



INSTRUCTIONS FOR ERASMUS+ STUDENTS COMING TO UNIVERSITY OF SPLIT

ACADEMIC YEAR 2023/2024

 www.unist.hr



Instructions overview

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1. Introduction

Dear students,
Welcome to the University of Split! Thank you for choosing our University. We would like you to have the most wonderful stay and we will help to make your adventure in Split an unforgettable experience. We are glad you have decided to choose our University for your Erasmus life-changing experience. This guide will provide you with the most important information.



2.

Application procedure & academic calendar

Application procedure

Detailed application procedure to the University of Split can be found [here](#)

Academic calendar

The academic year (winter semester) usually starts in the first week of October. Winter exams session starts at the end of January and finishes at the end of February. Summer semester classes start the first week of March and finish around mid-June. Summer exams session finish mid-July.



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: The University of Split can only guarantee accommodation in the dorms for the duration of the academic year, so please plan your arrival/departure in accordance with the academic calendar. For additional information about the student housing rules, terms and conditions, click [here](#).



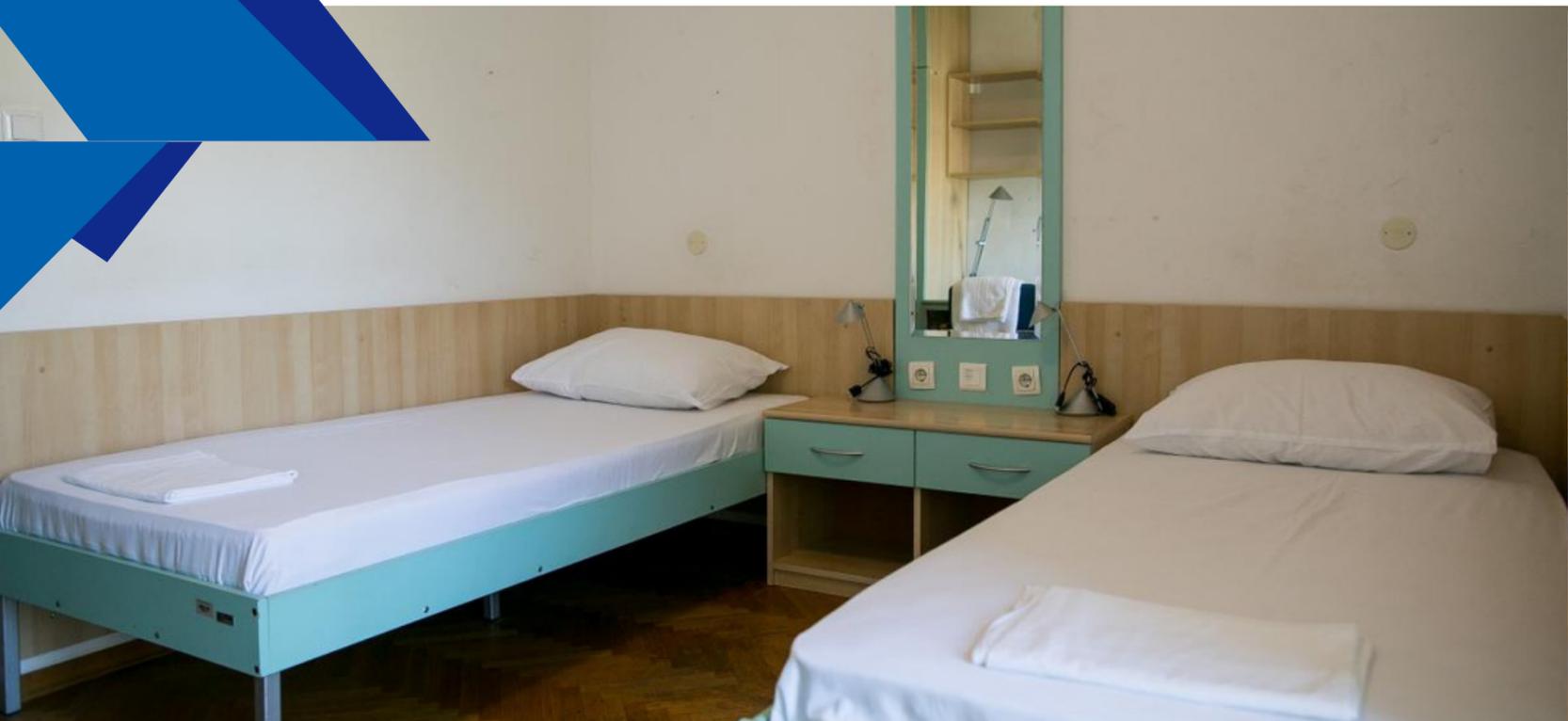
Accommodation

Student dorm hostel Spinut

Student dorm Hostel Spinut is categorized with 3 stars***. Hostel has 4 kitchenettes, a game room (TV, billiards, darts, table soccer etc.), 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.

Erasmus students are accommodated in double rooms; **the monthly price per person in the amount of 190€ .**



Accommodation

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 a lot of faculties. The dorm has a gym, party room, sports hall, 2 sports grounds, 3 kitchenettes, and 10 "classrooms", rooms intended for socializing, a restaurant and cafe bar.

Erasmus students are accommodated in single and double rooms; **monthly price per person in the amount of 200 € for a double room and 300 € for a single room.**

