University of Split

Erasmus+

# INSTRUCTIONS FOR ERASMUS+ STUDENTS COMING TO THE UNIVERSITY OF SPLIT

ACADEMIC YEAR 2026/2027



www.unist.hr

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Instructions overview

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# 1. Introduction

Dear students,

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

We would like you to have the most wonderful stay, and we will help to make your adventure in Split an unforgettable 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. The winter exam session starts at the end of January and finishes at the end of February.

Summer semester classes start in the first week of March and finish around mid-June. The summer exam session finishes mid-July.



# 3. Accommodation

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

All nominated students will receive the accommodation application form by email after the nomination period. 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 following the academic calendar. Students can book a place in a dormitory for one semester only. For additional information about the student housing rules, terms and conditions, click **here**.





## Student dorm Hostel Spinut

Student dorm **Hostel Spinut** is categorized with 3 stars***. The hostel has 4 kitchenettes, a game room (TV, billiards, darts, table soccer, etc.), a study room, an IT room, a coffee bar/patisserie, a restaurant, a summer terrace, and an everyday 24-hour reception desk.

The dormitory is under video surveillance and secured overnight by the security service. Being located in the very heart of Marjan Hill, it is surrounded by parks and forest parks.

Erasmus students are accommodated in double rooms. **The monthly price per person is 260€.**





# 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 of the University Library and a lot of faculties. The dorm has a gym, party room, sports hall, 2 sports grounds, 3 kitchenettes, 10 classrooms, rooms intended for socializing, a restaurant, and a coffee bar.

Erasmus students are accommodated in double rooms. **The monthly price per person is 260€.**

**Please note that the rooms offered in the Student dorm Campus are located above the restaurant, which can be noisy.**





# 4. Health insurance

International students are required to have **valid health insurance** during their mobility in Croatia in order to obtain a residence permit or approval of a temporary stay.



## EU/EEA/Swiss nationals

All EU/EAA/Swiss students can use the European Health Insurance Card (EHIC) that is valid during the entire period spent in Croatia. More information on the terms of using healthcare in Croatia is available on **the Croatian Health Insurance Fund (CHIF) website**.

## Third-country nationals from countries with bilateral healthcare agreements with Croatia

Based on the bilateral health care agreement on social insurance, Croatia regulates the issue of health care for foreign nationals from the following countries: **Bosnia and Herzegovina, Montenegro, Serbia, Turkey, and North Macedonia**. Students from the aforementioned countries are recommended to contact their public health insurance provider before arriving in Croatia in order to obtain the document that enables them to have health care in Croatia (bilingual form stamped by your health insurance company). The form should be presented at the CHIF, which will issue a health insurance document valid in Croatia.

## Other third-county nationals

All third-country nationals are required to take out comprehensive private health insurance or travel health insurance or Croatian health insurance, which is valid during the entire period spent in Croatia. Additional information can be provided by the respective **National Contact Point.**

# 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) can be accessed by way of a reference document (uputnica) issued by the selected physician.

- In very urgent cases, students can call the emergency service (phone 194).

- In case the 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 city center is open 24 hours (you can find out which one **here**).



# List of physicians:

- In case of illness during weekdays, students can visit any state primary health care physician:

  Healthcare facilities and physicians | HZZO (search for Split) https://hzzo.hr/en/national-contact-point-ncp/healthcare-facilities-and-physicians

- In case of illness during weekends or holidays, the doctor on duty (general practitioner and dentist) is available at the address Doverska 2, ground floor.



# 5. OIB (PIN) 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 OIB in two ways:

1) A visit to the tax administration office or
2) The host faculty can apply for your OIB. In this case, the host Erasmus coordinator will contact you with instructions to send the following:

1. **Power of Attorney**
2. **OIB request form**
3. Copy of passport (or ID if you are an EU citizen), certified by a notary public in the applicant's home country.

The OIB number can be requested in person and obtained immediately at: Domovinskog rata 2, 2nd floor, room 4, office hours: 08:00 – 13:00, with a break from 10:30 – 11:00.

# 6. Residence permit

- Students should check whether the dormitory or accommodation provider has registered their short-term stay.
- **All students must report their stay in Croatia to the Central Police Station within 2 days (48 hours) upon entering Croatia.**
- There are two options for submitting the documentation for a residence permit: **by email (recommended) or in person**.
  Please scan the required documents and send them to **st.sidup@mup.hr**
- All documents submitted by email must be in **PDF format**.
- You will be invited to collect the permit in person once it is ready.

Address**:** Trg Hrvatske bratske zajednice 8, Split
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 forms filled in and signed – **Form 1b**; **Form 6b**
- Valid ID card and its copy;
- Valid European Health Insurance Card and its copy;
- Acceptance letter from the University of Split;
- Proof of sufficient means of subsistence during stay in Croatia - statement of bank account, scholarship confirmation or similar;
- Rental agreement certified by a notary public or the Tax Administration

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

## NON – EU STUDENTS:

- Application forms filled in and signed - **Form 1a**; **Form 16a**

- **Form 18a** is required for third-country nationals (non-EU/EEA citizens) who are citizens of countries subject to the visa requirement for entering Croatia and are applying for their first temporary residence permit in Croatia. **Important:** Form 18a must be completed by a student and a licensed physician in the student's home country before arrival in Croatia and must not be older than 90 days when submitted.

