

# INFORMATION FOR INCOMING STUDENTS

## TO DO BEFORE ARRIVAL

### I. VISA

#### Visa for coming to Croatia?

You will not need a visa for travelling within the EU if you are a citizen of an EU country, Iceland, Liechtenstein, Norway or Switzerland.

Nationals of countries subject to the visa requirement also need to procure an entry visa for Croatia (Visa C). Information on countries subjects to the visa requirement can be found on the web site of the Croatian Ministry of Foreign Affairs and European Integration.

The visa application (Viza C) must be submitted to the diplomatic mission or consulate of the Republic of Croatia in the students' home country. A list of missions and consulates is available on web site of the Croatian Ministry of Foreign Affairs and European Integration.

EU / EEA citizens can enter Croatia with just a valid ID card (or passport) and then need to register at the Central police station if staying for more than 3 months to regulate the residence permit.

Citizens of the USA, Australia, Canada, etc. (for full list see Ministry of Foreign and European Affairs) can enter Croatia with a valid passport and then apply for the residence permit.

NON-EU / EEA citizens coming from a country that has a visa-regime with the Republic Croatia need to apply for a visa via the Croatian embassy in their home country before departing for Croatia.

The list of countries whose nationals need a visa to enter Croatia can be found on the pages of the [Ministry of Foreign and European Affairs](#).

Visas CANNOT be applied for or extended in Croatia! Please contact the Croatian embassy in your country of residence for more information. You will receive an acceptance letter that covers some of the documentation needed for your visa application as soon as your complete application has been approved by the Erasmus Committee at VEVU that will host you.

IMPORTANT! Please bear in mind that the visa application process might take up to several weeks or even months so do try to file your application as soon as possible.

IMPORTANT: Documents enclosed with the application must be either original or a certified copy, while foreign documents have to be translated into Croatian language and certified in line with special regulations (by a public notary).

Documents must not be older than six months.

You might need the originals of your "Letter of Acceptance" for your visa application; if so, please let us know as early as possible so that we can send it to you via mail in time and provide a shipping address.

**More Information for visa:** <http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/>

Information on this web site is liable to change; therefore, we advise seeking additional information before travelling: for third country, nationals travelling to the Republic of Croatia – at the competent Croatian diplomatic mission / consular post.

## II. RESIDENCE PERMIT

### Temporary Stay Permit (TPS)

If your nationality does not require visa to enter Croatia you have to obtain a temporary stay permit once you are in Croatia. You have to submit your temporary residence application to the police administration / police station according to the intended place of residence.

For nationals that do require visa to enter Croatia you will need to apply for your Temporary Stay Permit before coming to Croatia. You have to submit your temporary residence application to a diplomatic mission / consular post of Croatia. Exceptionally, you can submit the application to the police administration / police station according to the intended place of residence if:

- you are coming for the purposes of regular undergraduate, graduate or postgraduate studies
- you are coming for the purposes of scientific research based on visiting contract
- you are covered by Article 76, paragraph 1, items 12, 13, 14 and 15 of the Aliens Act. These are aliens working as a part of youth mobility programmes run by the Republic of Croatia in cooperation with other states, scientific research and aliens employed for scientific, scientific-teaching or other research work places in scientific legal persons, university professors, native speakers of foreign languages, foreign-language instructors and other lecturers invited by Croatian universities or registered foreign language schools, aliens working pursuant to an international treaty, other than the treaty referred to in Article 79, paragraph 1, item 2 of the same Act.

Students will obtain Temporary Stay Permit at the Ministry of Interior.

**In order to obtain TSP you must have following documents:**

- TSP application form – download
- A photo 30 X 45 mm
- A copy of passport

- A proof of valid health insurance (European Health Insurance Card (EHIC) or other health insurance valid in the EU travel insurance)
- evidence of sufficient means of subsistence – for a student who receives any kind of support (including Erasmus) a proof that confirms that student is entitled to support and the exact amount of support or bank statement which proves that student has enough funds to cover her / his stay
- evidence of the reason for temporary stay – Letter of Acceptance or Mobility Agreement
- non-criminal record (issued by hometown court or police stating that a person did not commit crime).

