



**INSTRUCTIONS FOR ERASMUS+ STUDENTS COMING TO UNIVERSITY OF SPLIT
IN THE ACADEMIC YEAR 2020/2021**

Dear students,

Welcome to the University of Split! We are glad you have decided to choose our University for your Erasmus life-changing experience.

Please read carefully the instructions given below on the important aspects of your mobility:

- 1. Application procedure**
- 2. Academic Calendar**
- 3. Accommodation**
- 4. Health Insurance**
- 5. PIN (OIB) number**
- 6. Residence permit**
- 7. Transport**
- 8. Student restaurants**
- 9. Sport activities**
- 10. Welcome day**
- 11. Registration– X-card (student identity card)**
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- 15. International Relations Office**

1. APPLICATION PROCEDURE

Detailed application procedure to the University of Split can be found here:

<http://www.unist.hr/en/international/students/incoming/erasmus-study-period>

2. ACADEMIC CALENDAR

At the moment, the official academic calendar for 2020/2021 has not yet been approved due to COVID-19 pandemic. For your orientation, you can check the academic calendar of the current academic year and follow updates on the following web page:

<http://www.unist.hr/en/international/students/incoming/erasmus-study-period>

Please try to arrange your arrival and departure dates according to the academic calendar.

3. ACCOMMODATION

The University of Split has a limited number of rooms at the Student dormitory Hostel Spinut and Student dorm Campus.

Application form for the dorm is uploaded in the online application form. Places are distributed on a first come, first served basis.

IMPORTANT: University of Split can only guaranty accommodation in the dorms for the duration of the academic year, so please plan your arrival/departure in accordance with the academic calendar.

STUDENT DORM HOSTEL SPINUT

Student dorm Hostel Spinut is categorized with 3 stars***. Hostel has 4 kitchenettes, a TV room, a study room, an IT room, coffee bar/patisserie, restaurant, summer terrace and everyday 24-hour reception desk.

Dormitory is under video surveillance and secured overnight by security service. Being located in the very heart of the Marjan Hill it is surrounded by parks and forest park. There is possibility to use City Express courier service from the dorm. During the summer, rooms are for rent.

Dorm's Restaurant is designed according to the best standards and students are offered highest quality food and service.

Erasmus students are accommodated in double rooms; monthly price per person in the amount of 850 HRK (approx. 112 EUR) is to be paid each month between 1st and 10th at the reception of the dorm.

Address: Studentski dom Hostel Spinut, Spinutska 37, T: +385 21 386 733, +385 21 386 711, F: +385 21 386 774; <http://www.scst.hr/>

Bus line: No. 17



STUDENT DORM CAMPUS

The dorm Dr. Franjo Tuđman located at the University Campus (opened in Autumn 2013) offers 10 places for Erasmus students. The dorm is within walking distance from the University Library and the following faculties: Faculty of Economics, Faculty of Civil Engineering, Architecture and Geodesy, Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture, Faculty of Science, Faculty of Maritime Studies, Faculty of Chemistry and Technology, University Department of Marine Studies, University Department of Health Studies and University Department of Forensic Sciences.

Erasmus students are accommodated in double rooms; monthly price per person in the amount of 1,100 HRK (approx. 147 EUR) is to be paid each month between 1st and 10th at the reception of the dorm.



RULES FOR THE STUDENT DORMS

IMPORTANT: For your dorm ID card please bring 2 photos and a medical certificate confirming your general health state, issued by your physician, preferably in English.

Upon arrival you will have to sign an agreement with the Student Centre on renting a room in a student dorm and Statement on responsibility of dorm's inventory.