- Valid passport and copy of the first page with the photo;

- Acceptance letter from the University of Split;

- Proof of secured accommodation: If staying in the student dormitory, provide an accommodation confirmation. If staying in private accommodation, provide a rental agreement certified by a notary public or the Tax Administration;

- Proof of the appropriate health insurance (bilingual document);

- Proof of sufficient means of subsistence during the stay in Croatia - statement of bank account, scholarship confirmation €362,25 per month; plus at least 869.40 for the return trip.

- Proof that the student has no criminal record in his/her home state or in the state where he/she stayed for more than one year before arriving in the Republic of Croatia. List of countries requiring the Apostille formality: https://gov.hr/en/authentication-legalisation-of-documents/476

  The original certificate must be submitted in person, even if the application has already been submitted online.

  Visa fees and exemption: https://mvep.gov.hr/services-for-citizens/consular- information-22802/visas-22807/issuance-procedure/fees/22824

  **Students are advised to request a confirmation stating that their application for a temporary residence permit has been received and is being processed.**

  A fee applies for the issuance of the residence permit.

## EXCEPTIONS:

All students who are third-country nationals holding a residence permit in an EEA member state may submit a mobility request. The following documents are required:

- **Mobility notice form**; **Form 16a**
- A copy of the travel document (passport from their country of nationality);
- A copy of the residence permit for study purposes issued by an EEA member state;
- Acceptance letter from the University of Split;
- A letter from the home university confirming that the student is part of the ERASMUS program;
- Health insurance;
- Rental agreement certified by a notary public or the Tax Administration or accommodation confirmation from the dormitory;

**NOTE**: Mobility can only be granted until the expiration date of the residence permit issued by another EEA member state.

# Residence permit – additional important information

- Temporary residence authorization for non-EU students is issued in the form of a biometric ID card, while for EU students it is issued in the form of a confirmation.

- You will also need to submit one personal document-size **photograph** (35 mm × 45 mm). You will receive an email from the Central Police Station with information regarding the photo, **payment procedure,** and the applicable fee.

- Students are strongly recommended to get all relevant original documents before arrival in Croatia. At the time of applying for a temporary residence, all documents should not be older than 6 months. All students, regardless of the duration of their stay in Croatia, must check with the relevant Croatian diplomatic mission how long their passport/ID card must remain valid after their stay ends. They should also check whether an "apostille" is required for any original documents and certified translations.

- Students are personally responsible for determining whether they require a visa to enter Croatia and, where applicable, for submitting their visa application and obtaining the appropriate visa before travelling to Croatia. Students are responsible for checking the applicable visa requirements and processing times with the competent Croatian diplomatic mission or consular authority in their country of residence.

- It may take several months to obtain your residence permit. If you have not received it and your departure date is approaching, please contact the Central Police Station by email or visit the station in person.