#### COST OF THE PERMIT (ADMINISTRATIVE FEE)

EU citizens do not have to pay the administration fee.

Non-EU citizens need to pay, depending on the mobility programme, 500 HRK.

- 20 HRK (approximately 3 EUR) for stamp
- 240 HRK (approximately 32 EUR) for all students to make the residence card
- 500 HRK (approximately 70 EUR) for non-EU residents

### **MOBILITY PERIOD LONGER THAN 90 DAYS**

#### **EU / SWISS CITIZENS**

EU citizens who plan to study in Croatia for more than 90 days are obliged to apply for the permission of the temporary stay for the purpose of studies (dozvola boravka).

**MOBILITY PERIOD SHORTER THAN 90 DAYS** EU citizens are not obliged to apply for the permission for temporary stay or to register their address if they are staying in Croatia shorter than 90 days.

#### **NON-EU CITIZENS**

**MOBILITY PERIOD LONGER THAN 90 DAYS** Non-EU citizens staying in Croatia for more than 90 days are obliged to apply for the permission of the temporary stay for the purpose of studies (dozvola boravka) within 48 hours after their arrival.

Within 30 days of receiving the notification that their temporary stay has been granted, foreigners have to report their residence to the police administration / station. Failing to do so within given time, the temporary stay permission / work and residence permit become invalid.

#### **MOBILITY PERIOD SHORTER THAN 90 DAYS**

Upon your arrival in Croatia and if you are staying in private accommodation (rented apartment or similar), you need to register your address within 48 hours. For the students who are staying at hotels or student halls of residence the address is automatically registered.

For more detailed information on the stay of aliens, visit the website:

**Ministry of the Interior** <https://mup.gov.hr/aliens-281621/281621>

**Regulating stay in Croatia** <http://www.mvep.hr/en/consular-information/stay-of-aliens/granting-stay-in-croatia/>

***All the students accepted for an exchange at VEVU will be given Acceptance letter needed for the regulation of their temporary residence permit!***

### **Police station Vukovar**

Ul. Stjepana Radića 64, 32000, Vukovar

Location: <https://goo.gl/maps/FzF983jC9UM2>

### **III. TRAVEL DOCUMENTS:**

**For foreign citizens:** Since 1<sup>st</sup> April 2013, the Republic of Croatia has been applying the European Union's Common Visa Policy. Pursuant to the Government's Decision, the Republic of Croatia applies the **Decision\_No 565/2014/EU** according to which all **third-country nationals who are holders of valid Schengen documents, as well as national visas and residence permits of Bulgaria, Cyprus, and Romania do not require an additional (Croatian) visa for Croatia. Further information is available under Visas.**

The travel document, which a third-country national is using to enter Croatia, must be valid for at least another three months after the planned departure from Croatia and issued within the previous 10 years (e.g. a third-country national staying in Croatia until 26<sup>th</sup> December 2013 has to hold a passport valid at least until 27<sup>th</sup> March 2013). This does not apply to EU / EEA citizens who can enter Croatia with a passport or an identity card; both valid for the duration of stay and exit from Croatia.

**More travel information at:** <http://www.mvep.hr/en/consular-information/travel-information/general-information/>

### **IV. HEALTH INSURENCE**

General health care services can be accessed by selecting a primary health care physician, whereas health care on other levels (e.g. hospital, specialist examinations) can be accessed by way of a reference document (uputnica) issued by the selected physician.

Emergency: **Call 112**

**You are an EU citizen**

During their stay in Croatia, the EU citizens obtain healthcare in compliance with the provisions of the EU Regulation on the coordination of social security systems and in compliance with the provisions of the Directive 2011/24/EU.

Entire healthcare is provided to them in compliance with Croatian legislation, in accordance with quality and safety standards in Croatia.

For the planned treatment on the territory of Croatia, the insured persons from the EU must have a special authorization from their competent health insurance provider. When the authorization is granted based on the EU Regulation on the coordination of social security systems, the treatment is provided based on the form E112 or certificate S2, in contractual health institutions in Croatia.

In that case, the EU insured persons pay only the co-payment cost.

If they do not have this certificate, the EU insured persons must personally settle all costs of the planned treatment.

