

ERASMUS – GUIDELINES FOR INCOMING STUDENTS

Faculty of Tourism and Hospitality Management (FTHM), University of Rijeka, Croatia

STEPS BEFORE MOBILITY

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

All students should first contact the ERASMUS coordinator at their home institution to enquire about the number of available scholarships, available destinations and the selection procedure. Note that incoming Erasmus students should be officially nominated by their home Erasmus coordinator. After being nominated for Erasmus exchange, Erasmus students should send the Application Form and all relevant documents to the International Relations Office.

Important dates: 10 June – winter semester and full year; 10 November – summer semester

Step 2: APPLICATION FOR MOBILITY TO THE UNIVERSITY OF RIJEKA

In order to apply for admission at the University of Rijeka you need to send the Application Form with all relevant documents (Learning Agreement for studies, signed by student and sending institution coordinators, Transcript of Records, copy of passport or ID card and 2 passport-size photos). University will be sending an Admission Letter and information on living and studying in Rijeka to all students who submitted complete applications and were formally accepted by UNIRI academy/faculty/department.

How to apply:

http://www.uniri.hr/index.php?option=com_content&view=category&layout=blog&id=67&Itemid=157&lang=en

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 he will find all relevant information concerning the incoming mobility.

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 our Student Office at FTHM containing some general information concerning the stay at the Faculty.

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.

STEP 3: OBTAINING AN OIB (PERSONAL TAX NUMBER) AT 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). The following documents (6 of them) should be included in your e-mail:

1. FORM OIB – HR (filled and signed, scanned)
2. FORM OIB – ENG (filled and signed, scanned)
3. Proxy statement – HR (filled and signed, scanned)
4. Proxy statement – ENG (filled and signed, scanned)

5. Passport or ID card (which states your address of residence and date of birth) (copied and scanned)
6. Blank paper – with signature (not bigger than 5 cm in length and 1 cm in width)
7. 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 the same document just in a different language).

We need these documents to prepare for you the OIB number and X-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 4: FINAL INFORMATION BEFORE YOUR ARRIVAL

Student Office will send you a schedule of your classes and information about the Welcome day at FTHM. The Welcome Days will be organized by the faculty on the first day of classes (classes will not be held at that day) and by the University of Rijeka. You will be informed about the exact dates and time well in advance.

Accommodation. Due to limited capacities, we are unfortunately unable (as University-Faculty) to offer you accommodation in student dormitories. Therefore, private housing (individual rental of apartments) is recommended and quite popular in the region. (Details: <http://www.fthm.uniri.hr/index.php/ersmus-plus-program/ia-erasmus-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/ersmus-plus-program/ia-erasmus-insurance>)

Subsidized meals. As a 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 home 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.

(Details: 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/ersmus-plus-program/ia-erasmus-info>

STEPS DURING THE MOBILITY

STEP 5: 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.

STEP 6: REGULATING YOUR STAY IN CROATIA (Registration of temporary stay)

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

EU CITIZENS : Mobility period shorter than 90 days: Since Croatian accession to the European Union, EU citizens are 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).

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

Step 7: 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.

For more details see: <http://www.fthm.uniri.hr/index.php/ersmus-plus-program/ia-erasmus-insurance>

STEP 8: STATEMENT OF HOST INSTITUTION (CONFIRMATION LETTER) AND TRANSCRIPT OF RECORDS

You should inform the Student office about the date of the departure at least 10 days before. Pick up your Confirmation Letter from the Student Office 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 send to you by e-mail at the end of semester.

STEP 9: SHARING YOUR MOBILITY EXPERIENCE (optional)

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

Contact:

Faculty of Tourism and Hospitality Management, University of Rijeka

- GORAN KARANović, Ph. D., Assistant Professor
ERASMUS+ and ECTS Coordinator
Tel: +385 (0)51 294-886, Office: 202, E-mail: gorank@fthm.hr
- RAJKA BILANOVIĆ, Administrator in the Student Office
Tel: +385 (0)51 294-207 E-mail: rbilanov@fthm.hr

University of Rijeka

Trg braće Mažuranića 10
51000 Rijeka, Croatia

Reception of students: Erasmus Mobility Office

- Maša Šašinka, Institutional Erasmus coordinator, outgoing students
E-mail: masa@unir.hr
- Brigita Đurović, Erasmus incoming students' coordinator
E-mail: brigita.durovic@uniri.hr

Radmile Matejčić 3, 51000 Rijeka, Croatia