# 7. Transport

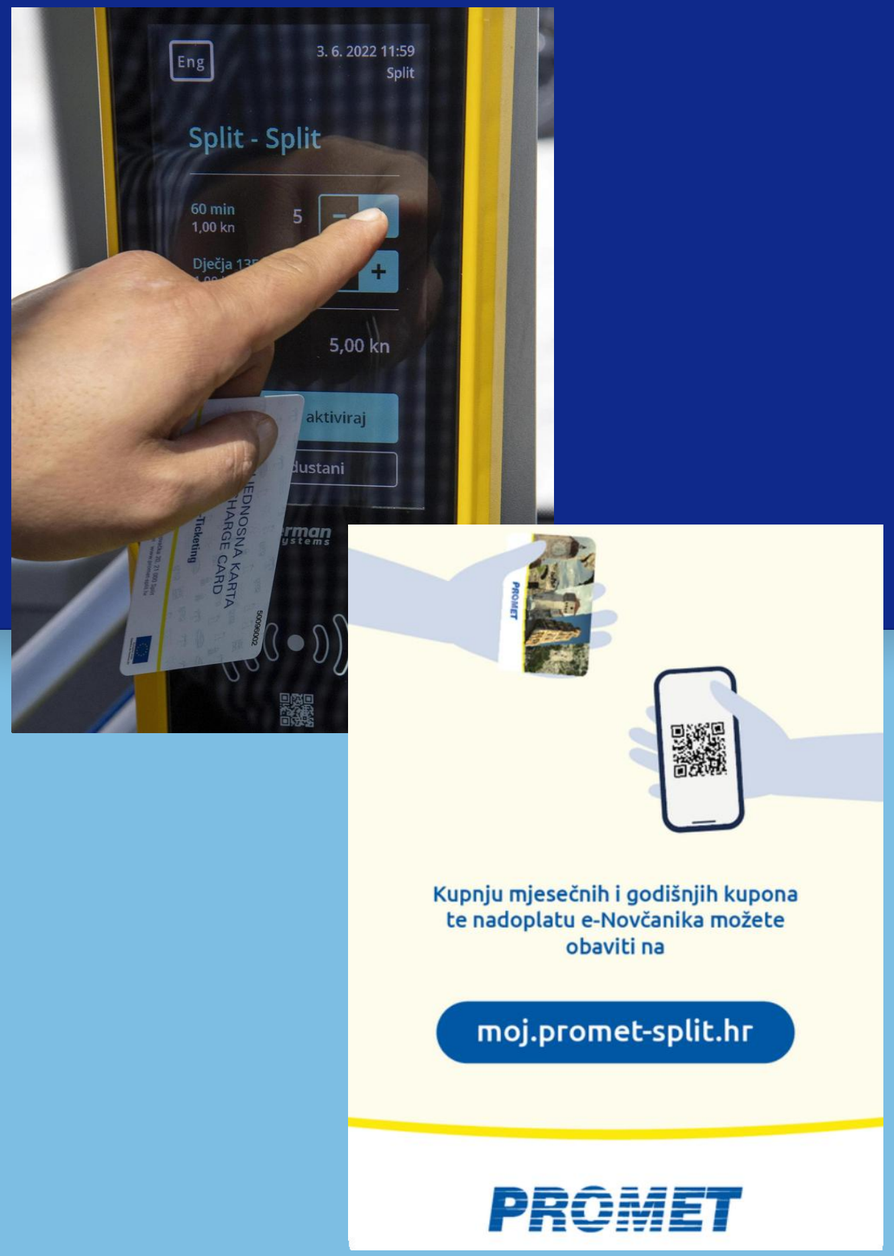
## Monthly bus ticket

### Where to buy?

PROMET SPLIT - Sukoišanska ulica, at the Sukoišan bus stop (Monday to Friday 06:30 – 20:00, Saturday 06:30 – 12:30).

### 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 from the University of Split
- ID/Passport




**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 (Sukoišanska 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 (Promet Split).**

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

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





## 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?

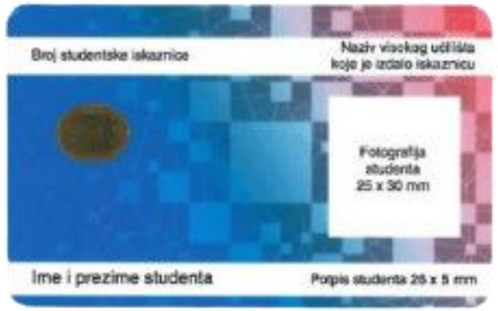
Users can register on the website www.nextbike.hr or on the mobile app “nextbike”.

**Locations of nextbike stations:**

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

# 8. X-card (student identity card)

The X-card is a student identification card that allows students to receive discounted prices in student bars, restaurants, etc.






## X-Card Procedure for Students Required to Obtain an OIB Personally

1) Student registers his/her stay at the **Police department** (address: Trg hrvatske bratske zajednice 9);
2) Student goes to the **Tax Administration Office** (Domovinskog rata 2, 2nd floor, room no.4) and gets an OIB - Personal Identification Number (required to make a student card);
3) The student sends OIB and photo to the Erasmus coordinator, or, if instructed, goes to the **student registration office** of his/her faculty, which:
   - Registers the 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);
   - Requests printing a personalized card (with photo);
   - Assigns a temporary card that is not personalized and with which the student gets subsidized meals;
4) Upon delivery of the printed card, the student returns the temporary card and receives a personalized card;
5) The cost of card issuance is to be paid by the student

# 9. Student restaurants

There are many 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

All currently registered students have access to the University library, with your X student card acting as your library card.

Please fill in the **form** to complete your registration.

**Working hours:**

Monday to Friday: 8:00 – 21:00, Saturday: 9:00 – 14:00
Night-time reading room: 21:00 – 00:00

Email: info@svkst.hr

Info: https://www.svkst.unist.hr/










# 11. Croatian language courses

## Application procedure

The Faculty of Humanities and Social Sciences, University of Split, organizes Croatian language courses for foreign students. The course will be available at the Center for Croatian Studies.

The enrollment process begins one month before the beginning of the semester. For further details, please visit:
https://www.ffst.unist.hr/en/centers/center_for_croatian_studies_abroadd

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 at the following **link**.








UNISPORT
SPLIT

# 13. Student union UNIST

You can check their social media accounts at the following **link**.







STUDENTSKI ZBOR
SVEUČILIŠTA U SPLITU

# 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 to support and develop 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 find more information about ESN Split on social media: **Instagram** & **Facebook**.



## Buddy system

To help you at the beginning, when you may face the greatest challenges, ESN offers a Buddy System. A Buddy is a local ESN student who helps incoming Erasmus students before and during their student exchange. Buddies can help with paperwork, language barriers, accommodation search, getting around, or anything else an incoming student might need.

To join the Buddy program, it is necessary to apply on the Papaya Platform, which 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 applying for a buddy before you arrive in Split.**





# 15. International Relations Office

We are located in the city center.

Find us on social media accounts: **Facebook** & **Instagram**.

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




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University of Split

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# SEE YOU IN SPLIT!

LOOKING FORWARD TO MEETING YOU ALL!



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