



## **CEEPUS PROGRAM** **GUIDELINES FOR INCOMING STUDENTS**

### **STEPS BEFORE MOBILITY**

#### **Step 1: ENQUIRE ABOUT THE MOBILITY OPTION AT THE HOME INSTITUTION**

All students should first contact the CEEPUS coordinator at their home institution to enquire about the number of available scholarships, available destinations and the selection procedure. When the respective CEEPUS coordinator has approved your mobility, you should apply for mobility.

**Freemovers:** Student should check the possibility of applying as a freemover in Croatia (contact NCO Croatia [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)).

Important dates:

- End of May (Letter of Award – information on available scholarship for the next academic year)
- Application for mobility in the Ceepus system. Deadline: Jun 15 (Mobility Nominations for Networks) – winter semester
- Application for mobility in the Ceepus system. Deadline: Oct 31 (Mobility Nominations for Networks) – summer semester
- Application for mobility in the Ceepus system. Deadline: July 15 (Mobility Applications outside the networks - freemover) - winter semester (if applicable)
- Application for mobility in the Ceepus system. Deadline: Nov 30 (Mobility Applications outside the networks - freemover) - summer semester

#### **Step 2: APPLICATION FOR MOBILITY TO FTHM (host institution)**

The student who plans to come to FTHM should study the FTHM International Affair web site (<http://www.fthm.uniri.hr/index.php/ia-home>) where she/he will find all relevant information concerning the incoming mobility. The competence in the English language – a minimum level of B2 or higher is a required.

**Network mobility.** You should contact the CEEPUS coordinator at home institution and ensure that you will be nominated for the mobility.

**Freemover:** In order to apply for the admission at the Faculty you should prepare Application form. The CEEPUS coordinator of the home institution should approve your freemover mobility. You should send the application via e-mail to [international@fthm.hr](mailto:international@fthm.hr). The CEEPUS coordinator at FTHM will inform you and the CEEPUS coordinator at the partner institution whether the submitted application was accepted or refused. If mobility has been approved by the FTHM CEEPUS coordinator, the student will receive Letter of Acceptance and he/she should initiate the online application procedure (<https://www.ceepus.info/>).

**Ph.D. students:** Application procedure for Ph.D. students <http://www.fthm.uniri.hr/index.php/ia-staff-researchers/ia-staff-procedure-researchers>

You should send the application via e-mail to [international@fthm.hr](mailto:international@fthm.hr). The CEEPUS coordinator at FTHM will inform you and the CEEPUS coordinator at the partner institution whether the submitted application was accepted or refused. If your mobility has been approved you should initiate the online application procedure (<https://www.ceepus.info/>). If you are applying as a Ph.D. freemover student you should state this in his e-mail. In that case, if accepted, you will receive a Letter of acceptance. The CEEPUS coordinator of the home institution should approve student mobility.

### Step 3: APPLICATION SUBMISSION ONLINE VIA CEEPUS WEBSITE BY STUDENT

Mobility applications are submitted online via the CEEPUS website (<https://www.ceepus.info/>). If you have not registered on the CEEPUS website, please register selecting the Mobility role. After you sign in, click on the link "your mobility application", choose the academic year, click "Action" and follow the instructions.

If your institution is a member of a CEEPUS network, student does not have to upload any additional documents, with the exception of an Equal Status document. This document is obligatory for non-CEEPUS citizens who are enrolled at a higher education institution in a CEEPUS member country. The Equal Status document is a document proving your status of a regular student in a CEEPUS country.

**Freemovers:** You will need to upload a Letter of Acceptance from the host institution and two Letters of Recommendation from your home institution.

### Step 4: AWARDING CEEPUS SCHOLARSHIPS

Your online application first needs to be approved by your home institution (CEEPUS coordinator) and your home NCO. After that, the application is forwarded to FTHM (host institution) and is finally accepted by the host NCO. After you have been awarded a CEEPUS scholarship you will receive an automatically generated e-mail from CEEPUS. Accept your CEEPUS grant in the CEEPUS online software, by clicking the "accept" button in your application

### Step 5: GENERAL INFO PACKAGE CONCERNING THE MOBILITY (NCO Croatia)

One month prior to your arrival, you will receive an e-mail from the Croatian CEEPUS Office containing some general information concerning your stay in Croatia as a CEEPUS scholarship holder, together with the necessary documentation. 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, at the latest by the deadline stated in the Provisional Letter of Award.