Please note that the rooms offered in the Student dorm Campus are located above the restaurant, where sometimes it can be noisy.



4.

Health insurance

European Health Insurance Card (EHIC)

Students who are citizens of EU member states need to have the European Health Insurance Card. For more information click [here](#).

For more informations about health insurance click [here](#).



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)
- 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.
- The pharmacies are called Ljekarna and during the week they are open all day long from 8 AM until 8 PM, while on Sundays and holidays one of the pharmacies in the center of the city is open 24 hours (you can find out which one here).



List of physicians responsible for students per faculty:

Health team	Faculties
prim. dr. sc. Željka Karin, dr. med., spec. šk. med Anita Buljan, Bachelor of Nursing Address: Vukovarska 46 Tel/Fax: +382 21 315 957	Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture (FESB)
Hajdi Krstulović, dr. med, spec. šk. med. Đorđija Vidić, Bachelor of Nursing Address: Dispensary Bačvice, Bijankinijeva 13 Tel: +385 21 315 684	Faculty of Law (PRAVST) Faculty of Kinesiology (KIFST) Faculty of Philosophy (FFST, Departments - Preschool Education, Teacher Education, Sociology) Faculty of Maritime Studies (PFST) Faculty of Chemistry and Technology (KTFST)
Ina Utrobičić, dr. med., spec. šk. med. Maja Marušić, Bachelor of Nursing Address: Dispensary Bačvice, Bijankinijeva 13 Tel: +385 21 315 684	Faculty of Medicine (+dentistry, MEFST) University Department of Health Studies (OZSST) Faculty of Economics (+professional studies, EFST) Faculty of Civil Engineering, Architecture and Geodesy (+professional studies, FGAGST) Catholic Faculty of Theology (KBFST) Faculty of Philosophy (FFST, Departments: Double-diploma, Philosophy) University Department of Marine Studies (MORE) Mediterranean Agriculture (MEDPST)
Jelica Perasović, dr. med., spec. šk. med. Božana Jurko, Bachelor of Nursing Dispensary Brda, Hercegovačka 40 Tel: +385 21 506 651	Faculty of Science (PMFST)



5.

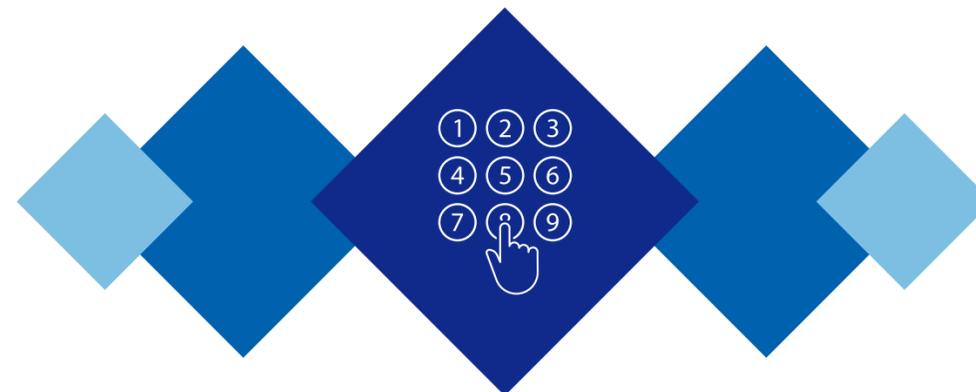
PIN (OIB) number

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 of a local bank account.