In case when the EU insured persons are treated by a private health services provider, all costs are settled by them personally. Depending on the type of provided health services and on the legislation of individual member state, and in compliance with the provisions of the Directive 2011/24/EU, they have to contact their competent insurance provider for the costs reimbursement.

Emergency care in the EU is all necessary healthcare that must be provided to an insured person, so that the person does not have to return for the treatment to the state of insurance before than planned.

**Additional information regarding health insurance:** <http://www.hzzo.hr/en>

Emergency care in the EU: <http://www.hzzo.hr/en/nacionalna-kontaktna-tocka-ncp/english-emergency-care-in-the-eu/>

Planned care in the European Union: <http://www.hzzo.hr/nacionalna-kontaktna-tocka-ncp/en-planned-care-in-the-european-union-2/>

## **1. EU students**

Health care services are accessed with a valid European Health Insurance card.

EHIC card: <http://www.hzzo.hr/en/ehic-card/>

## **2. Non-EU students**

Non-EU students must be fully insured against illness, accidents, death and civil liability for the whole duration of the stay in Croatia. Regulated health insurance is the prerequisite for being granted temporary residence permit.

### **Countries with health care agreements with Croatia**

The issue of health care for foreign non-EU nationals during their stay in Croatia through the signed agreements on social security is regulated with some countries. Students should contact their public health insurance provider prior arrival to Croatia in order to check if there is an agreement on social security signed with Croatia. If there is, students will obtain the certificate that enables them to receive health care in Croatia. Upon arrival in Vukovar, a student should replace the certificate of healthcare entitlements with the patient's certificate (in Croatian: bolesnički list) at the Croatian Institute for Health Insurance (HZZO - Hrvatski zavod za zdravstveno osiguranje). On presentation of the patient's

certificate, a student may obtain healthcare services from any doctor or health institution that has a contract with the HZZO within the scope established by bilateral agreement, but he / she is required to pay participation fee if that is foreseen for people insured in Croatia.

#### **Countries without health care agreements with Croatia**

Students from countries which do not have social security agreements with Croatia (or if students are unable to obtain the document foreseen by the social security agreement) are obliged to become insured with the Croatian Institute for Health Insurance (HZZO). Following steps are needed:

- upon arrival in Vukovar present all necessary documents to the Central Police Station and get the OIB number;
- with OIB number go to HZZO that will register the student in temporary evidence and issue relevant confirmation which entitles student and binds the HZZO to medical insurance after the residence regulation;
- with the HZZO temporary confirmation, a student returns to Central Police Station where the temporary residence permit is issued;
- after bringing a copy of the residence confirmation to the HZZO, the HZZO issues a document based on which the student attains the right to full health care within the network of physicians and health institutions of the HZZO (necessary documents: a copy of the first page of the passport, a copy of the passport page with visa and a copy of the residence confirmation);
- the monthly health insurance cost is approximately 400 HRK per month (around 55 Euro), for which the appropriate Tax Department of the Ministry of Finances sends money orders to the students' registered place of residence in Croatia.

**There is also an insurance option through insurance companies within the travel and health insurance that the student can provide and thus be insured and reimbursed in accordance with the insurance contract.**

**IMPORTANT – be aware that:**

- **The health insurance are mandatory for Erasmus+ mobility for study**
- **The health and accident insurance and liability insurance (damages) are mandatory for Erasmus+ mobility for training (practice).**

**Croatian Health Insurance Fund – Vukovar**

**/Hrvatski zavod za zdravstveno osiguranje – ispostava Vukovar (HZZO)**

Ul. Andrije Hebranga 3, 32000, Vukovar

Location: <https://goo.gl/maps/aszC4RqcUxD2>

## **V. HOUSING**

### **ACCOMMODATION INFORMATION FOR INCOMING STUDENTS**

**Incoming students have two basic options for accommodation.**

- stay in a dormitory
- seek for a private accommodation or hostels

The College of Applied Sciences “Lavoslav Ružička” in Vukovar offers accommodation for incoming Erasmus students in the Student dorm “Leopold”, but the number of rooms at the Student dormitories is limited.

