



Info Package



Erasmus+

Host: VEVU, Croatia

University of Applied Sciences
„Lavoslav Ružička“ in Vukovar

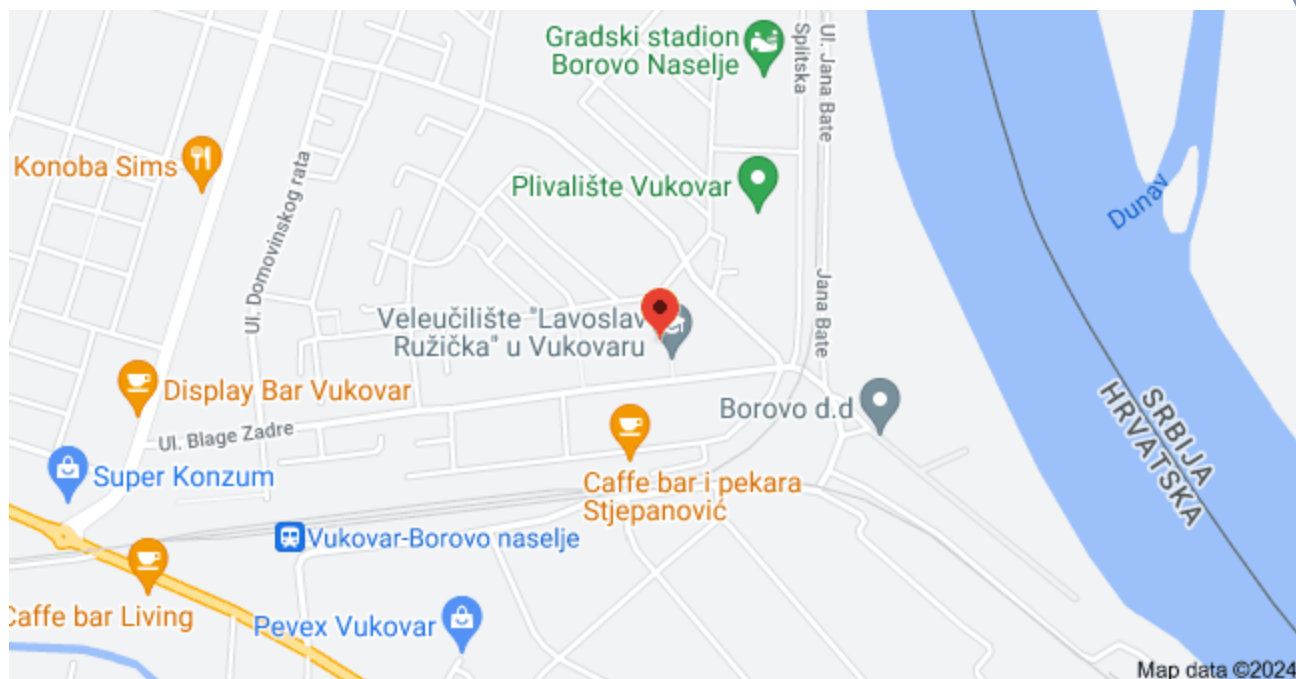
Blage zadre 2, 32000 Vukovar

March 2024

VENUE

VEVU | University of Applied Sciences „Lavoslav Ružička“ in Vukovar

New Location: Vukovar, Blage Zadre 2



University of Applied Sciences “Lavoslav Ružička” in Vukovar

Through its work and effort in the field of higher education ever since its establishment in 2005, the University of Applied Sciences "Lavoslav Ružička" in Vukovar has become a recognized institution of higher education in the Croatian Danube region. It is characterized not only by the high quality of its educational and scientific processes, but also by the integration of theory and practice in fields of biomedicine, health, economy, and public administration. Preservation of its reputation and the highest educational standards based on key European values is very important to the College, especially because it was named after Lavoslav (Leopold) Ružička, a distinguished Croatian chemist and the first Croatian to win the Nobel Prize. University of Applied Sciences "Lavoslav Ružička" in Vukovar is a contemporary higher education institution whose services are based on the experiences of a great number of scientists, teachers and experts from the fields of economy, law, biomedicine, and kinesiology.

