

## IMPORTANT INFORMATION

### EXCHANGE STUDENT ENROLMENT FORM

The *Exchange Student Enrolment Form* is a document containing exchange student's 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. **Don't fill it out by hand!** Please read carefully what is required of you to write in each of the categories.

### **Don't sign the Exchange Student Enrolment Form!**

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

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

**2. GIVEN NAMES** - This category must contain the same information as student's passport/ID card. If your name is Sofía Isabella Valentina (given names) García Fernández González (last names) you 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 2022/2023 is from **26/9/2022** to **24/2/2023**.

**Deadline for sending the EXCHANGE STUDENT ENROLMENT FORM is Sunday, September 5, 2022! Send the document to email address [exchange@fpzg.hr](mailto:exchange@fpzg.hr).**

## 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. Students will receive their *student ID card* 2-3 weeks after enrolling at the Faculty of Political Science.

## **Photo for *student ID card* needs to be exactly 4x6 cm!**

## PHOTOS

Students need to bring at least 4 photos with them when arriving in Zagreb:

- one 4x6 cm photo for student ID card
- at least three passport sized (3,5 x 4,5 cm) photos for transportation form, temporary stay permit, ESN card, etc.

## PERSONAL IDENTIFICATION NUMBER (OIB)

OIB stands for “osobni identifikacijski broj”. It is a personal identification number given to residents and citizens in Croatia, similar to a social security number in the United States or an NHS number in the UK. It identifies citizens when dealing with Croatian administration. Without OIB students cannot enrol at the Faculty of Political Science.

### To apply for an OIB identification number, you'll need to follow these steps:

1. Complete the Application for the determination and assignment of the personal identification number (OIB) that can be found on the following [link](#).
2. Make a scanned copy of one of your identification documents to confirm the data stated in the application form. Acceptable identification documents are European identity card and Passport issued in the country of citizenship.
3. Deliver the application to Tax administration office.

Here are the steps for online application:

1. Go to the web form Pišite nam which is available here.
2. Open the drop-down menu Odabir teme at the bottom of the page.
3. Choose the option Zahtjev za određivanjem i dodjeljivanjem OIB-a (Application for the determination and assignment of the Personal Identification Number).
4. Open the drop-down menu Odabir podteme.
5. Choose the option Zahtjev za određivanjem i dodjeljivanjem OIB-a (Application for the determination and assignment of the Personal Identification Number).
6. Open the drop-down menu Područni ured.
7. Choose the location/city of your Tax administration.
8. Write a short description of your query in the text box Sadržaj upita (a short explanation that you want to get a Croatian OIB).

9. Attach copies, scans, or images of required documents to the section Priložene datoteke.
10. Insert your contact information into the section Kontakt podaci:
  - OIB – Leave this section empty.
  - Ime i prezime (name and surname)
  - Adresa e-pošte (mail address)
  - Telefon (phone number)
11. Mark the option \*Upoznat sam sa svrhom obrade podataka that confirms that you accept all the terms of personal data protection.
12. Submit the form by clicking the blue button Pošalji.

### **APPLICATION FOR THE DETERMINATION AND ASSIGNMENT OF THE PERSONAL IDENTIFICATION NUMBER (OIB)**

You are a natural person. You are not a legal entity. **Don't fill out legal entity part of the form!**

Fill out 1.1. General data part of the form. Under residential address write state, city/municipality, town, street and number.

Fill out **only one category** in 1.2. Identification document data.

Fill out 1.3. Parent's data part of the form. If you parents are not from Croatia they don't have OIB. Leave that empty. Master citizen number is passport or European ID card number.

### **Sign the form (applicant's signature)!**

Students will receive their OIB via email, but they will have to visit the [Tax administration office](#) to receive the Certification of OIB.

**As soon as students receive their OIB via email they have to send it to the email address [exchange@fpzg.hr](mailto:exchange@fpzg.hr)!**