**IMPORTANT:** The College of Applied Sciences “Lavoslav Ružička” in Vukovar can only guaranty accommodation in the dorms for the duration of the academic year, so please plan your arrival/departure in accordance to it.

STUDENT DORM WEB PAGE

## **STUDENT DORM “LEOPOLD” GENERAL TERMS AND CONDITIONS**

### **I. ACCOMMODATION BOOKING**

1. Accommodation booking is made to Student Dorm “Leopold” by sending **Accommodation Form** (AF) to E-mail: [erasmus@vevu.hr](mailto:erasmus@vevu.hr) until June 10 (for winter semester and whole academic year) and November 10 (for summer semester).
2. By submitting this application form, all applicants agree that the Student dorm “Leopold” publishes their personal data on their web page within the selection procedures.
3. There is a limited number of bedrooms available at dorm; therefore, Student dorm “Leopold” cannot guarantee accommodation arrangement to all ERASMUS+ students. Once the AF data have been checked, places will be distributed on a “first come, first served basis”. If any false statement has been made, accommodation request will not be accepted.
4. List of selected students and those on a waiting list will be published by July 01/December 01 at Students dorm “Leopold” web page. List is subject to update.

### **II. RENT FEE**

In accordance with the decision on accommodation prices in the Student dorm “Leopold” in Vukovar for current academic year.

**For more detail information, visit the [Student Dorm “Leopold” web page](#).**

**For additional questions fell free to send an E-mail to: [studentskidom-vukovar@vevu.hr](mailto:studentskidom-vukovar@vevu.hr)**

## **PRIVATE HOUSING**

International students will have to organize accommodation on their own, i.e. look for private rental accommodation. Rents vary much depending on the location, room size, facility etc. Overhead expenses are sometimes included in the price, and sometimes they have to be paid by the consumer. Payment is usually expected at the beginning of the month.

Another option for accommodation are the hostels (there are some in Vukovar: 101 Dalamtinac, Zurich, Dubrovnik and VILLA 32).

According to student statements most of the students are located in the buildings on the “Olajnica” (city square across the bus station), in buildings in the centre of the city, in buildings near the harbour, in the Danube buildings (students call them "twins", located right next to the Eltz castle), buildings across the street of the Vukovar 91 football stadium and in private houses located in the centre or in the neighbourhoods of Sajmište, Mitnica and Borovo Naselje.

Some of website of your local housing service and start your search:  
[http://www.turizamvukovar.hr/vukovar\\_eng.php?stranica=196](http://www.turizamvukovar.hr/vukovar_eng.php?stranica=196)

<https://www.crozilla-nekretnine.com/en/vukovar/flat/rent>

**Please note:** The week before the start of an academic year is the most difficult time to find both temporary and permanent accommodation.

## **STUDENT COUNCIL VEVU - STUDENTSKI ZBOR VEVU**

[https://hr-hr.facebook.com/pg/Studentski-zbor-VEVU-792734377450298/about/?ref=page\\_internal](https://hr-hr.facebook.com/pg/Studentski-zbor-VEVU-792734377450298/about/?ref=page_internal)

If you need more student information or support, you can contact student council VEVU!

## **TO DO UPON ARRIVAL**

### **I. OIB NUMBER**

OIB is required for enrolment procedure, opening bank account, Internet access, student card “XICA”, public transportation card etc.

#### **How to get your OIB?**

Fill out the PIN request form. (Take it to the main Tax administration office)

#### **Tax administration Vukovar / Porezna uprava Vukovar**

Ul. dr. Franje Tuđmana 1, 32000, Vukovar

Location: <https://goo.gl/maps/Df3JV6NF6n82>

## **DOCUMENTATION NECESSARY FOR THE DETERMINATION AND ASSIGNMENT OF PIN (OIB)**

### **FOREIGN NATURAL PERSON**

1. Application for the determination and assignment of PIN (OIB)



2. Passport – the original is to be presented for inspection, and a copy thereof should be attached to the Application

In exceptional cases, if a foreign natural person does not hold a passport, they should attach the following documents to the Application:

- European Identity Card (citizens of the European Union) or
- Identification document issued by their state of citizenship with proof of citizenship.

