP HOLDERS IN CROATIA

**You must also accept the Specific Obligations of CEEPUS scholarship holders in Croatia by reading and agreeing to follow the instructions specified in the General Info Package document (this document).**

Please read this document carefully and if you agree and accept its conditions send us an e-mail with the following text copied into the body of the e-mail:

*I ([INSERT YOUR NAME AND LAST NAME](#)) accept **the awarded CEEPUS Mobility grant** from the Ministry of Science, Education and Youth and the Agency for Mobility and EU Programmes within the framework of CEEPUS III in the academic year 2024/2025. I understand and accept Specific Obligations of CEEPUS scholarship holders in Croatia and I agree to follow the instructions in the General Info Package document. I confirm I am NOT receiving any other international mobility grant for the same mobility period. I confirm that the data in my CEEPUS application is correct and agree to notify the Agency for Mobility and EU Programmes of any changes or cancellation of mobility as soon as they occur. I am aware that I am entitled to free of charge accommodation in the student dormitory, if available, only if I fill out [booking and consent form](#) latest by 28<sup>th</sup> of August 2024. Also, I am aware that if I apply for the accommodation through the form but at the end I don't use during the mobility, without informing the Agency in advance I may be charged with the relative cancellation fees.*

Please copy the above text in the e-mail and send in to [ceepus@ampeu.hr](mailto:ceepus@ampeu.hr) latest until **28<sup>th</sup> of August**.

#### **VERY IMPORTANT - READ CAREFULLY!**

If you do not send your acceptance e-mail within the stated deadline above, 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](mailto:ceepus@ampeu.hr) as soon as possible.

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.

## INSTRUCTIONS AND FURTHER DETAILS ON YOUR STAY IN CROATIA

### Step 3: 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 obligated 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 **obligated 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 obligated 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 obligated to apply for a biometric residence card** at the same Police Administration Office. They should bring one colour photograph (30 x35 mm) and pay the 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 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** (EU citizens)
- 2) a filled-out copy of the **Application Form 1a** (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.

### **Uvjerenje - Proof of secured board and sufficient funds for living expenses in the Republic of 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.

### **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](mailto: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](mailto:sjagicic@mup.hr); [primorsko-goranska@policija.hr](mailto: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](mailto:gmarku@mup.hr); [primorsko-goranska@policija.hr](mailto: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.

#### Step 4. 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 5. 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.

##### **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.

##### **Citizens from 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 Company ([Hrvatski zavod za zdravstveno osiguranje](#)) 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.

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

Students from the countries that do not have bilateral health care agreements with Croatia or that do not use the European Health Insurance Card are obligated to organise and cover the costs of health care services by themselves. In the academic year 2024/2025 Kosovo, Albania and Moldova are in this category. Any health insurance expenses for scholarship holders from these countries are not covered by the scholarship grant. If you are coming from one of these three countries you can buy health insurance for mobility to Croatia from insurance companies in your home country.

#### Step 6: ACCOMMODATION

All CEEPUS incoming scholarship holders in Croatia are entitled to free of charge accommodation in the student dormitory. Please note that Agency will arrange a double bedded rooms for BA and MA students /single room for PhD students and also and cover the expenses.

In order to arrange the accommodation in the student dormitory during your mobility to Croatia, you must



fill out [booking and consent form](#).

If you don't fill out the electronic form by 28<sup>th</sup> of August at the latest, we won't be able to arrange your accommodation and you will have to organize it yourself.

**Please, don't arrange a room in the student dormitory by yourself or through your host institution because the Agency won't be able to cover the expenses.**

There are no additional funds available if you decline the room in the student dorm and decide to arrange the accommodation yourself.

Accommodation will be arranged for you in a student dormitory for the **period of the awarded mobility only** and it is paid by the Agency for Mobility and EU Programmes. If for the travel organization reasons you need to move in a day or a two earlier, or stay after the official end date of your mobility, please, contact us before the beginning of the semester at [ceepus@ampeu.hr](mailto:ceepus@ampeu.hr) in order to check if this possibility is available for you.

If you arrive before the awarded start date of your mobility (in your application in the CEEPUS system) 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.

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

#### The list of the student dormitories with addresses and contact details:

- [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 Čandeka 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 a health questionnaire filled out and certified by your general practitioner before your arrival to Croatia. 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. Download the health questionnaire here: [Health questionnaire](#)
- [Pula](#): Student Dormitory Pula, Ul. Petra Preradovića 28A, Pula.
- [Dubrovnik](#): Student Dormitory Dubrovnik, Ul. kralja Tomislava 7, 20000, Dubrovnik.

