

IMPORTANT INFORMATION

about enrolment procedure and student ID card

FORM FOR INCOMING STUDENTS ENROLMENT

1. What is the *Form for Incoming Students Enrolment*?

The *Form for Incoming Students Enrolment* is a document we use to enrol exchange students. We send it to students before they arrive in Zagreb so we could make the enrolment procedure as fast as possible.

2. How do I fill out the *Form for Incoming Students Enrolment*?

Form must be filled out electronically on a computer. Please read carefully what is required of you to write in under each of the categories.

3. What do I do once I have filled out the *Form for Incoming Students Enrolment*?

After you have correctly filled out the document send it to the following email address: incoming@fpzg.hr, or toni.kliskic@fpzg.hr. **Do not sign the Form for Incoming Students Enrolment!** You will sign it once you arrive in Zagreb.

4. When do I need to send the *Form for Incoming Students Enrolment* to you?

Deadline for sending the *Form for Incoming Students Enrolment* is **08/01/2018**.

5. What are most common mistakes when filling out the *Form for Incoming Students Enrolment*?

This is a great question and I'm really glad you asked it! Students most commonly make a mistake when filling in categories under the numbers 2, 5, 10, and 11.

Under number 2 you must write your given names. All of them. This category has to contain same information as your passport / ID card. If your name is Sofía Isabella Valentina García Fernández González you should write Sofia Isabella Valentina in this category.

Under number 5 you must write the **place of your birth, postal code of the place where you were born, and country of birth**. We are not interested in place, postal code and country where you currently live.

Under number 10 you should write in the date of the acceptance which can be found on the Letter of Acceptance sent by the University of Zagreb. Letter of Acceptance is official document sent by the University of Zagreb and it states that you have been accepted to attend the University of Zagreb as part of the Erasmus+ mobility program. If you have not yet received the Letter of Acceptance leave this category empty.

Planned period of the mobility (number 11) for Erasmus+ students arriving in the summer semester of academic year 2017/2018 is **from 19/02/2018. to 13/07/2017.**

STUDENT ID CARD

1. What is *student ID card* and why do I need it?

Student ID card (X-card, X-ica) is an identification document enabling students to exercise their rights. The *X-card* entitles students to subsidized meals in student restaurants and to discounts in some economic and cultural institutions.

2. What do I need to do to receive *student ID card*?

To receive *student ID card* students have to do the following:

- A) visit photo studio and make **three 4x6cm** pictures and **two passport sized** ones (bring them all to Zagreb)
- B) print out the student ID form that can be found on the Faculty of Political Science web page (https://www.fpzg.unizg.hr/en/in/before_the_mobility).
- C) glue one 4x6cm photo on the form within the designated place for the signature
- D) sign next to the photo with **BLACK MARKER** and inside of the box designated for the signature
- E) scan the document in **JPEG format** and in the **highest possible resolution (dpi)**
- F) send the document to the following email address: incoming@fpzg.hr, or tonikliskic@fpzg.hr.

3. Can I use a smaller photo for *student ID card*?

No.

4. Why not?

Because the software we are using to upload *student ID card* forms does not recognize small photos. If students don't do this before arriving in Zagreb they won't be able to eat in students restaurants. Making *student ID cards* takes time and students which don't do this before arriving will have to wait several weeks before receiving them.

5. When do I need to send this form to you?

Deadline for sending the student ID card is **08/01/2018**.