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General Info Package for CEEPUS Scholarship Holders - Teachers

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

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)

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).
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 teacher 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 28th of August 2024. Also, I am aware that if I apply for the accommodation but I don't use, without informing the Agency in advance I may be charged with the cancellation fees.*

Please copy the above text in the e-mail and send in to ceepus@ampeu.hr latest until **28th 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 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: WORK REGISTRATION CERTIFICATE / POTVRDA O PRIJAVI RADA

EU CITIZENS

EU citizens are not obligated to apply for the work registration certificate (*potvrda o prijavi rada*).

NON-EU CITIZENS

Upon your arrival to Croatia you have to register your address in Croatia at the Foreigners' Office of the local Police Administration Office (*Odsjek za strance, Policijska uprava*) within 48 hours.

For scholarship holders who are staying in student dormitories (or hotels) the address is automatically registered.

As a non-EU citizen **you have to apply for the work registration certificate** by submitting a request to the Foreigners' Office of the local Police Administration Office (*Odsjek za strance, Policijska uprava*). In some cities (i.e. in Zagreb) the request has to be submitted in advance. **Please, contact your CEEPUS coordinator or international relations department of your host institution** and check if you have to submit the request in advance and ask for the procedure details.

Please find below the list of Police Administration Offices, the list of required documents and the information on the payable administration fees:

- 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 work registration certificate:

1. Application for Issuance of the Work Registration Certificate which has to be prepared by your Host Institution, containing grant holders name and surname, date, place and country of birth, citizenship, mobility period and nr of working days during mobility period as well as the short description of the assignment at the host institution (teaching / supervision)
2. Photocopy of the passport
3. Printed General Info Package document and e-mail by which you accept the CEEPUS grant and all related conditions (as described under Step 2)
4. Filled out [form 5a](#) of the Ministry of Internal Affairs of Republic of Croatia

The Host Institution will prepare the Application for Issuance of the Work Registration Certificate.

Please, contact your CEEPUS coordinator or international relations office of your host institution at least 45 days prior to your mobility and ask them to prepare the Application for the Issuance of the Work Registration Certificate. If the Police Administration office in the place of your mobility requires that application has to be handled in advance in person (such is the case in Zagreb), your Host Institution has to submit the Application on your behalf. Please, make sure to check these details early enough!

Administration fee

The administration fee for granting the work registration certificate is 39,82 EUR

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, as an international teacher you must have a health insurance. EU citizens are generally entitled to European Health Insurance Card while with some Non-EU country Croatia has signed bilateral agreements.

The European Health Insurance Card (EHIC)

International teachers 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, <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.

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

Teachers 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 organize 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 for CEEPUS teachers the Agency will arrange a single bedded room 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 28th 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 and you will have to cover it by yourself.

There are no additional funds available if you decline the room in the student dorm and decide to arrange the accommodation yourself. The Agency can pay out accommodation allowance only if there are no available rooms in the student dormitory during your mobility. In such case the Agency will inform you and give you further instructions.

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 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. Student dormitory in Split rarely has available rooms for teachers, so the Agency pays out additional allowance funds – 230,00 EUR for the mobility up to 15 days and 345,00 EUR for the mobility from 16 to 30 days. Grant holders must find the accommodation by themselves or require assistance from the international relations office.
- **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 written confirmation issued by scholarship holders medical doctor which states that the scholarship holder is healthy and can stay at the student dormitory. The confirmation can be a simple document written and signed by the doctor (general practitioner).
- **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.

Step 7: HOST INSTITUTION

Please note that it is mandatory to contact your CEEPUS coordinator or International Relations Office of your host institution early enough to organize the lectures you will hold during your CEEPUS mobility and to organize the payment of the grant funds, as the payment procedure may significantly vary from institution to institution.

Some institutions can assist you with obtaining a Personal Identification Number – OIB (please check the Step 8).

If you are visiting your Host Institution for the first time, get to know your host institution and Croatia prior to your arrival: check the internet sites and stay in touch with your CEEPUS coordinator or contact.

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 8: HOW TO GET THE SCHOLARSHIP FUNDS

The awarded scholarship includes an allowance of 385,00 EUR for mobilities of 5 to 15 days and 575,00 EUR for mobilities of 16 to 30 days.

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).

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.

PROCEDURE FOR THE DETERMINATION AND ASSIGNMENT OF PIN (OIB)

More details and the application for the determination and assignment of the Personal Identification Number (OIB) is available by clicking 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](#).

Step 9: 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.

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 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, agree about the lectures you will hold and request further instructions for the payment of the grant, obtaining the PIN number (OIB) or Work Certificate Application Issuance
- if you are staying in Zagreb student dormitory require the simple health certificate from your doctor - you will hand it at the check in, you don't need to send it in advance

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
- if necessary, open a bank account in Croatia

At the end of your stay:

- return the dorm room key
- fill in the Mobility Report online at www.ceepus.info
- fill in the Letter of Confirmation online at 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

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 nr: 193