**WELCOME GUIDE  
FOR INTERNATIONAL EXCHANGE STUDENTS 2015/201****6**

**UNIVERSITY OF ZAGREB  
INTERNATIONAL RELATIONS OFFICE**

  



**WELCOME TO UNIZG**Dear student,

The International Relations Office (IRO) wishes you a warm welcome to the City and University of Zagreb.  
We hope your stay here will be interesting and enjoyable, but above all rewarding and useful for your personal growth and future professional career.  
  
**INTERNATIONAL STUDENT GUIDE**  
On this website, you will find a lot of important and practical information that will help you prepare your study exchange period at the University of Zagreb: <http://international.unizg.hr/international_students>

**IMPORTANT DATES / ACADEMIC CALENDAR**

|  |  |
| --- | --- |
| **ACADEMIC YEAR** | September 28 to July 10 |
| **WINTER SEMESTER** | October 5 to February 28  ***Winter examination period (no classes)***  February 1 to 26 |
| **SUMMER SEMESTER** | February 29 to July 9  ***Summer examination period (no classes)***  June 13 to July 9 |

Information on national holidays and winter break on the following [link](http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/academic-calendar/).

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**THINGS TO DO WHEN YOU COME TO ZAGREB  
1. STEP:** move into the student residence hall/private housing  
**2. STEP:** go to the orientation and enrolment meeting at your home faculty of the UNIZG – in the period of one week before the semester start.

**CONTACT PERSON FOR EXCHANGE STUDENTS  
Faculty of Political Science (FPZG)**Lepušićeva 6, HR-10000 Zagreb

**ENROLLMENT PROCEDURE**Student services (REFERADA)  
Ground floor  
**Ivana Crnica**, [icrnica@fpzg.hr](mailto:icrnica@fpzg.hr) and **Toni Kliškić**, [tkliskic@fpzg.hr](mailto:tkliskic@fpzg.hr)  
**OFFICE HOURS FOR STUDENTS:** **10:30am - 12:30pm**

**ACADEMIC COUNSELLING**

**ECTS-coordinator and Vice-dean for science and international relations**

**Professor Igor Kanižaj, PhD**

Email: [ikanizaj@fpzg.hr](mailto:ikanizaj@fpzg.hr), exchange@fpzg.hr

Tel. 00 385 1 4642 112

Office (Location/No.): DEKANAT/Dean’s office

OFFICE HOURS FOR STUDENTS: Monday : 11:00am – 12:00am

**Toni Kliškić**, [tkliskic@fpzg.hr](mailto:tkliskic@fpzg.hr), [exchange@fpzg.hr](mailto:exchange@fpzg.hr)

OFFICE HOURS FOR STUDENTS: Monday – Friday: 09:00am – 15:00am

**Vice-dean for teaching & students**

**Professor Marta Zorko, PhD**

Email: [mzorko@fpzg.hr](mailto:mzorko@fpzg.hr)

Tel. 00 385 1 4642 020

Office (Location/No.): DEKANAT/Dean’s office

OFFICE HOURS FOR STUDENTS: Thursdays 11:00am - 12:00

**DOCUMENTS NEEDED for the enrolment**

1. 4 photos (approx. passport size)
2. fill in the enrolment forms & buy the student book (so-called “INDEKS”), student card, etc. – enrolment fee is 250,00 HRK
3. fill in computer forms to open an account (username and password)
4. get a stamp on the form for public transportation.

Exchange students may enrol at the faculty/academy that accepted them for exchange.

**Students are advised to make the changes to the learning agreement in the first two to three (2-3) weeks after the enrolment.**

**ARRIVAL IN ZAGREB**  
**Pick-up service may be available if arranged at least one month prior to your arrival to Zagreb**. E-mail request to the student organisation Erasmus Student Network, [info@esnzagreb.com](mailto:info@esnzagreb.com) ; **Subject: I want my buddy**. The Zagreb airport is very small, just one international arrivals gate from which the [Croatia Airlines bus](http://www.croatiaairlines.com/Travel-info/At-the-airport/Airport-transport) can take you to the main bus station in the city. **Croatian students provide pick up from the bus station (NOT the airport), from 9am to 10pm.**

Join ESN Zagreb for different activities, parties, field trips and many more: facebook, search input: ESN Zagreb.

**ESTIMATED MONTHLY LIVING EXPENSES**

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| --- | --- |
| Food | 1000 HRK/month |
| Rented room and Utilities (water, electricity, heating, phone) | 1500 HRK/month |
| Transportation | 100 HRK/month |
| Books | 400 HRK/month |
| Miscellaneous | 800 HRK/month |
| TOTAL | 3800 HRK/month (approx. 530EUR) |

\*This is only a rough guide and students may actually spend more or less than these amounts.

**VISA AND TEMPORARY STAY PERMIT**

**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 visit [**here**](http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/)) can enter Croatia with a valid passport and then apply for the residence permit in Zagreb. Check with the Croatian embassy in your country of residence which documentation you will need for your application in Zagreb and make sure you take it along when coming to Zagreb.

**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 at the pages of the [**Croatian Ministry of Foreign Affairs**](http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/).

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 faculty/academy of the University of Zagreb that will host you.

The list of required documents can be found at: <http://international.unizg.hr/international_students/exchange_students/>

**HEALTH INSURANCE**All exchange students must have health insurance during their stay in Croatia.

All **EU/EAA students** need to bring their European health insurance card to Croatia as it will be valid.

All **non-EU/EAA exchange students** are required to register for Croatian health insurance upon arrival. Croatian health insurance is offered for currently approx. 400HRK/month (approx. 54EUR) and entitles the user to full healthcare coverage. This insurance will not cover your journey to Zagreb including medical evacuation and repatriation – please make sure you purchase travel insurance accordingly.

**INTERNET ACCESS IN THE STUDENT HALLS OF RESIDENCE**

After you get your username and password from the faculty you will enrol, download the necessary installation software from **http://installer.eduroam.hr**, get a cable (no wireless in the dorm), and it should work.

**CONTACTS**  
**Coordinator for exchange students**Daniel Šarić (Mr)  
E-mail: [incoming@unizg.hr](mailto:incoming@unizg.hr)  
Visiting location: Ulica kralja Zvonimira 8  
Postal address: Trg marsala Tita 14  
HR-10000 Zagreb, Croatia  
Phone: 00385 1 46 98 165  
Fax: 00385 1 46 98 132

**OFFICE HOURS FOR STUDENTS:**Mon., Wed., Fri.: 9.30-11am  
Tue., Thru.: 1.30-3pm  
No office hours for students on Wedensdays  
or upon appointment