www.vevu.hr

[vevuerasmus](https://vevuerasmus.com)



ARRIVAL

Airports



[Zagreb – Zračna luka Franjo Tuđman Zagreb](#)

[Beograd – Aerodrom Nikola Tesla Beograd](#)

[Budapest – Airport](#)

[Osijek – Airport](#)

http://www.osijek-airport.hr/wp-content/uploads/2021/10/RL_W21_10.pdf

More information about timetables and destinations is available on the official site of Croatia Airlines (www.croatiaairlines.com).

Bus



[Zagreb](#) – Vukovar 295 Km

[Belgrade](#) – Vukovar 160 Km

[Osijek](#) - Vukovar 36 Km

[Vinkovci](#) – Vukovar 25 km

Other links:

<https://busticket4.me/>

<https://www.buscroatia.com/>

Train



[Timetable link](#) in Croatia.

Vukovar train station - under reconstruction

Nearest stations:

Vinkovci

Osijek

Croatia has direct railway links with many European countries and cities. Information about Croatian railways and connections you can find here: <https://prodaja.hzpp.hr/en>.

Car



Rent a car – [booking.com](https://www.booking.com)

Vukovar is on the crossroad of Central and South-Eastern Europe and is halfway between the capital cities of Croatia, Serbia, Hungary and Bosnia and Herzegovina. Therefore, if you arrive by car from Zagreb, Belgrade and Budapest to Vukovar, your trip will take around 2-3 hours.

Distance from the border with Hungary is around 90 km, 30 km from Serbia and from Bosnia and Herzegovina is around 50 km. Depending on direction you are coming from please see the google map and get directions.

Cross borders with Hungary – Donji Miholjac or Beli Manastir

Cross borders with BIH – Orašje or Županja

Cross borders with Serbia – Ilok (40km) or Tovarnik (28km)

[Google maps \(https://maps.google.com/\)](https://maps.google.com/).

[Via Michelin \(https://www.viamichelin.com/\)](https://www.viamichelin.com/)

Taxi

You can find taxis in front of the train and bus stations and at numerous other central locations.

You can also order taxi online (see the links below), but the easiest way is to call them.

Taxi Cammeo

Phone: 00385 (0)32/330-040

Other

[**BlaBlaCar**](#) - car sharing

BEFORE ARRIVAL

HOW to get to VEVU

Options to get at University of Applied sciences “Lavoslav Ružička” in Vukovar:

Airport Zagreb + bus to Vukovar

Airport Zagreb + train to Vinkovci + Taxi to Vukovar

Airport Belgrade (Serbia transit) + Car Transfer/ Bus to Vukovar

Airport Zagreb + Airport Osijek /bus to Vukovar.

Airport Budapest + rent a car to Vukovar

VEVU is situated along the Danube bank at 10 min walking distance from the centre of Vukovar and the bus station.

Vukovar is small city, if you think **green**, you will not need a car to come to VEVU.

ACCOMMODATION

[Hotel accommodation](#)

[Rooms and Apartments](#)

[Private accommodation](#)

[Student dormitory](#)

For all information about on accommodation at dormitory on e-mal:

studentskidom-vukovar@vevu.hr

VUKOVAR

In order to really experience Vukovar, before arriving **[get to know us](#)**.