Enquire at the Croatian Embassy in your country regarding visa regulations between your country (non-EU citizens) and Croatia. Verify the status of the health care agreement between Croatia and your home country (non-EU citizens) and take all necessary steps to secure health insurance during your stay in Croatia (more info: <http://www.fthm.uniri.hr/index.php/ceepus/ia-ceepus-insurance>). Accommodation will be provided for you at the dorm in Rijeka (more info: <http://www.fthm.uniri.hr/index.php/ceepus/ia-ceepus-accommodation>).

More information: <http://www.mobilnost.hr/en/sadrzaj/central-european-exchange-programme-for-university-studies-ceepus/>

### STEP 6: CONTACT CEEPUS COORDINATOR AT FTHM (host institution)

Once you have accepted Ceepus grant or/and received an e-mail from the NCO Croatia containing Letter of Award, you should contact by e-mail the CEEPUS coordinator at FTHM ([internationa@fthm.hr](mailto:internationa@fthm.hr).) The following documents should be included in your e-mail:

1. Learning Agreement (completed and signed)
2. Letter of Award (received by NCO Croatia) - optional

Deadline:

- Network mobility: winter semester (1.07.); summer semester (1.12.)
- Freemover: winter semester (1.09) – if applicable; summer semester (1.12)

Courses can be selected from the list of courses offered to Ceepus and Erasmus students at FTHM (<http://www.fthm.uniri.hr/index.php/courses/ia-courses-list>). Student can pick undergraduate and graduate courses independently of the level of study she/he applies for (if the home institution has no restrictions on that matter). Student will receive an e-mail from CEEPUS coordinator and our Student office at FTHM containing some general information concerning the stay at the Faculty.

## STEP 7: OBTAINING AN OIB (PERSONAL TAX NUMBER) FROM THE TAX AUTHORITY

Student office will send you all necessary documents concerning the process of obtaining an OIB. You will receive all together 4 documents. Please fill all of them out (block letters, English and Croatian documents), sign and scan them. As soon as possible you should send documents to our Student Office (Mrs. Rajka Bilanović, [rbilanov@fthm.hr](mailto:rbilanov@fthm.hr)). The following documents (6 of them) should be included in your e-mail:

1. Letter of Award – NCO Croatia (copied and scanned)
2. FORM OIB – HR (filled and signed, scanned)
3. FORM OIB – ENG (filled and signed, scanned)
4. Proxy statement – HR (filled and signed, scanned)
5. Proxy statement – ENG (filled and signed, scanned)
6. Passport or ID card (which states your address of residence and date of birth) (copied and scanned)
7. Blank paper – with signature (not bigger than 5 cm in length and 1 cm in width)
8. Picture size 3.00 x 3.50 cm

The Faculty will obtain your Personal Tax Number (in Croatian – OIB) for you. You have to fill out the forms named OIB – HR and OIB – ENG. Use form OIB – ENG to help you fill out the form OIB – HR (it is the same document just in a different language). Fill out only section 1 Natural person (1.1. and 1.2.) Also, you need to fill out the Proxy statement – ENG and Proxy statement – HR. Use Proxy – ENG to fill out Proxy – HR form (it is same document just in a different language).

We need these documents to prepare for you the OIB number and X-card card (student ID card). You can only prove your student status in Croatia with the X-card. Also, X-card enables students to take advantage of subsidized meals at University restaurants. But to obtain X-card you need an OIB.

Some frequently asked questions related to forms that you need to fill out and regarding the OIB number:

- Why do I need to fill and send the Proxy statement-ENG? When you are applying for an OIB number you must appear in person at the tax office or you may provide a Proxy statement to someone who will apply for an OIB number in your place.
- Who is the person listed in the form (Dorijana Šneler) that I am authorizing to obtain an OIB for me? Dorijana Šneler is an employee of the Faculty of Tourism and Hospitality Management in charge of such matters.
- Why I must complete all these forms now? The procedure of obtaining an OIB number may take some time and you must appear in person at the tax office. Sometimes the whole process takes too long and can cause problems in the process of obtaining a scholarship.

## STEP 8: FINAL INFORMATION BEFORE YOUR ARRIVAL

You can find the academic calendar and a schedule of classes on our web site. You will have to attend two welcome days. The Welcome Day will be organised by the faculty on the first day of classes (classes will not be held on that day) and it is OBLIGATORY for all international students. The second Welcome day will be organised by University of Rijeka. You will be informed about the exact dates and time well in advance.

