



# PRACTICAL INFORMATION FOR INCOMING STUDENTS



**Dear exchange Student,**

*You have chosen University of Dubrovnik for your study abroad period, recognizing us as a modern, contemporary, international institution of higher education. Taking our motto "Semper Primus, Semper Melior" seriously, we will do our best to make your study experience in Dubrovnik pleasurable, expecting you to help us become even better.*

*Staff of the International relations office welcomes you and will be happy to assist you during your stay in Dubrovnik.*

**Sandra Memunić**, Head of International office & **Nikolina Potrebica**, Erasmus coordinator

## Practical Information for Incoming Students

### 1) How to apply?

Students, who wish to study at the University of Dubrovnik as Erasmus students, must check first whether their home University has a bilateral agreement for student exchange with the University of Dubrovnik. Once this is confirmed applications must be submitted to the International Office of your home university. Before filling in the application form, please make sure that:

- UNIDU courses count towards your degree course
- Your home university participates in ECTS and that you are able to enrol in the relevant courses at UNIDU

The following documents should be completed:

- Application form, available here: <https://goo.gl/forms/jdo77tu6ZK2at06A2>
- Learning agreement, available here: <http://www.unidu.hr/odjeli.php?idizbornik=822>
- List of available courses: [https://docs.google.com/spreadsheets/d/1ib5uMoh5Tw8OH4gXKO3AxPBaFKmTRxB3gnHj\\_zfffO4/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1ib5uMoh5Tw8OH4gXKO3AxPBaFKmTRxB3gnHj_zfffO4/edit?usp=sharing)



## Application deadlines for Exchange students:

**1st June for the winter semester** (October – January)

**15th November for the summer semester** (February – June)

## 2) Academic year, Holidays & Exam Period

**Winter term: From the beginning of October to the end of January**

Winter vacation: End of December      Exam period: February

**Summer term: From the middle of February to the end of May**

Exam period: June      Summer vacation: July, August, September

## National Holidays (no classes on these days):

- 1 January : New Year's Day
- 6 January: Epiphany
- Easter Monday : March or April - check current calendar
- 1 May: International Labour Day
- 60 days after Easter: Corpus Christi
- 22 June: Day of Antifascist Resistance
- 25 June : Croatian Statehood Day
- 5 August: Croatian Victory and Homeland Thanksgiving Day
- 15 August : Assumption of Mary
- 8 October : Croatian Independence Day
- 1 November : All Saints' Day
- 25 December : Christmas
- 26 December : Saint Stephen



### 3) Entering Croatia - Visa regulations - Registration

A visa is required only for students coming from non-EU countries to study in Croatia. The list of countries whose nationals need a visa to enter the Republic of Croatia can be found at the web pages of the Croatian Ministry of Foreign Affairs and European Integration. Foreigners can apply for a visa at the nearest Croatian Embassy, Consular or Diplomatic Mission in their home country.