TRAVEL & SAFETY MEASURE

General information about safety:

<https://safearound.com/europe/croatia/>

Information about healthy measures:

<http://www.euro.who.int/en/countries/croatia>

International about travel and health:

<https://www.who.int/ith/en/>

Covid -19 requirements

Information about the situation regarding COVID-19, restrictions and measures is available at the links:

[Koronavirus.hr](https://www.koronavirus.hr)

[Enter Croatia](#)

[Re open EU](#)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<http://www.mvep.hr/en/consular-information/travel-information/general-information/>

Entry to Croatia

REPUBLIC OF CROATIA MINISTRY OF FOREIGN AND EUROPEAN AFFAIRS:

<https://mvep.gov.hr/services-for-citizens/consular-information-22802/22802>

1. [Travel Information](#)

Information link <https://mvep.gov.hr/services-for-citizens/consular-information-22802/travel-information/22806>

Passport, ID card or some other internationally recognized identification document, which proves your identity and citizenship, issued by governmental authorities of your home or resident country is required for entry to the Republic of Croatia.

2. [Visas](#)

Information link: <https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/22807>

The diplomatic mission or the consular office of the Republic of Croatia normally issues visas.

Visa requirements overview: Ministry of Foreign and European Affairs

Risk prevention tip: VISA check

Visas CANNOT be applied for or extended in Croatia! Please contact the Croatian embassy in your country of residence for more information. Ask for the Acceptance letter from host Erasmus coordinator on time, that covers some of the documentation needed for your visa application as soon as your complete application has been approved by the Erasmus Committee at VEVU that will host you.

IMPORTANT! Please bear in mind that the visa application process might take up to several weeks or even months so do try to file your application as soon as possible.

IMPORTANT: Documents enclosed with the application must be either original or a certified copy, while foreign documents have to be translated into Croatian language and certified in line with special regulations (by a public notary).

Documents must not be older than six months.

3. [Stay of Foreigners](#)

Information Link: <https://mvep.gov.hr/services-for-citizens/consular-information-22802/stay-of-foreigners/22809>

Police station Vukovar

Ul. Stjepana Radića 64, 32000, Vukovar

Location: <https://goo.gl/maps/FzF983jC9UM2>

Risk prevention tip:

Get to know the differences of Short-term stay and Temporary stay!

Please check the documents you need to have in order to get the temporary stay permit.

Information is liable to change; therefore, we advise check additional information before travelling.

Link for check the Embassies of foreign countries in the Republic of Croatia:

<https://mvep.gov.hr/embassies-and-consulates/embassies-of-foreign-countries-in-the-republic-of-croatia/244602>

Links with other useful information related to travel:

<https://ec.europa.eu/immigration/>

<http://www.doyouneedvisa.com/passport/Croatia>

<https://gov.hr/en/foreign-citizens-in-the-republic-of-croatia/342>

Health Insurance

Regulated health insurance is the prerequisite for being granted a temporary residence permit. You should make sure that all arrangements for your healthcare coverage (purchasing travel health insurance, acquiring a European Health Insurance card etc.) are done before your arrival in Croatia.

1. EU students

Health care services are available with a European Health Insurance card valid during the entire study period in Croatia. Info: [National Contact Point \(NCP\) | HZZO](#)

To be fully insured in case of accidents when repatriation is needed, students should arrange travel medical insurance, valid during their entire study period in Vukovar. In order to include eventual repatriation for medical reasons, urgent medical care and/or emergency treatment in a hospital, it is recommended that the minimum insured cover of the travel insurance is 30.000 EUR.

2. Non-EU students

Non-EU students must be fully insured against illness, accidents, death and civil liability for the whole duration of their stay in Croatia.

The issue of health care for non-EU-nationals during their stay in Croatia is regulated with some countries through special agreements signed between governments.

- Countries with health care agreements with Croatia

Students from Bosnia and Herzegovina, Macedonia, Serbia, Montenegro and Turkey will obtain the certificate which enables them to receive health care in Croatia. Upon arrival in Split, they should replace the certificate of healthcare entitlements with the Patient's certificate (in Croatian: bolesnički list) at the Croatian Health Insurance Fund (in Croatian: Hrvatski zavod za zdravstveno osiguranje; abbreviated HZZO) Central HZZO office Vukovar. Upon presentation of the patient's certificate, the student may obtain healthcare services from any doctor or health institution that has a contract with the HZZO within the scope established by bilateral agreement. Please note that you might be required to pay a participation fee if that is expected from Croatian insurers.