Incoming students can request an OIB in two ways:

1. A visit to the Tax Administration Office
2. You can apply online for your OIB

- 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.



- You can get OIB by filling the aforementioned application form online, through the **“Pišite nam”** tab by clicking the following:



1. Odabir teme: Zahtjev za određivanjem i dodjeljivanjem OIBa
2. Odabir podteme: Zahtjev za određivanjem i dodjeljivanjem OIBa
3. Područni ured: Split
4. Sadržaj upita: I am international student requiring a personal identification number. Add the Croatian version too -> (Ja sam međunarodni student kojem je potreban osobni identifikacijski broj)
5. Along with this, you have to attach a scan of your identification (EU identity card or passport) and application for the determination and assignment of the personal identification number (oib) which you can find **HERE**, as well as writing you name, surname, email address and contact number. You also need to tick the box to accept the data processing.

6.

Residence permit

- A residence permit is the prerequisite for issuing a transcript of records and letter of confirmation of the study period.
- Students need to check if their short-term stay is registered by the dorm or accommodation provider.
- All students must report their stay in Croatia to the Central Police Station within 2 days (48 hours) upon entering Croatia. Make an appointment by email: st.sidup@mup.hr
- There is also another option for applying for a residence permit. Scan the necessary documentation and send them via email to st.sidup@mup.hr and you will either receive a residence permit via email or receive an appointment to collect it personally after it's done.

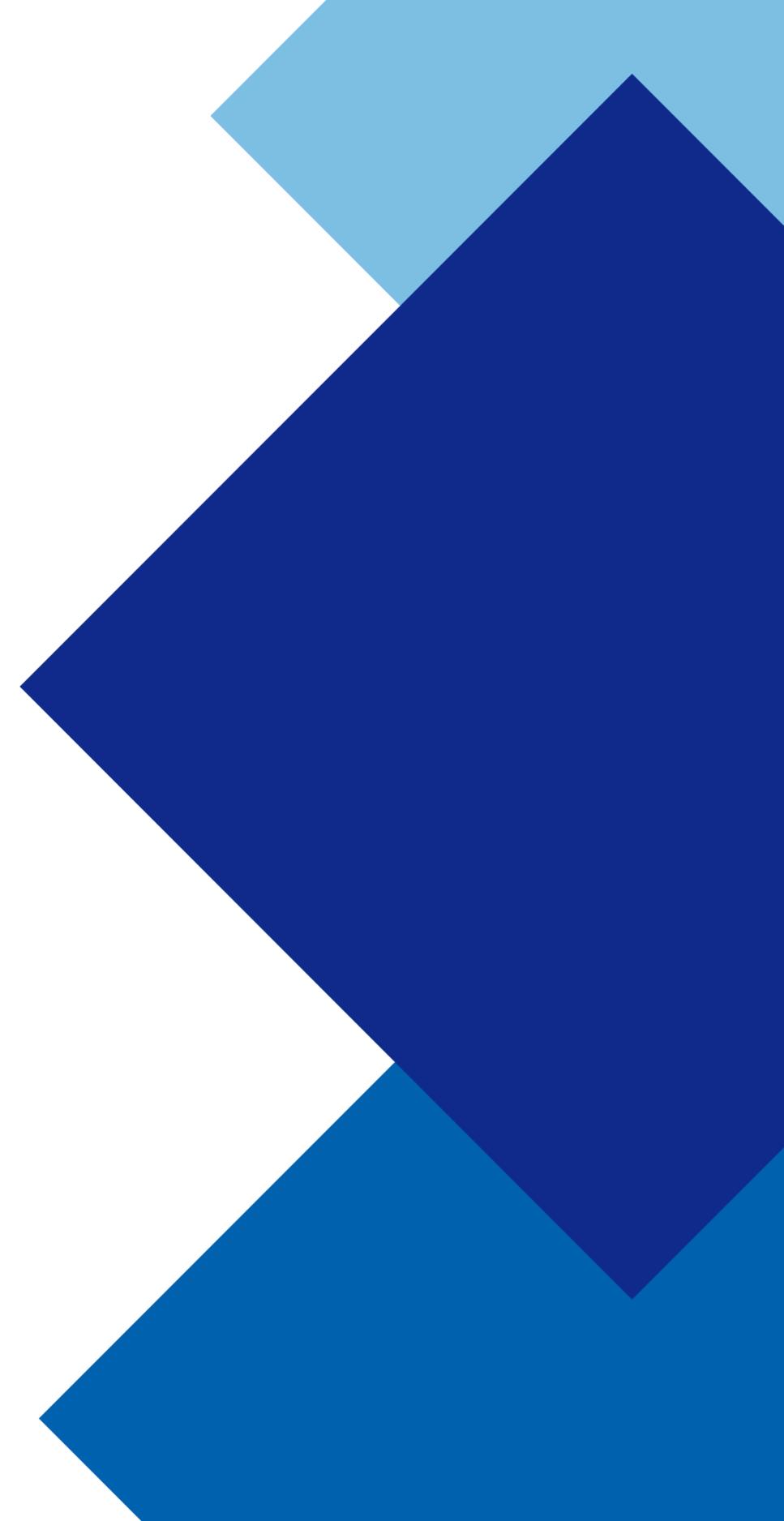
Address: Trg hrvatske bratske zajednice 9; working hours – Monday to Friday, from 7:30 to 14:00.