#### First Temporary Stay Permit

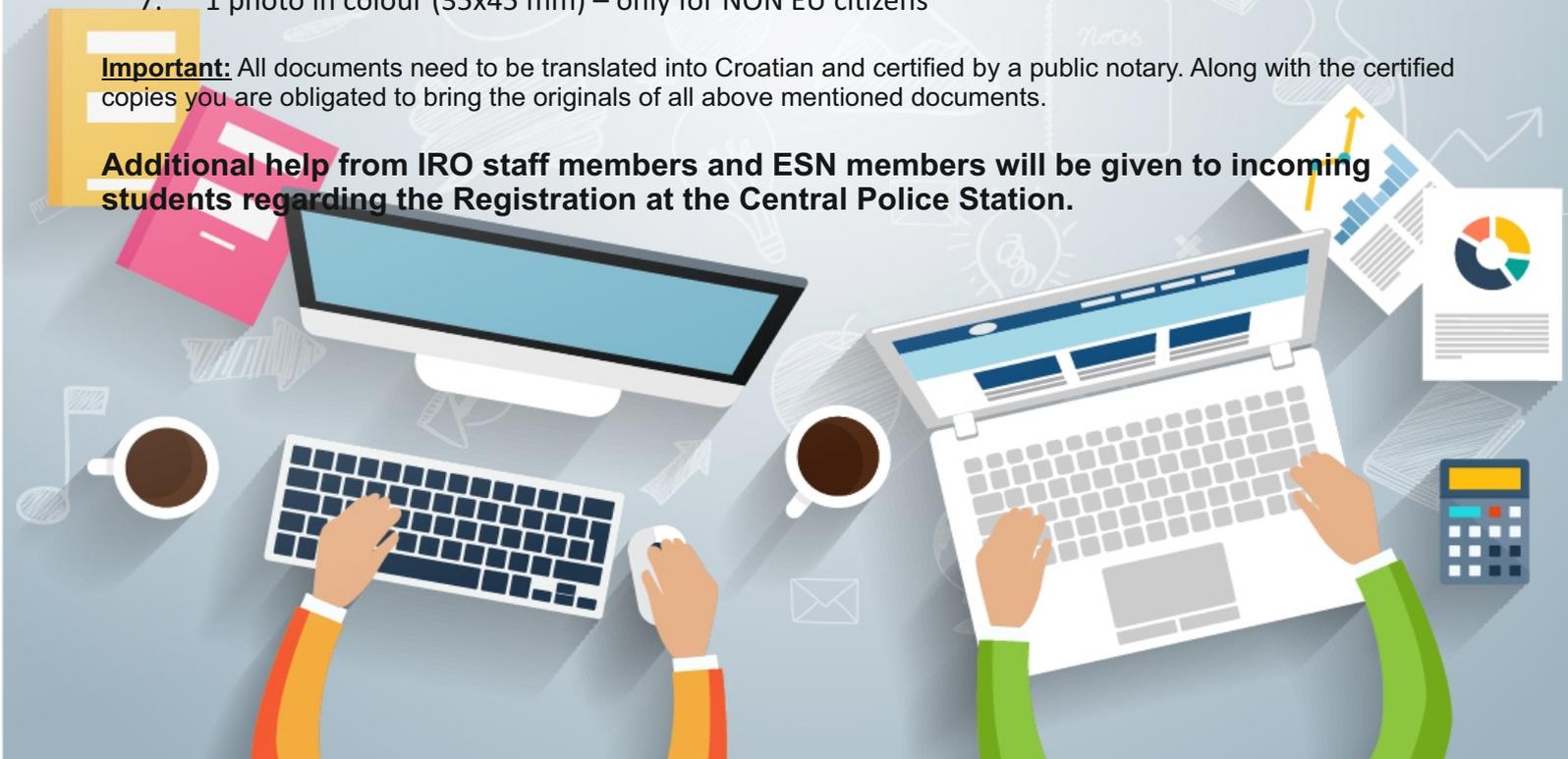
Students who are not required to possess a visa to enter the Republic of Croatia may stay in Croatia for a maximum of 90 days within any period of 6 months, starting from the day of their first entry.

Students staying in Croatia for a period longer than 90 days should obtain their **First Temporary Stay Permit**. Students are required to submit the following documents:

1. Application for issuance of Approval for temporary stay – form 1b (EU students, form 1a non-EU students) – this form will be given to you during the Orientation week and IRO staff members and ESN members will help you to fill it in
2. Invitation letter from the UNIDU stating the study purpose of your stay – we'll send you this document by June 15<sup>th</sup> scanned and the original you will receive during the Orientation week
3. Passport/Identity Card and a copy of the passport/Identity Card - please make a copy of your ID document and bring it with you
4. Proof of sufficient means of subsistence (statement of bank account, scholarship confirmation or similar) – we can translate your scholarship confirmation if you send it to us in English – further info on this will be sent to your emails
5. Proof that you have a health insurance (bring one copy of your European Health Card, as well as the original card) – for students that don't have EU Health Card bring your insurance card it might still be valid. **For non-EU students** - you also need to have a valid insurance policy for Croatia. If you don't sort insurance matter before your arrival you will have to get a Croatian Health insurance.
6. Confirmation of registration via evisitor system– your landlord has to give you this confirmation within 48 hours from your arrival to Dubrovnik
7. 1 photo in colour (35x45 mm) – only for NON EU citizens

**Important:** All documents need to be translated into Croatian and certified by a public notary. Along with the certified copies you are obligated to bring the originals of all above mentioned documents.

**Additional help from IRO staff members and ESN members will be given to incoming students regarding the Registration at the Central Police Station.**



#### 4) Accommodation, Student Centre & Average Costs

Since Dubrovnik still has no student residence, the Student Centre provides addresses of people who are registered to take student lodgers in their homes. You can find a list of private apartments at:

[http://www.scd.u.hr/privatni\\_smjestaj\\_pregled](http://www.scd.u.hr/privatni_smjestaj_pregled)

**Average cost** for a single room is around 200,00 Euros and for an apartment up to 400,00 Euros per month.

The landlord is required to register you at the Tourist Board/Central Police office and give you the certification of registration.

### Additional information

#### Where to eat /Student restaurants/ Price

Students coming to Dubrovnik won't be disappointed with the quality of meals offered to them in the student restaurant 'TEATAR', Iva Vojnovića 72.

This restaurant has signed contract with the Student Centre, as well as with the Ministry of Science, Education and Sport.

Erasmus and Ceepus students pay 7.00 kunas for a meal, as Ministry of Science, Education and Sport subsidizes the price of the meal for students coming via this exchange programs. Freemover students pay the full price of the meal in the amount of 23,90 kunas per meal.

#### Fees & Living costs

The official currency of the Republic of Croatia is Kuna (1 Kuna = 100 Lipa; 1 EUR ~ 7.5 Kn).