- Check-in and check-out are obligatory at the Reception desk. Please inform us on the arrival dates well in advance.
- **Visits:** if you want to have any guests at the dorm it has to be reported to reception before their arrival and they need to pay regular price (185 kn/night).
- In case the students do not respect the dorm rules, they **will be expelled from the student dorm.**
- **If a student gets 2 warnings, and still does not respect the dorm rules, the 3rd warning will result in immediate expulsion from the dorm.**
- Students are obliged to keep their rooms tidy
- It is possible to move in during the weekend but with prior notice to denis.zecic@scst.hr and obligatory registration at the Reception desk on Monday
- Upon arrival submit at the Reception desk 2 photos for your dorm ID card and a medical certificate confirming your general health state, issued by your physician.
- Students are obliged to check the inventory upon arrival (check if everything is in the room)
- Students are obliged to pay the monthly rent at the latest by the 10th of the current month (e.g. for October by 10 October)
- **Louder music etc. is allowed by 23:00. After 23:00 students are obliged to be silent.**
- Parties must be announced at the reception.
- Students should address the reception for any question they have.
- Check-out time is 12:00,
- **After 15 July commercial prices take effect**

4. HEALTH INSURANCE

Erasmus students do not have to submit Proof of health insurance when filing for residence permit, but are obliged to have one for the whole duration of their stay in Croatia.

European Health Insurance Card (EHIC)

Students who are citizens of EU member states need to have the European Health Insurance Card.

For more information please visit the following web page: <https://www.hzzo.hr/en/ehic-card/>

Additionally,

- ✓ They may use international health insurance from their home country or choose to be insured at the health insurance company of their choice.
- ✓ Should you be interested in health insurance policy offered by the Croatian Institute for Health Insurance (HZZO - Hrvatski zavod za zdravstveno osiguranje), here is basic info:

Countries with health care agreements with Croatia: Bosnia and Herzegovina, Macedonia, Montenegro, Turkey and Serbia

Price – approx. 400 HRK/monthly

Students coming from countries without health care agreements with Croatia have two options:

Option no.1 - become insured with the Croatian Institute for Health Insurance (HZZO) upon arrival

- At HZZO office (address: Obala kneza Branimira 14, working hours: Monday-Friday from 08.00 to 15.30.) student can register in temporary evidence and issue relevant confirmation which entitles student and binds the HZZO to medical insurance after the residence regulation (students have to have their OIB number);

- With the HZZO temporary confirmation, student returns to Central Police Station where the temporary residence permit is issued;

- After bringing a copy of the residence confirmation to the HZZO, the HZZO issues a document based on which the student attains the right to full health care within the network of physicians and health institutions of the HZZO (necessary documents: a copy of the first page of the passport, a copy of the passport page with visa and a copy of the residence confirmation);

- The monthly health insurance cost is approximately 400 HRK per month (around 55 €uro),

Option no.2 is to take out a travel medical insurance that is valid during the entire study period in Split. In order to include eventual repatriation for medical reasons, urgent medical care and/or emergency treatment in a hospital, it is recommended that min. insured cover of the travel insurance is 30 000 €. Student will need to present this proof of medical insurance upon arrival to Split during application for the temporary residence permit.

How to access health care services in Split?

- ✚ General health care services can be accessed by selecting a primary health care physician, whereas health care on other levels (e.g. hospital, specialist examinations) **8 PM** can be accessed by way of a reference document (*uputnica*) issued by the

selected physician. The student can choose any general physician. ESN Split or International Relations Office can assist you in choosing your physician.

- + In **very urgent cases the student can call the emergency service (phone: 194)** or go directly to the **emergency service clinic (Address: Spinčićeva 1, Split, T: 514-411)**.
- + In case student is provided with medical service, the same will be charged on the spot and the cost will be reimbursed in accordance with the terms of the insurance policy that the student has. If the student has HZZO health insurance policy, only the participation fees will have to be covered, if these are prescribed by Croatian laws.
- + **Pharmacies are called *Ljekarna*** and during the week they are open all day long **from 8 AM till**, while on Sundays and holidays one of the pharmacies in the centre of the city is open 24 hours (you can find out which one [here](#)). Other **24 hours services**

For all additional information regarding health insurance, please contact [the Croatian Institute for Health Insurance](#).

5. PIN (OIB) NUMBER

OIB (osobni identifikacijski broj) or Personal Identification Number is a number used for identifying natural and legal persons in the Republic of Croatia. Incoming students are required to apply for the assignment of a personal identification number. The number is issued by the Croatian Tax Authority and is required for enrolment and/or opening a local bank account.