- Countries without health care agreements with Croatia

Students coming from countries which do not have social security agreements with Croatia (or if students are unable to obtain the document foreseen by the social security agreement) have 2 options:

1) become insured with the Croatian Health Insurance Fund (HZZO) upon arrival.

Steps are:

- with Personal Identification Number (OIB) go to Vukovar HZZO office. There, you will be provided temporary registration and issued a relevant confirmation letter entitling the student and binding the HZZO to medical insurance after the residence regulation;
- with the HZZO confirmation letter, the student returns to Central Police Station where the temporary residence permit is issued;
- after providing 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);

or

- arrange for travel medical insurance that is valid during the entire study period in Vukovar. There is also an insurance option through insurance companies within the travel and health insurance that the student can provide and thus be insured and reimbursed in accordance with the insurance contract. In order to include eventual repatriation for medical reasons, urgent medical care and/or emergency treatment in a hospital, it is recommended that min. ensured cover of the travel insurance is 30 000 €.

The student will need to present this proof of medical insurance upon arrival to Vukovar during application for the temporary residence permit.

For possible changes, please check this information on the official website Croatian Health Insurance fund:

<https://hzzo.hr/en>

[National Contact Point \(NCP\)](#)

IMPORTANT – be aware that:

The student will need to present a copy of this proof of medical insurance before arrival to Vukovar:

- **The health insurance are mandatory for Erasmus+ mobility for study**
- **The health and accident insurance and liability insurance (damages) are mandatory for Erasmus+ mobility for training (practice).**

Croatian Health Insurance Fund – Vukovar

/Hrvatski zavod za zdravstveno osiguranje – ispostava Vukovar (HZZO)

Ul. Andrije Hebranga 3, 32000, Vukovar

Location: <https://goo.gl/maps/aszC4RqcUxD2>

Emergency: Call 112

Emergency medical assistance Vukovar

Županijska ul., 32000, Vukovar

National Memorial Hospital "Dr. Juraj Njavro" Vukovar.

Županijska ul. 35, 32000, Vukovar

Health Center Vukovar

Sajmište ul. 1, 32000, Vukovar

Mobility Agenda

Arrival day – travel to VEVU, Croatia – accommodation

DAY 1, First work day 1 according the Mobility program

DAY...., Last working day – closing administration

Departure day – travel back to home country

TO DO UPON ARRIVAL

I. OIB NUMBER

OBLIGATORY FOR STUDENTS/STAFF INCOMING MOBILITIES

OIB is required for enrolment procedure, **opening bank account**, Internet access, student card “XICA”, public transportation card etc.

How to get your OIB?

Fill out the PIN request form. (Take it to the main Tax administration office)

OIB REQUEST FORM – [ENG](#); [CRO](#).

Documents requested – [ENG](#), [CRO](#).

Tax administration Vukovar / Porezna uprava Vukovar

Ul. dr. Franje Tuđmana 1, 32000, Vukovar

Location: <https://goo.gl/maps/Df3JV6NF6n82>

DOCUMENTATION NECESSARY FOR THE DETERMINATION AND ASSIGNMENT OF PIN (OIB)

FOREIGN NATURAL PERSON

1. Application for the determination and assignment of PIN (OIB)
2. Passport – the original is to be presented for inspection, and a copy thereof should be attached to the Application

In exceptional cases, if a foreign natural person does not hold a passport, they should attach the following documents to the Application:

- European Identity Card (citizens of the European Union) or
- Identification document issued by their state of citizenship with proof of citizenship.

The OIB will be issued within 30 minutes.

