

## IMPORTANT INFORMATION

about enrolment procedure and student ID card (X-card)

### EXCHANGE STUDENT ENROLMENT FORM

The *Exchange Student Enrolment Form* is a document containing exchange students information we use to enrol students at the Faculty of Political Science in Zagreb. We send it to students prior to their arrival in Zagreb to simplify and expedite the enrolment procedure as much as possible.

Form must be filled out electronically on a computer. **Do not fill it out by hand!** Please read carefully what is required of you to write in each of the categories.

After correctly filling out the document, students must send it to the following email address:

[ivana.kontosic-soce@fpzg.hr](mailto:ivana.kontosic-soce@fpzg.hr)

#### **Do not sign the *Exchange Student Enrolment Form*!**

Students will sign the *Exchange Student Enrolment Form* after arriving in Zagreb.

Deadline for sending the *Exchange Student Enrolment Form* is **August, 10th 2020**.

#### **Common mistakes when filling out the *Exchange Student Enrolment Form*.**

2. GIVEN NAMES - This category must contain the same information as students passport/ID card. If student name is Sofía Isabella Valentina (given names) García Fernández González (last names) she should write Sofia Isabella Valentina in this category.

5. PLACE, POSTAL CODE AND COUNTRY OF **BIRTH** – write the name of the place (city) where you were born, postal code of the place where you were born and country of birth. Place of birth information can be found in passport. Postal code and country of birth information can be found by googling the place of birth and adding “postal code” into the search bar.

10. ACCEPTANCE DATE – Acceptance date can be found in the Acceptance Letter (Invitation Letter) sent by the University of Zagreb. If you haven't received the official Acceptance Letter skip this category (leave it empty).

11. PLANNED PERIOD OF THE MOBILITY – Planned mobility period for exchange students arriving in the winter semester of academic year 2020/2021 is from **24/09/2020** to **19/02/2020**.

## STUDENT ID CARD

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

To receive a *student ID card*, students should do the following:

1. visit photo studio and make **three 4x6cm** photos and **three passport sized** ones (bring them all to Zagreb)
2. 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](https://www.fpzg.unizg.hr/en/in/before_the_mobility))
3. glue one 4x6cm photo on the form within the designated place
4. use **BLACK MARKER** to sign next to the photo and inside of the box designated for the signature
5. scan the document in **JPEG format** and in the **highest possible resolution (dpi)**

send the document to the following email address: [ivana.kontosic-soce@fpzg.hr](mailto:ivana.kontosic-soce@fpzg.hr)

6.

**Photos for student ID card need to be exactly 4x6 cm!** Software we are using to upload the student ID card forms does not recognize smaller photos. If students don't do this before arriving in Zagreb they won't be able to eat in student restaurants. Making student ID cards takes time and students which don't do this before arriving will have to wait several weeks before receiving their student ID card.

Deadline for sending the student ID form is **August, 10th 2020.**