Incoming students can request an OIB in two ways:

1. University of Split can apply for your OIB
2. A visit to the Tax Administration Office
 1. If you would like the University of Split to request the OIB for you, please fill out, sign, scan and send the following documents to incoming@unist.hr at least two weeks before your arrival:
 - ✓ [Power-of-attorney OIB.doc](#)
 - ✓ [OIB request form](#) (pdf)
 - ✓ Copy of passport (or ID if you are an EU citizen)
 2. Otherwise, the OIB number can be requested personally and obtained immediately at: street Domovinskog rata 2, 2nd floor, room 4, office hours: 08:00-13:00, with break 10:30-11:00.

6. RESIDENCE PERMIT

A residence permit is the prerequisite for issuing a transcript of records and letter of confirmation of the study period.

There are 2 types of residence permit: up to and more than 90 days.

All students, except those with accommodation in student residence (student dormitory Campus and Spinut) up to 90 days (regulated directly by the student residence), must report their stay in Croatia to the Central Police Station within 2 days (48 hours) upon entering Croatia. Address: Trg hrvatske bratske zajednice 9; working hours – Monday to Friday, from 8.30 to 15.30 (summer time 14:30).

The following documents must be presented with the application for temporary residence for the purpose of studying:

EU STUDENTS:

- *Application form filled in and signed– [Form 1b](#):*
- *valid passport or ID card and its copy;*
- *valid European Health Insurance card and its copy;*
- *Acceptance letter (original) from UNIST stating the study purpose of stay (ERASMUS+ students);*
- *Proof of sufficient means of subsistence during staying in Croatia - statement of bank account, scholarship confirmation OR similar - 800 HRK (approx. 110EUR) per month;*
- *if accommodated in private accommodation, address and landlord full name indication.*

NON – EU STUDENTS:

- *Application form filled in and signed- [Form 1a](#):*
- *colour photograph 35x45 mm;*
- *administrative fee in the amount of 20 HRK (can be bought at newsstands);*
- *valid passport and copy of the first page with the photo;*
- *Acceptance letter (in original) from UNIST stating the study purpose of your stay (ERASMUS+ students);*
- *Proof of secured accommodation: if staying in the student dormitory, indicate which one, in case of private accommodation, valid rental contract or landlord presence and proof of ownership (vlasnički list) not older than 6 months*
- *Proof of the appropriate health insurance (bilingual document) Proof of the sufficient means of subsistence during staying in Croatia - statement of bank account, scholarship confirmation and similar – 1000 HRK (approx. 130 EUR) per month*

The fee for temporary residence permit of non-EU student is 500 HRK (around 67 Euro).

Temporary residence authorisation for non-EU students is issued in the form of a biometric ID card (the cost of this card is 240 HRK), while for EU students is issued in the form of Confirmation, for both with validation until the end of semester exam period.

Students are strongly recommended to get all relevant original documents prior to arrival to Croatia. At the moment of application for a temporary residence, all documents should not be older than 6 months. All students, no matter the duration of staying in Croatia, must check with the local Croatian diplomatic mission: the obligatory validity of ID/passport (in months) to be longer than the actual stay in Croatia, whether the need for an “apostle” of all original documents and certified translations exist.

7. TRANSPORT

As Erasmus student at the University of Split, you are entitled to obtain the subsidised bus ticket. It is collected at the beginning of each month at the Promet Split premises, address: Sukoišanska ulica

For the first pass issuance (ZONE 1 – whole city) you need:

- One photo 30x35 mm
- Index
- ID/Passport
- 89.00 HRK

Each next month, you pay 69.00 HRK.

You can also rent a public bicycle. There are 30 bicycles and 20 electric bicycles (E-BIKE) available on 8 locations in the city

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1. Promenade – in front of Saint Frances church (Franjo Tuđman square)
2. On the parking near crossroad of Poljička cesta street and B.Bušića street
3. Parking on Žnjan beach (Šetalište Pape Ivana Pavla II street)
4. Parking near Joker mall (Mike Tripala street)
5. Sukoišanska bus station (crossroad of Gundulićeva and Civil war street)
6. Parking „Stari plac“ on Zrinsko Frankopanska street
7. Student dorm in Bakotićeva street
8. University of Split campus in Matice hrvatske street

Prices:

200,00 HRK per 365 days (Bike and E-BIKE)

Bike:

30 minutes for free, afterwards you pay 5,00 HRK for 30 minutes

E-BIKE:

First 30 minutes for free, afterwards you pay 10,00 HRK for 30 minutes

Users can register on website www.nextbike.hr or on the mobile app “nextbike”.