## Step 7: STUDENT CARD FOR SUBSIDIZED 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) When you arrive to Croatia you should first request a Personal Identification Number (OIB) at the Central Tax Administration (Porezna uprava), following the procedure described here: **PROCEDURE FOR THE DETERMINATION AND ASSIGNMENT OF PIN (OIB)**

**Grant holders who already have an OIB number don't have to submit their request again.**

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
- Tax Office Dubrava, Dubrava 49, phone: +385 1 6628 140
- Tax Office Maksimir and Trnje, Albrechtova 42, phone: +385 1 6628 440
- Tax Office Medveščak, Draškovićeveva 15, phone: +385 1 6628 210
- Tax Office Novi Zagreb, Avenija Dubrovnik 12, phone: +385 1 6501 000
- Tax Office Peščenica, Zapoljska 1, phone: +385 1 6628 290
- Tax Office Sesvete, Trg Dragutina Domjanića 4, phone: +385 1 2386 600
- Tax Office Susedgrad, Sigetje 2, phone: +385 1 6628 351
- Tax Office Trešnjevka, Park stara Trešnjevka 2, phone: +385 1 6628 500

Working hours of all Zagreb tax offices are 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 **Tax Administration Locations**.

- 2) After obtaining your Personal Identification Number (OIB), please go to the Student Administration Office (*studentska referada*) at your host institution. They will register you in a database 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.
- 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](mailto:ceepus@ampeu.hr).

## Step 8: HOST INSTITUTION

1. It is mandatory to contact your CEEPUS mentor/coordinator at the host institution to introduce yourself before arriving. You can also contact the local section of the **Erasmus Student Network**.
2. Croatian National CEEPUS Office recommends to sign **the Learning Agreement (for the semester mobility)**.
3. The academic year in Croatia starts in 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.

## Step 9: HOW TO GET THE SCHOLARSHIP FUNDS

The awarded scholarship includes a monthly allowance of 240,00 EUR for undergraduate/graduate students and 260,00 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 the semester and your Host Institution will transfer grant funds to your account upon your arrival. Please, contact your Host Institution at least one month before the start of your mobility and agree about the grant payment procedure, since it may vary from one institution to another. Network applicants should contact their 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 procedure has been agreed with your Host Institution, kindly note that in order to receive grant funds you must obtain a Personal Identification Number (OIB) - **please see Step 7 of this document for instructions.**

After you obtain your OIB, please contact your CEEPUS coordinator 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, so we recommend you to secure sufficient funds to cover your needs for at least first few days of your stay in Croatia.



## Step 10: FINAL REPORTING

At the end of your mobility all CEEPUS grant holders must fill out two reports available in the [CEEPUS system \(available in your application\)](#):

- 1) Mobility Report - a short questionnaire about the mobility which is visible only to scholarship holders and National CEEPUS Offices and are not visible to the host institutions
- 2) Letter of Confirmation – official confirmation by the host institution and scholarship holder that the mobility has been carried out successfully

The reports will be available 4 days before the awarded end date of your mobility and not before. The reports will not be visible if you haven't accepted your mobility previously in the CEEPUS system, by clicking Accept button.

**After you fill in both of the reports, the report Letter of Confirmation should be printed, signed and stamped by the host institution and signed by the teacher (you).**

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](http://www.ceepus.info).

After you generate, fill out and print forms of both documents at [www.ceepus.info](http://www.ceepus.info), please, don't make any more changes in the forms at the website. Even the slightest 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 and you will need to return grant funds to your Host Institution.**

### **CHECK LIST OF TO-DOS (to help keep you on track):**

#### **Before your arrival:**

- if you agree with the terms and conditions of the awarded scholarship, send the e-mail confirmation as described in Step 2 of this document
- 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) take all necessary steps in order to have a health insurance during your CEEPUS mobility to Croatia
- **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 a 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.

#### **During the mobility:**

- submit a request for assigning a Personal Identification Number (OIB) at the local Tax Administration Office and send your OIB number and the account details to your contact person/CEEPUS coordinator at the host institution
- 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 the Mobility Report online at [www.ceepus.info](http://www.ceepus.info)
- fill in the Letter of Confirmation online at [www.ceepus.info](http://www.ceepus.info), print it out and sign it and have it signed and stamped by your host institution and upload it at [www.ceepus.info](http://www.ceepus.info)

#### **National Holidays in the Republic of Croatia in the academic year 2024/2025:**

01/11 All Saints` Day	20/04 Easter
18/11 Remembrance Day for the victims of the Homeland War	21/04 Easter Monday
25/12 Christmas day	01/05 Labour Day
26/12 St. Stephen`s Day	30/05 Statehood Day
01/01 New Year	19/06 Corpus Christi
06/01 Epiphany	22/06 Anti-Fascist Resistance Day

For further information on living and studying in Croatia, please look at the following web sites:  
Study In Croatia: <https://www.studyincroatia.hr/>

#### **Contact for your stay in Croatia**

Agency for Mobility and EU Programmes, National CEEPUS Office  
Frankopanska 26 HR-10000 Zagreb  
Phone: +385 (0)1 5005 635

What to do in case of emergency:  
Emergency service phone number: 112  
Ambulance phone number: 194  
Police phone nr: 192  
Fire department phone : 193