

VERN' University of Applied Science  
Information sheet 2018/19

General Information	
Full Legal Name of Institution	Veleučilište VERN' / VERN' University of Applied Science
Official address	Trg bana Josipa Jelačića 3, 10000 Zagreb, Croatia
Address of International Relations Office	Trg Drage Iblera 10, I floor, 10000 Zagreb, Croatia
Erasmus ID Code	HR ZAGREB10
Website	<a href="http://www.vern.hr/english/international-cooperation/erasmus">http://www.vern.hr/english/international-cooperation/erasmus</a>
Contact for: a) Incoming & Outgoing Student Mobility b) Staff Mobility	Dubravko Kraus <a href="mailto:dubravko.kraus@vern.hr">dubravko.kraus@vern.hr</a> 00385 1 4881 837
Nominations, Application Procedure and Academic Calendar	
Application deadline	For autumn semester and for the entire study year: <b>May 15th</b> For spring semester: <b>November 15th</b>
Nominations	Application must be done through the IRO office. Application form available at <a href="http://www.vern.hr/english/international-cooperation/incoming-students">http://www.vern.hr/english/international-cooperation/incoming-students</a>
Courses / programs in English	<a href="http://www.vern.hr/english/international-cooperation/courses-offered-in-english">http://www.vern.hr/english/international-cooperation/courses-offered-in-english</a>
Transcript of records - availability	Official transcripts must be requested by the student prior to departure. Transcript of records will be sent to student's home university by email or regular post.
Language of instruction*	Croatian English (for selected courses - published on web page: <a href="http://www.vern.hr/english/international-cooperation/courses-offered-in-english">http://www.vern.hr/english/international-cooperation/courses-offered-in-english</a> )
Recommended language of instruction level of English language	B2
Academic year	<b>Fall/Winter</b> semester: beginning of October, 2018 – February 15, 2019 <b>Spring/Summer</b> semester: beginning of March – beginning / middle of July, 2019

\*The sending institution, following agreement with the VERN' University of Applied Science, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period.

**Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. For mobile participants at the VERN' University of Applied Science insurance cover is not automatically provided.

IMPORTANT: 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 that is valid during the entire period spent in Croatia.

All non-EU/EAA exchange students are required to take out a travel medical insurance that is valid during the entire period spent in Croatia. The ensured cover must be at least 30.000 EUR and include repatriation for medical reasons, urgent medical care and/or emergency treatment in a hospital. Student will need to submit a proof of medical insurance upon arrival to Zagreb, Croatia when applying for the first temporary permit.

**VISA**

You will not need a visa for travelling within the EU if you are a citizen of an EU country.

Nationals of countries subject to the visa requirement need to procure an entry visa for Croatia.

Detailed information on visas (contacts, procedures) can be found at the website of Croatian Ministry of Foreign and European Affairs: <http://www.mvep.hr/en/diplomatic-directory/diplomatic-missions-and-consular-offices-of-croatia/>.

Person CANNOT apply or extend a visa during her/his stay in Croatia!

**RESIDENCE PERMIT**

Students living in the student hall of residence can regulate the permit within 30 days after the arrival in Zagreb.

Students in private accommodation should regulate their stay within 3 days upon arrival!

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 see Ministry of Foreign and European Affairs) 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.

In order to regulate the residence permit students need to submit the following documents:

- 1) Form1a, <http://www.mup.hr/UserDocsImages/obr1A.pdf>
- 2) Acceptance letter from VERN' stating the study purpose of your stay (on Croatian language)
- 3) 1 photo in colour (35x45mm)
- 4) proof of sufficient means of subsistence (statement of bank account, scholarship confirmation or similar) – 1000 HRK (approx. 130 EUR per moth)
- 5) proof of secured accommodation – the copy of the form from the student residence with your

personal data OR in case of private accommodation a rental contract and a proof of ownership (to be submitted within 72 hours upon your arrival)

COST OF THE PERMIT (administrative fee): 320-350 HRK.

Documents need to be submitted at the Central Police Station in Petrinjska 30, HR-10000 Zagreb.

## HOUSING

<p><b>Student Dormitories</b></p>	<p>In case students wish to stay in the one of the dormitories we need to make room reservations in your name.  <u>We cannot guarantee your stay in dormitories.</u>          We always nominate students for stay in dormitory but Zagreb Student Centre has the final word if they will accept ERASMUS+ students.          In dormitory price of a shared room is minimum of 80 up to 150 EUR per month. Price can be higher depending of the availability of rooms (size, included bathroom, etc.).</p>
<p><b>Other possibilities of housing</b></p>	<p>a) Erasmus Student Network Zagreb (Facebook page) - here you can find tips and offers of apartments and rooms. This is also a good place to exchange information.          b) There different agencies for renting an apartment or a room for example:  <a href="http://www.homeinzagreb.com">www.homeinzagreb.com</a>; <a href="http://www.rentinzagreb.com">http://www.rentinzagreb.com</a>;  <a href="http://www.realestatecroatia.com/eng/list.asp?regija=22&amp;akcija=2">http://www.realestatecroatia.com/eng/list.asp?regija=22&amp;akcija=2</a> – agency for accommodation providing apartments and rooms for rent in Zagreb. Note there are others          c) Different Croatian web site for renting of apartments or rooms– these are not renting agencies for example: <a href="http://www.njuskalo.hr/iznajmljivanje-stanova/zagreb">http://www.njuskalo.hr/iznajmljivanje-stanova/zagreb</a> but is only on Croatia language.</p>
<p><b>Average cost of living</b></p>	<p>For more information about renting an apartment and other cost of living please look at: <a href="http://www.numbeo.com/cost-of-living/city_result.jsp?country=Croatia&amp;city=Zagreb">http://www.numbeo.com/cost-of-living/city_result.jsp?country=Croatia&amp;city=Zagreb</a></p>

## AFTER YOUR ARRIVAL

Erasmus+ students at the VERN' University of Applied Science are entitled to hold a **student identity card (X-card)** during their stay in Zagreb.

It will enable you to eat in students' cafeterias and restaurants at a reduced price. It proves a student status and may be used to get a discount for some tickets and services.

In order to obtain the X-card you have to apply for the personal identification number (OIB in Croatian) at the Tax Department. You need to fill in the form, which you will receive in Tax Office and bring the original and a copy of your passport. You will receive your OIB number the same day.

The cost of Student Public Transportation Card is 100 HRK per month.

The **Welcome Days** will be organised by the International Office. You will be informed about the exact dates and the Welcome Days program well in advance via e-mail.