BUDDY GUIDE ESN SPLIT



EDITORIAL

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FOREWORD

Dear members of the buddy program, this is a guide that contains all the important information to make your experience with exchange students as enjoyable, easy and fast as possible.

Buddy is a volunteer who takes care of international students when they arrive in Split, and this guide will help you answer all important Erasmus student inquiries as soon as possible.

The guide contains information such as How to get to Split, accommodation, OIB and Residence Permit, International Offices and doctors, ESNcard.

TABLE OF CONTENTS

1. HOW TO GET TO SPLIT
2. HOW TO GET TO SPLIT
3. ACCOMMODATION
4. ACCOMMODATION
5. PERSONAL IDENTIFICATION NUMBER (OIB)
6. RESIDENCE PERMIT - **EU CITIZENS**
7. RESIDENCE PERMIT - **NON-EU CITIZENS**
8. INTERNATIONAL OFFICE INFORMATION
9. HEALTH TEAM
10. ESNCARD
11. BUS CARD

HOW TO GET TO SPLIT?

Plane:
Split Airport, also known as Sveti Jeronim Airport is located in Kaštel Štafilić 24 km outside of town, near the city of Trogir. There are shuttle buses driving to the Split ferry port in the city centre every 30 minutes after a flight has landed, the price of the ticket is 10 EUR. There is also the option of public transport, bus number 37 goes from Trogir every 20 minutes, and the bus station is immediately next to the airport, with the ticket being 4 EUR in the bus. The bus schedules are available on Promet Split website and app.

Car:

- If coming from the direction of **Zagreb**, you have two options:

1. The fastest option is to use the A1 Motorway Zagreb-Split, and take the Dugopolje exit, then follow the freeway to Split.
2. Another option is to go through the inland old road, through Karlovac, Plitvice Lakes National Park, Knin and Sinj. Have in mind that this is an older road, and if you are coming during winter, might be snowed in.

- If coming from the direction of **Rijeka**, you can:

1. take the A6 Motorway Rijeka-Zagreb and then merge at Bosiljevo onto A1 Motorway Zagreb-Split, take the Dugopolje exit, then follow the freeway to Split
2. You can also take the scenic route and travel down the Adriatic coast on Jadranska Magistrala, a road that stretches from Istria all the way to Montenegro.

- If coming from the direction of **Dubrovnik**, you can:

1. take the Jadranska Magistrala all the way to Split, or;
2. take the Jadranska Magistrala to Ploče and then enter the A1 Motorway Split-Zagreb. Take the Dugopolje exit, then follow the freeway to Split

HOW TO GET TO SPLIT?

Coach:
You can reach Split also by bus or by train. Bus services between bigger cities in Croatia are quite frequent and can be found on Split Bus Terminal webpage where you can check the incoming and outgoing schedules of busses, but the terminal only sells bus tickets and reservations in person.
In order to buy the tickets online, we suggest the GetByBus platform.
The biggest bus terminal in Croatia is the Zagreb Bus Terminal, with most of the international traffic.
To find international lines to Croatia and Split, we suggest checking out the Flixbus webpage.
By train, Split can be reached from Zagreb International Rail Terminal.
All information can be found on Croatian Railway Company webpage.

Ferry:
Jadrolinija company has lines connecting Split to Dubrovnik and Rijeka. Internationally, Split is connected to Ancona and Bari in Italy with Jadrolinija and Snav. You can find details, timetables and ticket prices on the webpages of respective companies.



ACCOMMODATION

There are 2 university dorms that accept a limited amount of international students.
Applications for the winter semester are accepted until June 1st, and applications for the summer semester are accepted until November 1st.
Aside from that, you have a few options, you have the Facebook groups, the website searches and the private dorm. Only a few of the posts are in English, most are in Croatian, but the landlords usually do speak English if you contact them with questions.

UNIVERSITY DORMS:

1. STUDENTSKI DOM DR. FRANJO TUĐMAN

- located on Campus
- around 250 rooms
- 6 accessible (disability-friendly) rooms
- gym and two sports courts
- three tea kitchens
- ten common rooms

2. STUDENTSKI DOM BRUNO BUŠIĆ

- around 170 rooms
- 4 accessible rooms (disability-friendly) rooms
- balcony, AC, fridge and Wi-Fi in every room
- sports court
- tea kitchens on every floor

ACCOMMODATION

Beside the dorms, you have an option of searching for yourself via Facebook groups, web-pages and similar pages who are used to advertise private accommodation.

These hostels accept international students for monthly stays, but they should be booked a **few months** in advance due to their smaller capacity.
Some of the hostels which accept students for monthly stays are:

- hostel Spinut
- hostel Dujam
- hostel Cool
- hostel Sweet Spot
- hostel Book and Hook (outside of Split)

The second option is searching via **Facebook groups.** There are some groups who focus on housing, but the rise of scammers in the past few years has been quite big. Before booking anything, you are more than welcome to send the accommodation information to your buddy or a member of the Support Team, so we can rightfully check it and avoid any possible scams.