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 - 110€ per month;
- if accommodated in private accommodation, address and landlord full name indication.



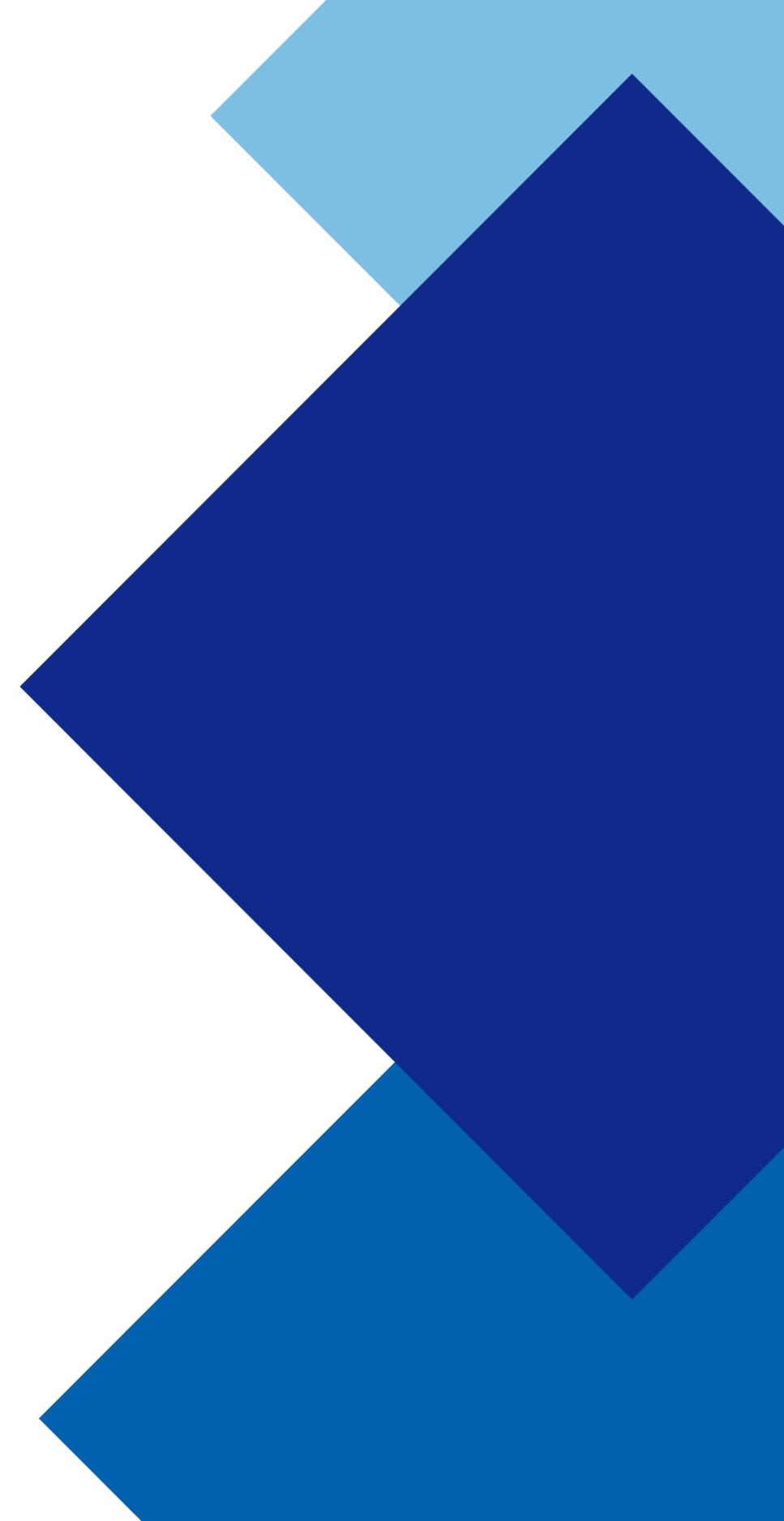
The following documents must be presented with the application for temporary residence for the purpose of studying:

NON – EU STUDENTS

- Application form filled in and signed- **Form 1a**;
- colour photograph 35x45 mm;
- administrative fee in the amount of 2,5 € (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 -130 € per month
- Proof that he/she has no criminal record in his/her home state or in the state where he/she stayed for more than one year prior to arriving in the Republic of Croatia. List of countries requiring the Apostille formality: <https://gov.hr/en/authentication-legalisation-of-documents/476>
- Visa fees and exemption: <https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/issuance-procedure/fees/22824>
- The fee for temporary residence permit of non-EU student is 67 €.

Residence permit

- Temporary residence authorization for non-EU students is issued in the form of a biometric ID card of 32€, while for EU students is issued in the form of Confirmation, for both with validation until the end of the 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



Monthly bus ticket

Where to buy?

PROMET SPLIT- Sukoišanska ulica, at the Sukoišan bus stop (from Mon-Fri 06:30 am - 20:00 pm, Saturday 06:30 am - 12:30 pm)

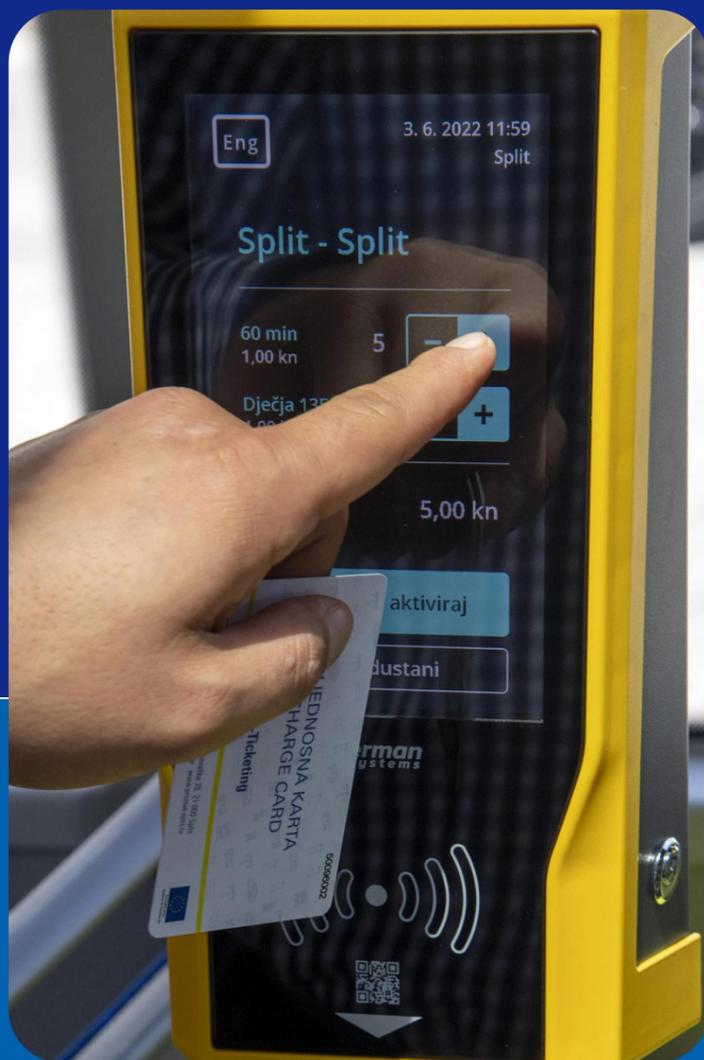
The cost of creating a contactless personalized ticket for the first issuance is 3 euro for all categories of passengers.

What to bring?

- For the first bus e-ticket (Zone 1- whole city):
- One photo 30x35 mm- that will only be scanned
- OIB number
- Acceptance letter
- ID/Passport
- 9.15 euro (price per month)
- 3 euro



7. Transport



How can students buy a monthly coupon for a personalized card?

All users of the personalized card can buy coupons in 3 ways:

1. At Promet sales points (Sukošanska ulica)
2. On the Moj Promet web portal (<https://moj.promet-split.hr/>)
3. On ticket machines

The option of shopping on the web portal is explained in detail by answering the question "How do you buy a monthly coupon on the web portal? Check it [here](#)