Tax administration

VAT FOR FOREIGN PERSONS: <https://www.porezna-uprava.hr/en/Pages/Vat-for-foreign-persons.aspx>

More info: <https://www.porezna-uprava.hr/en/Pages/PIN.aspx>

II. **BANK ACCOUNT – OBLIGATORY FOR KA171 INCOMING STUDENTS/STAFF**

In order to receive the grant for Erasmus+ mobility, the Erasmus+ Incoming students from partner countries (KA107) have to:

Open **bank account** (you can choose the bank upon your wish) – for opening bank account you need: **OIB** (osobni identifikacijski broj / personal identification number) and identification **document (PASSPORT)**

Bring the copy of OIB and bank account number (IBAN) the **Erasmus coordinator office at VEVU**

PLEASE NOTE: before leaving the Republic of Croatia close your bank account!

III. **REGISTRATION OF RESIDENCE**

According to the Croatian legislation, all foreign nationals (EU and non-EU) studying in Croatia must regulate their residence during their stay.

There are 2 types of residence registration:

- **up to 90 days permit (short-term)**
- **more than 90 days (temporary residence)**

Address registration

Upon arrival, non EU-students must report their short-term stay in Croatia to the Central Police Station (Forenges office) . This report should be submitted within 48 hours (72 during the weekend) upon entering Croatia.

Police station Vukovar

Ul. Stjepana Radića 64, 32000, Vukovar

Location: <https://goo.gl/maps/FzF983jC9UM2>

[Registration of temporary residence for EEA nationals](#)

[Registration of temporary residence for third-country nationals](#)

Temporary Stay Permit (TPS)

If your nationality does not require visa to enter Croatia you have to obtain a temporary stay permit once you are in Croatia. You have to submit your temporary residence application to the police administration / police station according to the intended place of residence.

For nationals that do require visa to enter Croatia you will need to apply for your Temporary Stay Permit before coming to Croatia. You have to submit your temporary residence application to a diplomatic mission / consular post of Croatia. Exceptionally, you can submit the application to the police administration / police station according to the intended place of residence if:

- you are coming for the purposes of regular undergraduate, graduate or postgraduate studies

- you are coming for the purposes of scientific research based on visiting contract
- you are covered by Article 76, paragraph 1, items 12, 13, 14 and 15 of the Aliens Act.

These are aliens working as a part of youth mobility programmes run by the Republic of Croatia in cooperation with other states, scientific research and aliens employed for scientific, scientific-teaching or other research work places in scientific legal persons, university professors, native speakers of foreign languages, foreign-language instructors and other lecturers invited by Croatian universities or registered foreign language schools, aliens working pursuant to an international treaty, other than the treaty referred to in Article 79, paragraph 1, item 2 of the same Act.

Students will obtain Temporary Stay Permit at the Ministry of Interior.

In order to obtain TSP you must have following documents:

- TSP application form – download
- A photo 30 X 45 mm
- A copy of passport
- A proof of valid health insurance (European Health Insurance Card (EHIC) or other health insurance valid in the EU travel insurance)
- evidence of sufficient means of subsistence – for a student who receives any kind of support (including Erasmus) a proof that confirms that student is entitled to support and the exact amount of support or bank statement which proves that student has enough funds to cover her / his stay
- evidence of the reason for temporary stay – Letter of Acceptance or Mobility Agreement
- Certificate of impunity - non-criminal record (issued by hometown court or police stating that a person did not commit crime on English or It needs to be translated into Croatian and certified by a public notary).

COST OF THE PERMIT (ADMINISTRATIVE FEE)

EU citizens do not have to pay the administration fee.

Non-EU citizens need to pay, depending on the mobility programme, up to 70 EUR.

- 20 HRK (approximately 3 EUR) for stamp
- 240 HRK (approximately 32 EUR) for all students to make the residence card
- 500 HRK (approximately 70 EUR) for non-EU residents

Prices are tentative and can be changed by the competent authority that issues permits, so check the prices directly at the institution.