**Accommodation.** We strongly recommend you to check at least 14 day prior to your arrival by e-mail (or phone) if the room in the dorm was reserved by NCO Croatia on your name. In the case that it was NOT please contact the CEEPUS NCO Croatia. (Details: <http://www.fthm.uniri.hr/index.php/ceepus/ia-cepup-accommodation>).

**Health insurance.** During your stay in Croatia, as an international student (and other staff members) you must have health insurance. (Details: <http://www.fthm.uniri.hr/index.php/ceepus/ia-cepup-insurance>, [http://www.mobilnost.hr/index\\_en.php?id=41](http://www.mobilnost.hr/index_en.php?id=41)). Students from EU countries should have with them EU medical card (blue) valid for the duration of stay.

**Subsidized meals.** As a CEEPUS scholarship holder, you are entitled to a student card (X-card, iksica) for two subsidised set meals (meni) a day at student cafeterias (menza). The student card is issued at your host institution.

**City Transport.** To obtain a bus pass a student has to go to “Autotrolej” and bring a “Certificate” issued by the student office of their home faculty or university department. In addition to the form, a 3x3.5 cm photograph not older than 6 months. The bus pass coupons for students are available for sale starting the 21st of the current month up to the 10th of the following month. (may be subject to change)

(Details: [https://www.uniri.hr/index.php?option=com\\_content&view=article&id=1136&Itemid=224&lang=en](https://www.uniri.hr/index.php?option=com_content&view=article&id=1136&Itemid=224&lang=en))

Other useful links regarding your stay and study in Opatija: <http://www.fthm.uniri.hr/index.php/ceepus/ia-ccampus-info>

## **STEPS DURING THE MOBILITY**

### **STEP 9: WELCOME DAY AT FTHM (host institution)**

Welcome day will be organized by the Faculty on the first day of the classes for all international students (classes will not be held that day). It is crucial that you attend the meeting, because you will receive welcome packs, timetables and lots of important information. We strongly suggest you have with you a copy of all documents sent to the faculty (see steps 2, 6, 7).

### **STEP 10: OPEN A BANK ACCOUNT AT A BANK AND GET THE SCHOLARSHIP FUNDS**

In order to receive your scholarship you will need to open a giro bank account (žiro račun) starting with the number 31, or a current account (tekući račun) starting with the number 32, at a Croatian bank immediately upon your arrival.

To open your bank account you need your passport and personal tax number (OIB). Your personal tax number (OIB) will be given to you by the Student Office. We recommend that you open a bank account at Zagrebačka banka in Opatija (Address: Ul. Maršala Tita 69, 51410, Opatija), but any other bank will also do.

Provide our Student Office (Mrs. Rajka Bilanović, [rbilanov@fthm.hr](mailto:rbilanov@fthm.hr)) at FTHM with the account information and IBAN number of your Croatian bank account as soon as possible. The Croatian Agency for Mobility and EU Programmes will transfer your scholarship to the account of the Faculty i.e. your host institution. The Faculty will transfer the complete amount of the scholarship to your account upon your arrival. Make sure you remember to close the bank account before departing for your home country.

Note: It usually takes one week after you have provided your account details for the host institution to receive the scholarship funds, thus we recommend that you secure sufficient funds to cover your needs for at least the first 10 days of your stay in Croatia.

### **STEP 11: REGULATING YOUR STAY IN CROATIA (Registration of temporary stay)**

*Note: Application Forms will be provided at the faculty upon your arrival. The buddy assigned to you should help you in the process regulating your stay in Croatia.*

**EU CITIZENS :** Mobility period shorter than 90 days: Since Croatian accession to the European Union, EU citizens is 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 less than 90 days. Mobility period longer than 90 days: EU citizens who plan to stay 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).

**NON-EU CITIZENS.** Mobility period shorter than 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 (or hotels) the address is automatically registered with the City Police Department. Mobility period 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 within 90 days of the arrival at the Foreigners' Office of the relevant Police Administration Office (Odsjek za strance, Policijska uprava).

**CEEPUS SCHOLARSHIP HOLDERS:** 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 at the host institution (Student Office – Mrs. Rajka Bilanović).