You can check the timetable via the web or via the app.

Free Bus Line (Spinut-Campus) - All students can travel free of charge between Spinut and Campus. It's available from Monday- Friday.

Schedule: 7:40, 9:45, 11:45, 13:45, 15:45, 19:45

7.

Transport



Renting a bike

You can also rent a public bicycle. There are 50 bicycles and 70 electric bicycles (E-BIKE) available on different locations around the city.

Prices:

- 26,54€ per 365 days (Bike and E-BIKE)
- Bike: 0,66€ for 30 minutes
- E-BIKE: 1,33€ for 30 minutes

How to register?

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

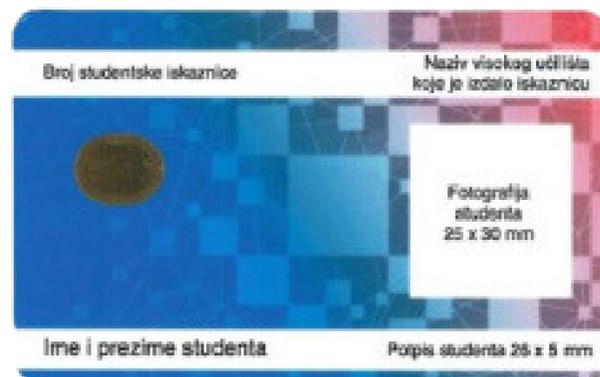
Locations of nextbike stations:

<https://www.nextbike.hr/en/split/locations/>

8. 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 register his/her stay at the Police department (address: Trg hrvatske bratske zajednice 9)
2. With the confirmation of the Police department and personal identification document student goes to the Tax Administration Office (Domovinskog rata 2, 2nd floor, room no.4) and gets a PIN - Personal Identification Number (required to make a student card)
3. Student goes to the Student registration office of his/her faculty which:
 - registers student in student files
 - determines the level of subsidized meals (Ministry scholars: Erasmus, Ceepus, bilateral agreements - level 2; State office for Croats outside of Croatia- level 1)
 - makes request for printing personalized card (with photo)
 - assigns a temporary card that is not personalized and with which student gets subsidized meals
4. Upon delivery of the printed card student returns the temporary card and receives personalized card.
5. The cost of card issuance is to be paid by the student (approx. 7 €).
6. After the mobility period student is required to return the card to be cancelled. After that, student can keep the card.