Local Facebook group (Croatian language):
https://www.facebook.com/groups/558215024341462

International group (English language):
https://www.facebook.com/groups/477092733313253

PERSONAL IDENTIFICATION NUMBER (OIB)

- OIB (osobni identifikacijski broj) or Personal Identification Number is a number used for identifying natural and legal people 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. A visit to the tax administration office
2. The host faculty can apply for your OIB. In this case, the host Erasmus coordinator will contact you with the instructions to send the following:

Power of Attorney
OIB Request Form
Copy of passport (or ID if you're an EU citizen)

The OIB number can be requested personally and obtained immediately at street **Domovinskog rata 2**, 2nd floor, room 4. Office hours: 08h-13h, with a break from 10:30h-11h.

RESIDENCE PERMIT – EU CITIZENS

Residence permit

According to Croatian law, all foreign nationals intending to study in Croatia need to register their stay, meaning, after your arrival you are obligated to acquire a temporary residence permit. This is also valid for residents of EEA whose stay is longer than 90 days. In order to receive your transcript of records and letter of confirmation at the end of your study period, you will have to attach your temporary residence permit.

Every student applying for the residence permit should send the documents to: **st.sidup@mup.hr**

In order to get your residence permit as an **EU and EEA citizen**, you need to scan and send the following documents:

- form 1b
- form 6b
- scan of your ID card
- Letter of Acceptance from your faculty
- Lease Agreement
- proof you have enough money for living in Croatia (Scholarship or Erasmus+ grant confirmation)

RESIDENCE PERMIT – NON EU AND EEA CITIZENS

Residence permit and visa

You acquire your visa prior to your arrival in a Croatian embassy or consulate in your home country, or a Croatian embassy or consulate closest to your home county. Holders of valid Schengen documents, as well as documents, visas and permits of Bulgaria, Cyprus and Romania do not require an additional visa for Croatia

In order to get your residence permit as a **non EU and EEA** citizen, you need to scan and send the following documents:

- form 1a
- form 16a
- scan of your passport
- Lease Agreement
- Letter of Acceptance from your faculty
- proof you have enough money for living in Croatia (Scholarship or Erasmus+ grant confirmation)
- Statement of no criminal conviction

Lastly, if you are a non-EU or EEA citizen, but you **have a residence permit** within an EU or EEA country - you **do not need to apply for the residence permit** in Croatia. The documents you need to send are:

- mobility document (obtained in the police station)
- scan of your passport
- copy of your residence permit
- Letter of Acceptance from your faculty
- Lease Agreement

INTERNATIONAL OFFICE

The University of Split has participated in the Erasmus exchange program since the very beginning of its implementation in the Republic of Croatia in 2009 and now boasts over 500 Erasmus+ agreements with partner universities. Other than the Erasmus+ exchange program, the University of Split takes part in CEEPUS and other bilateral agreements.
The department of the University of Split responsible for exchange students is the International Relations Office.

Address: Sinjska ulica 2, 3rd floor

Working hours: Monday to Friday - 08:00-16:00
If you want to visit the International relations office, you have to make an appointment first.

Contact: Ana Ćosić, head of office
acosic@unist.hr

Incoming mobility
incoming@unist.hr

HEALTH TEAM

If you need medical help during your stay in Split and you have a European Health Insurance Card (EHIC), you can visit any general practitioner (family doctor) for basic medical issues such as fever, sore throat, cold, minor injuries, or prescription needs.
For more serious symptoms or urgent situations, you should go directly to the Emergency Department.
Always make sure to bring your ID and EHIC when visiting a doctor or hospital.

List of healthcare facilities and physicians



Emergency Department
Spinčićeva 1, 21 000 Split

ESNcard

Every ESN section offers its volunteers, as well as international students the option of making an ESNcard. ESNcard offers you discounts with our local and global partners.
Some of our local partners are listed here, but for a full list, visit our Instagram page or our Website. The card is valid **1 year** after making it. We are most proud of our international partners, whose discounts you can use after registering with your data on ESNcard.org – Eurosender, Ryanair, Flixbus.

The cards are made by the section parthership manager, primarily during Welcome week, and all you need is:

- a small picture
- 20 EUR
- a form of ID



BUS CARD

Once you've settled into your accommodation and taken care of the necessary paperwork, you'll be able to apply for a monthly student bus card which is valid in the area of the city of Split and is free of charge. This card will make getting around the city much easier, as the bus is the most popular and convenient form of public transportation in Split.

Bus cards are issued by PROMET SPLIT at Sukoišanska ulica, Sukoišan bus stop, Monday to Friday from 06:30 to 20:00, and on Saturday from 06:30 to 12:30.

For the first bus card, you need to bring:

- a small picture 30x35mm
- OIB number
- Acceptance letter (printed)
- ID or a passport



For any additional questions, contact our Support Team at **support@esnsplit.hr**

ESN
Erasmus Student Network
Split