

NCO CROATIA

Information provided by NCO

VISA INFORMATION

For the most current information regarding entry and visa regulations between your country and Croatia, please enquire at the national ministry of foreign affairs.

ACCOMMODATION

Accommodation for students and teachers is provided upon reservation by the NCO for the dates stated in the Letter of Award, **except for the students and teachers coming to Zagreb during winter semester 2015./2016. who are responsible for organisation of their accommodation during the awarded scholarship period, but are also entitled to increased rates, as specified in the country information at www.ceepus.info.** Please read carefully the General Information Package that you will receive approximately 45 days prior to your arrival for more details on the location of the student dormitory. If you are placed at the Zadar dormitory, you will need 2 photos (3x3cm) and a medical certificate from your home country proving that there are no health-related obstacles for your stay at a dorm.

REGULATING YOUR STAY

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 and they will be issued a residence card (*boravišna iskaznica*).

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

Both categories of scholarship holders should submit the respective applications within 90 days of their arrival at the Foreigners' Office of the relevant Police Administration Office (*Odsjek za strance, Policijska uprava*).

The fee for the issuance of both the residence card and the approval of temporary stay is 240,00 HRK (approximately 35,00 EUR), plus the duty stamp fee of 20,00 HRK (approximately 3,00 EUR).

The required documents for the residence card (EU citizens) or the approval of temporary stay (non-EU citizens) are as follows:

- 1) filled-out copy of the [Application Form 1b](#) (EU citizens)
- 2) 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 (EU citizens)
- 4) Proof of secured board and sufficient funds to cover living expenses in the Republic of Croatia issued by the Agency (*Uvjerenje* – read below)
- 5) One colour photograph (35 x 45 mm);
- 6) Proof of health insurance (see the Health Insurance and Medical Care section below).

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

Upon your arrival, you can obtain it from your mentor/CEEPUS coordinator at the host institution or, if you are staying in Zagreb, at the Agency for Mobility and EU Programmes, Frankopanska 26, Zagreb, on any workday day between 9 a.m. and 4 p.m.

GRANT PAYMENT

Your scholarship will be paid into the faculty/university bank account prior to your arrival. Your CEEPUS coordinator or the international relation's office at the host institution will instruct you on the procedure for scholarship payment. According to the usual procedure, you will probably be required to open a **bank account** at a Croatian bank upon your arrival. To open your bank account you should first request a personal tax number (**OIB**) at the Central Tax Administration (*Porezna uprava*). You will need your passport and the [request form](#). After you obtain your OIB, you should open a bank account and provide the faculty with the account information. **Make sure you close the account before departing for your home country.**

NCO-HR strongly recommends that you secure sufficient funds to cover your needs for at least first two weeks of your stay in Croatia.

GENERAL INFORMATION

Detailed information for CEEPUS teachers and students applying for CEEPUS scholarships in Croatia are available at http://mobilnost.hr/index_en.php?id=25.

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

<http://www.studyincroatia.hr/>

<http://www.justlanded.ch/english/Croatia/Croatia-Guide>

<http://www.euraxess.hr/>

FIRST STEPS

After your arrival, please register at the student dormitory stated in the email with general information. Students can contact Erasmus Student Network (<https://galaxy.esn.org/section/HR>) or international office at the host institution to get relevant information on student life.

HEALTH INSURANCE AND MEDICAL CARE

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.

If you are a citizen of a non-EU country, please enquire at your local health insurance company if there is a signed **bilateral social insurance agreement** between your home country and Croatia, and if yes, ask for the bilingual form 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*).

If you are a citizen of a non-EU country that has not signed a bilateral social insurance agreement with Croatia, we recommend that you purchase **travel insurance** covering the entire duration of your stay.

OTHER BENEFITS

If you are a student (or a PhD student) you are entitled to a **student card** (*iksica*) for **subsidized meals** at student cafeterias (*menza*). The details on the procedure of obtaining your *iksica* will be provided in the *General Information Package* that you will receive approximately 45 days prior to your arrival.

WHAT TO DO IN CASE OF EMERGENCY

Please note: "emergency" refers to accidents or serious injuries, serious problems.

Please, contact the person in charge of CEEPUS scholarship holders at the host institution or the local NCO. Please find below some important telephone numbers:

Emergency service +385 112

Ambulance +385 94

Police +385 192

Firefighters +385 93