9. Student restaurants

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

The list of restaurants:

<https://www.scst.unist.hr/prehrana/restorani-i-kantine>



10.

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 + 6.64 € (one-time payment).

Once you pay you can use library as much as you want!

Working hours:

Mon- Frid: 8.00 am – 9.00 pm

Saturday: 9.00 am – 2.00 pm

Night-time reading room: 9.00 pm – 00.00 am

email: info@svkst.hr



11.

Croatian language courses

Application procedure

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

For further details please visit:

<http://www.unist.hr/en/education/learn-croatian>



Hi - Bok
Good morning - Dobro jutro
Good afternoon - Dobar dan
Good evening - Dobra večer
Good night - Laku noć
Goodbye - Doviđenja

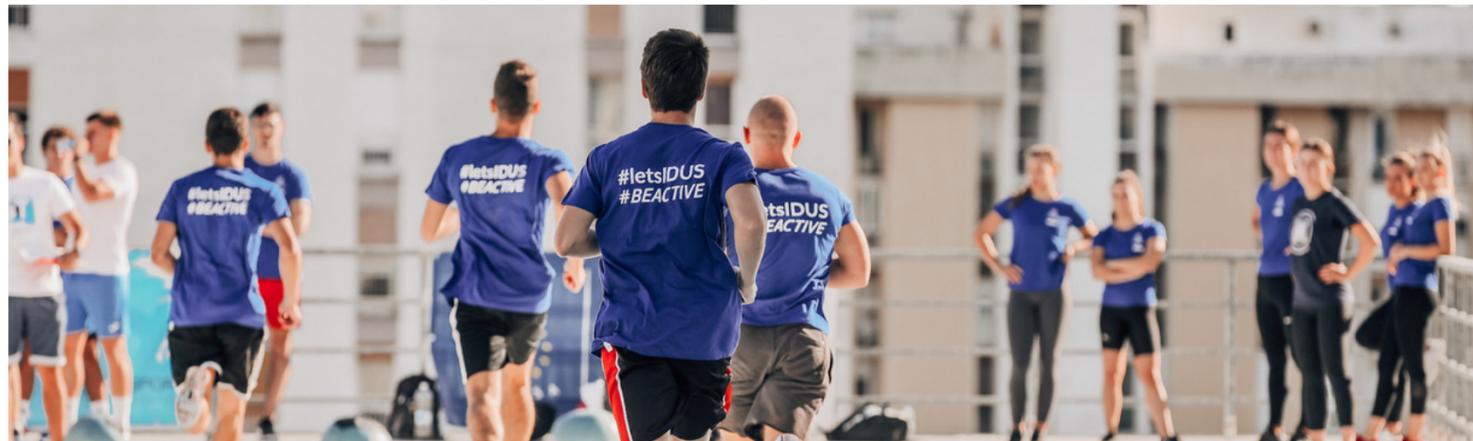


How are you? - Kako si?
Yes - Da
No - Ne
Where is ... ? - Gdje je ... ?
Thank you - Hvala
See you! - Vidimo se!

12.

Unisport Split

You can check their activities and social media accounts via this [link](#)



UNISPORT
SPLIT

13.

Student union UNIST

You can check their social media accounts via this [link](#)



14.