8. STUDENT RESTAURANTS

There is a number of student restaurants and coffee bars in which you can use your X-card.
The list of restaurants:

<http://www.scst.unist.hr/prehrana/restorani>

9. SPORT ACTIVITIES



10. WELCOME DAY

International Relations Office in collaboration with ESN Split organizes a Welcome Day at the beginning of each semester. In the first week, ESN Split organises Welcome week, with rich social programme.

Students are obliged to attend since they get acquainted with the Erasmus system at the University of Split.

11. REGISTRATION – X-card (student identity card)

Exchange students need to register their arrival in the International Relations Office, where they will submit the confirmation of arrival, which is to be signed, stamped and sent to their home universities.

In order to make their x-cards (*X-card* is a student identity card which provides the students with discount prices in student bars and restaurants etc.), students need to follow this procedure:

1. Student registers his/her stay at the Police department
(Address: Trg hrvatske bratske zajednice 9)
2. With the confirmation of Police department and personal identification document student goes to the Tax Administration Office (Domovinskog rata 2, 2nd floor, room no.4) and gets PIN - Personal Identification Number (required to make a student card)
3. Student goes to the Student registration office of his/her faculty which:
 - a) Registers student in student files
 - b) determines the level of subsidised meals (Ministry scholars: Erasmus, Ceepus, bilateral agreements – level 2; State office for Croats outside of Croatia– level 1)
 - c) makes request for printing personalised card (with photo)
 - d) assigns a temporary card which is not personalised and with which student gets subsidised meals
4. Upon delivery of printed card student returns temporary card and receives personalised card.
5. The cost of card issuance is to be paid by the student (approx. 50 HRK).
6. After the mobility period student is required to return the card to be cancelled. After that, student can keep the card.

12. CROATIAN LANGUAGE COURSES

The Faculty of Humanities and Social Sciences, University of Split, organises Croatian language courses for foreign students.

For further details please visit <http://www.unist.hr/en/education/learn-croatian>

13. UNIVERSITY LIBRARY

In order to access the services of the University Library and obtain the Library card, you need to present at the Library Reception desk the following documents:

X-card + ID/Passport + OIB + address + 50.00 HRK

Working hours: 8.00 am – 9.00 pm

Night-time reading room: 9.00 pm – 00.00 am

Saturday: 9.00 am – 2.00 pm

Web: www.svkst.hr

email: svkst@svkst.hr

14. ESN Split



ESN Split is a small local section of this big network. We have around 70 volunteers who cannot wait to welcome you and to help you discover all the beauty of Croatia and its culture!

In order to assist you in the very beginning when you might find yourself in the biggest difficulties, we are providing you with the Buddy system. A Buddy is a local ESN student that helps incoming Erasmus student prior to and during his student exchange. Buddies can help

with paperwork, language barriers, accommodation search, getting around or anything else one incoming student might need. This is a great opportunity to make your first local friend and to learn all the tips and tricks that will help you experience Croatia to its fullest.

For the Buddy system, we are using Papaya platform. Links to Papaya:

- web app: <http://bit.ly/papayaESN>
- iOS app (App Store): <http://bit.ly/papayaESNiOS>
- Android app (Play Store): <http://bit.ly/papayaESNandroid>

Read more about ESN Split and their activities: <http://esnsplit.com/>

We strongly recommend to apply for a buddy prior to your arrival to Split.

15. INTERNATIONAL RELATIONS OFFICE

We are located at the University campus, in the North tower of the University library, ground floor.

Address: Ruđera Boškovića 31, 21000 Split

Contact: erasmus@unist.hr

Find us on Facebook: <https://www.facebook.com/irounist/>

Instagram: @irounist



Find more about Croatia and Split at www.studyincroatia.hr and www.visitsplit.com

In case of any questions, do not hesitate to contact us.

Looking forward to hosting you in Split!

International Relations Office,

University of Split