For more information: <http://www.fthm.uniri.hr/index.php/ceepus/ia-ccampus-info>

## Step 12: **STUDENT HEALTH CARE** – How to choose a medical doctor in Croatia?

Adequate healthcare is provided for all students that are enrolled at the University of Rijeka, including those who are not Rijeka residents. This care covers the services of a doctor/general practitioner (a GP) including dental care, an ob/gyn, a psychiatrist, i.e. psychological care.

This ensures healthcare for all students and persons who are temporarily (over 3 months) residing outside their place of residence. The regulated healthcare insurance procedure for students is, as a rule, referred to health care institutions registered as such. In the case of students – foreign citizens who are not eligible for health care pursuant to the laws of the Republic of Croatia, health care can be regulated by some other mode of insurance.

We recommend choosing a doctor immediately upon enrolment at the Faculty. Ask your buddy for help.

*Note: In order to get the permit of stay non EU citizens need to have with them a private health insurance for the whole duration of stay in Croatia.*

For more information: <http://www.fthm.uniri.hr/index.php/ceepus/ia-ceepus-insurance>

## STEP 13: **PROLONGATION OF STAY**

If you have a justified reason to request the prolongation of your CEEPUS scholarship, you should complete the prolongation procedure at least one month prior to the expiration of your scholarship. All the prolongation requests received after this period will be automatically rejected.

In order to have your scholarship prolonged, you should follow these steps:

1. Student should contact CEEPUS coordinator at the host institution and fill out the Prolongation form.
2. Send the Prolongation Form to the NCO Croatia by email or regular mail.
3. Access the Motivation field of your online CEEPUS mobility application. Enter "Prolongation" in this field; give the reasons for the extension of your scholarship and the period you want the scholarship to be prolonged for.
4. Inform the NCO Croatia that you have done that.

**Conditions for the prolongation.** If the approved prolongation period is shorter than 16 days, the NCO will extend your accommodation and the validity of your student card, but it will not award you an additional monthly grant. You are only eligible for additional grants if the period you are requesting the prolongation for is longer than 17 days.

## STEP 14: **CONFIRMATION LETTER AND TRANSCRIPT OF RECORDS**

Reporting: Both the Mobility Report and the Letter of Confirmation will be filled in by the applicant online. The documents are then to be printed and signed/stamped by the host institution. Following this, the documents are to be uploaded by either the applicant or the host institution.

Pick up your Confirmation Letter from the Student Office (Mrs. R. Bilanović) at FTHM prior to your departure. Before you pick up your letter you need to bring the Library confirmation form to the Student Office. The transcript of records will be sent to you by e-mail at the end of semester.

**Ph.D. student:** see <http://www.fthm.uniri.hr/index.php/ia-staff-researchers/ia-staff-procedure-researchers>

Other things to do: return the dorm room key, close the bank account and return the student card (X-card, iksica) to Student Office.

## **STEPS AFTER THE MOBILITY**

### STEP 16: **SHARING YOUR MOBILITY EXPERIENCE (optional)**

Ceepus Scholarship holders are invited to share their experience by filling out the Form - MOBILITY EXPERIENCE AT FTHM.

**VERY IMPORTANT:**

**As it is stated in your Letter of Acceptance, you need to notify the National CEEPUS Office Croatia of any changes IMMEDIATELY (at the latest 14 calendar days before your arrival, at [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)). Failing to do so will mean that your accommodation and financing is no longer guaranteed.**

Example: if something goes wrong and you are unable to come on the date your scholarship is supposed to start, but you let us know on time, then we can re-book the accommodation. If you do not notify us about changes and you arrive later than planned, there will be no accommodation waiting for you and we cannot guarantee your accommodation.

Contact:

**Faculty of Tourism and Hospitality Management, University of Rijeka**

- KRISTINA ČRNJAR, Ph. D., Assistant Professor  
Vice Dean for International Affairs and CEEPUS Coordinator  
Tel: +385 (0)51 294-715, Office: 201, E-mail: [kcrnjar@fthm.hr](mailto:kcrnjar@fthm.hr)
- RAJKA BILANOVIĆ, Administrator in the Student Services Office  
Tel: +385 (0)51 294-207 E-mail: [rbilanov@fthm.hr](mailto:rbilanov@fthm.hr)

**Agency for Mobility and EU Programmes - National CEEPUS Office (NCI Croatia)**

Frankopanska 26

10000 Zagreb

T: +385 (0)1 555 7855, F: + 385 (0) 1 5005 699

e-mail: [ceepus@mobilnost.hr](mailto:ceepus@mobilnost.hr)