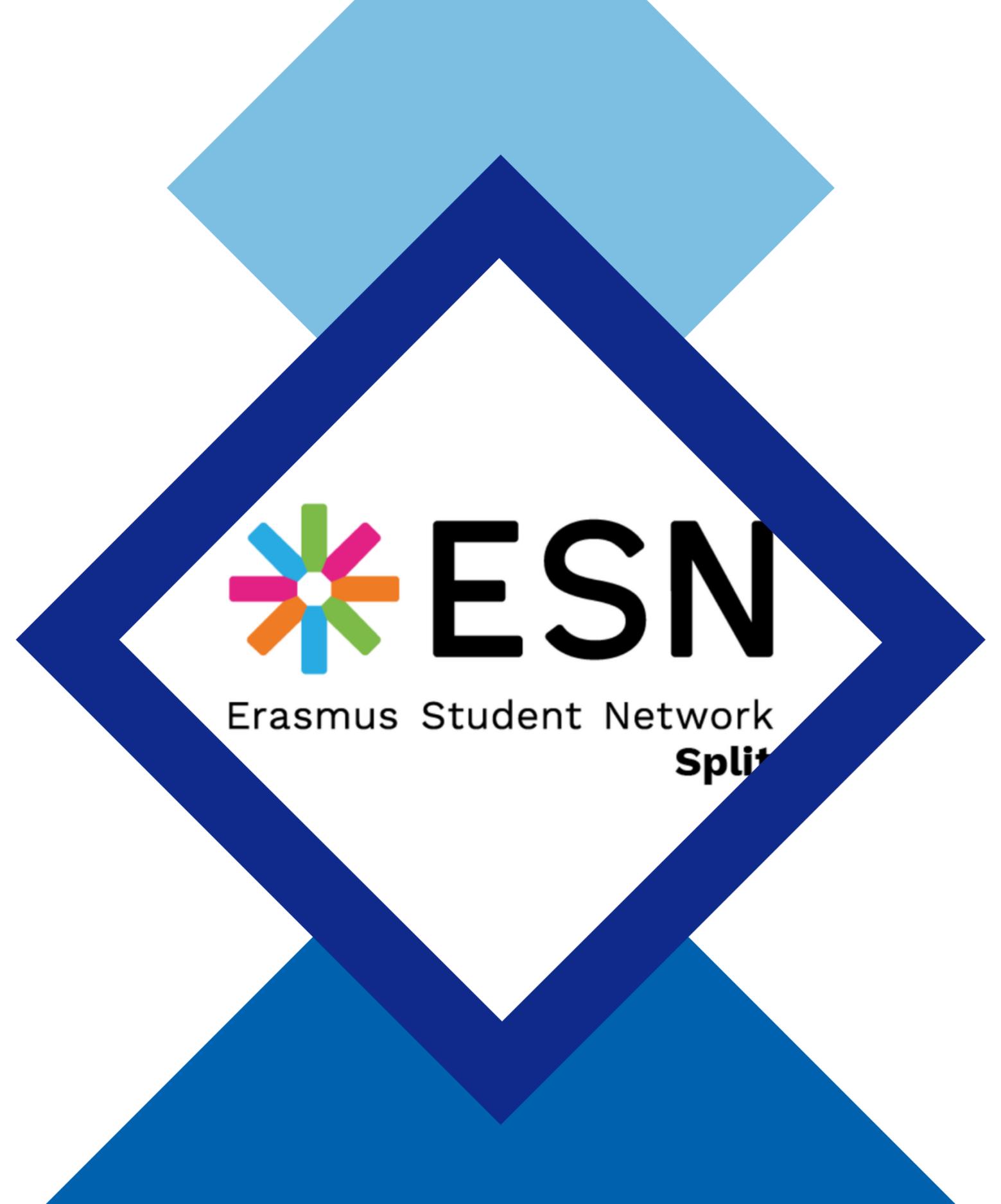
ESN Split

Erasmus Student Network (ESN) is the biggest student association in Europe. It was born on the 16th October 1989 and legally registered in 1990 for supporting and developing student exchange.

ESN is operating on three levels: **local, national, and international.**

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

You can check more about ESN Split via social media: [Instagram](#) & [Facebook](#)



Buddy system

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.

In order to join our Buddy program it is necessary to apply on the Papaya Platform which links you may find below:

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

Here is also a small presentation that easily explains how Papaya works: <http://bit.ly/papayaHowToENG>.

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



15. International Relations Office

We are located in the centre of the city.

Find us on social media accounts:
Facebook & Instagram

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

 Sinjska 2 (3rd floor), Split

 +385-21-545-075

 incoming@unist.hr

 www.unist.hr



SEE YOU IN SPLIT!

LOOKING FORWARD TO MEET YOU ALL!

