

IMPORTANT INFORMATION

about enrollment procedure and student ID card

EXCHANGE FORM FOR ENROLLMENT ON THE FACULTY OF POLITICAL SCIENCE IN ZAGREB

1. What is the Exchange form for enrollment?

Exchange form for enrollment at the Faculty of Political Science in Zagreb is a document we use to enroll foreign students. We send it to students before they arrive in Zagreb so we could make the enrollment procedure as fast as possible.

2. How do I fill out the Exchange form for enrollment?

Form has to be filled out electronically on your 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 document?

After you have finished filling out the document send it to the following email address: tkliskic@fpzg.hr. **Do not sign the document!** You'll do that when you arrive in Zagreb

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

Deadline for sending the Exchange form for enrollment is **22.08.2016.**

5. What are most common mistakes students do when filling out the document?

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

Under number 5. you have to write in - **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 this document leave this category empty.

Planned period of the mobility (number 11.) can also be found on the Letter of Acceptance. Planned period of the mobility for the Erasmus+ students arriving in the winter semester of academic year 2016./2017. is **from 03.10.2016. to 24.02.2017.**

STUDENT ID CARD

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

Student ID card/X – card is an identification document enabling students to exercise their rights. The X-card entitles students to subsidized meals or payment 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 following:

- A) visit photo studio and make **three 4x6cm** pictures and several smaller ones (bring them all to Zagreb)
- B) print out the student ID card form that can be found in the e-mail you have received from the Faculty of Political Science.
- C) glue one 4x6cm photo on the form within the designated place for the photo
- 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: tkliskic@fpzg.hr

3. Can I use a smaller photo?

No.

4. Why not?

Because this document will be uploaded in the special program that doesn't 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 form for enrollment is **22.08.2016.**