The OIB will be issued within 30 minutes.

### **Tax administration**

VAT FOR FOREIGN PERSONS: <https://www.porezna-uprava.hr/en/Pages/Vat-for-foreign-persons.aspx>

More info: <https://www.porezna-uprava.hr/en/Pages/PIN.aspx>

## **II. BANK ACCOUNT – ONLY FOR STUDENTS FROM PARTNER COUNTRY**

In order to receive the grant for Erasmus+ mobility, the Erasmus+ Incoming students from partner countries (KA107) have to:

Open **bank account** (you can choose the bank upon your wish) – for opening bank account you need: **OIB** (osobni identifikacijski broj / personal identification number) and identification **document (PASSPORT / ID card)**

Bring the copy of OIB and bank account number (IBAN) the **Erasmus coordinator office at VEVU**

**PLEASE NOTE:** before leaving the Republic of Croatia close your bank account!

## **III. ADDRESS REGISTRATION**

### **Address registration**

All students, except those with accommodation in student residence, hostels up to 90 days (regulated directly by the student residence) that register their foreign guests at Police Headquarters as foreign citizens (except EU, Iceland, Liechtenstein, Norway and Switzerland citizens) staying at a flat, a room or a house (private accommodation) should register their address or change of address in person at the nearest Police Station within forty-eight hours upon arrival (weekends excluded).

### **Police station Vukovar**

Ul. Stjepana Radića 64, 32000, Vukovar

Location: <https://goo.gl/maps/FzF983jC9UM2>

#### **IV. REGISTRATION AT VEVU**

Registration takes place on the first working day following your arrival in Vukovar. After you arrive at VEVU, find the Erasmus coordinator office – ground floor – office P11.

Within your registration at Erasmus coordinator's, you will be given further instructions about enrolment procedure at student affair's office, and you will be assisted in further steps considering other formalities, administration and meeting your ECTS coordinator at host department.

#### **V. ENROLMENT AT STUDENT AFFAIR'S OFFICE**

After you register your arrival at VEVU with Erasmus coordinator, you have to do enrolment at Student affair's office ground floor – office P12.

For the enrolment, you will need:

- Copy of passport
- 2 passport-size photos
- copy of OIB Number
- Grade Transcript and Certificate of Enrolment from your home university
- Copy of Learning Agreement

#### **VI. DATA FOR AAI @ EDUHR ACCOUNT**

VEVU uses ISVU (Information System of Higher Education Institutions) and students need AAI @ EduHr account for access Studomat.

Studomat (<https://www.isvu.hr/studomat/>) is a module of the Information System of Higher Education Institutions (ISVU) for students.

Using Studomat students: apply for / cancel exams, review the schedule for a written exam / results of written exams, there is an oral exam schedule etc.

**After you do the enrolment in the Student affair's office, you can get the AAI @ EduHr account at carnet hub, ground floor – office P09.**

#### **STUDENT IDENTITY CARD – THE X-CARD**

Exchange students at VEVU are entitled to hold a student identity card, the so called X-Card. It is a sort of a pre-paid card used in students' cafeterias and restaurants. It is not only a "licence to eat", but also a card that proves your student status, so you can get some tickets and services at a reduced price.

**Students from partner countries** during their stay in Croatia within the KA107 activities are entitled to X-card as an ID student document, but without subsidies for having meals, they can use the student centre's restaurant but pay the full economic cost of the meal.

## **BEFORE RETURN**

DO THE FINAL REPORT AT MT+ SYSTEM

CONTACT DEPARTMENTAL ECTS COORDINATOR TO TAKE FILLED FORM OF EXCHANGE STUDENT'S RECORD SHEET and bring it to Erasmus coordinator 7 day before leaving.

GET YOUR TRANSCRIPT OF RECORDS

GET "CERTIFICATE OF STAY"/ "DURATION SHEET"

RETURN X-CARD AT STUDENTS AFFAIR'S OFFICES

RETURN ALL BORROWED MEDIA AND THE LIBRARY CARD

- Close the bank account
- Return keys to landlord
- Cancel all other contracts (e.g. mobile service plan, membership in any clubs or societies)
- Make sure, if you need to check out your stay at the police station.