MOBILITY PERIOD LONGER THAN 90 DAYS

EU / SWISS CITIZENS

EU citizens who plan to study in Croatia for more than 90 days are obliged to apply for the permission of the temporary stay for the purpose of studies (dozvola boravka).

MOBILITY PERIOD SHORTER THAN 90 DAYS EU citizens are not obliged to apply for the permission for temporary stay or to register their address if they are staying in Croatia shorter than 90 days.

NON-EU CITIZENS

MOBILITY PERIOD LONGER THAN 90 DAYS Non-EU citizens staying in Croatia for more than 90 days are obliged to apply for the permission of the temporary stay for the purpose of studies (dozvola boravka) within 48 hours after their arrival.

Within 30 days of receiving the notification that their temporary stay has been granted, foreigners have to report their residence to the police administration / station. Failing to do so within given time, the temporary stay permission / work and residence permit become invalid.

MOBILITY PERIOD SHORTER THAN 90 DAYS

Upon your arrival in Croatia and if you are staying in private accommodation (rented apartment or similar), you need to register your address within 48 hours. For the students who are staying at hotels or student halls of residence the address is automatically registered.

For more detailed information on the stay of aliens, visit the website of the Ministry of the Interior:

<http://stari.mup.hr/main.aspx?id=120027#Stay%20of%20aliens>

www.mup.hr

All the students accepted for an exchange at VEVU will be given Acceptance letter needed for the regulation of their temporary residence permit!

These instructions are for information purposes only, as the information within the institution is subject to change and should be checked on the official website of these institutions.

IV. STUDENT REGISTRATION AT VEVU

Registration takes place on the first working day following your arrival in Vukovar. After you arrive at VEVU, find the Erasmus coordinator office – ground floor – office P11.

Within your registration at Erasmus coordinator's, you will be given further instructions about enrolment procedure at student affair's office, and you will be assisted in further steps considering other formalities, administration and meeting your ECTS coordinator at host department.

V. ENROLMENT AT STUDENT AFFAIR'S OFFICE – ONLY SMS

After you register your arrival at VEVU with Erasmus coordinator, you have to do enrolment at Student affair's office ground floor – office P12.

For the enrolment, you will need:

- Copy of passport
- 2 passport-size photos

- copy of OIB Number
- Grade Transcript and Certificate of Enrolment from your home university
- Copy of Learning Agreement

VI. DATA FOR AAI @ EDUHR ACCOUNT – ONLY SMS STUDENTS

VEVU uses ISVU (Information System of Higher Education Institutions) and students need AAI @ EduHr account for access Studomat.

Studomat (<https://www.isvu.hr/studomat/>) is a module of the Information System of Higher Education Institutions (ISVU) for students.

Using Studomat students: apply for / cancel exams, review the schedule for a written exam / results of written exams, there is an oral exam schedule etc.

After you do the enrolment in the Student affair's office, you can get the AAI @ EduHr account at carnet hub, ground floor – office P09.

STUDENT IDENTITY CARD – THE X-CARD

Exchange students at VEVU are entitled to hold a student identity card, the so called X-Card. It is a sort of a pre-paid card used in students' cafeterias and restaurants. It is not only a "licence to eat", but also a card that proves your student status, so you can get some tickets and services at a reduced price.

Students from partner countries during their stay in Croatia within the KA171 activities are entitled to X-card as an ID student document, but without subsidies for having meals, they can use the student centre's restaurant but pay the full economic cost of the meal.

LECTURES/CLASSES

At welcome meeting, incoming student will meet their hosts and teachers and get the lecturers contact information.

Lecture timetables will be emailed to students by ECTS coordinator.

Consultative classes schedule will be agreed with the individual subject teacher.

Date of arrival is the first day the student has been present at the host institution for academic reasons (e.g. first course or welcoming event organised by the host institution)

Date of departure is the last day the student has been present at the host institution for academic reasons (e.g. the last exam passed).

BEFORE RETURN – CHECK LIST

- **Do the final report at MT+ System**

You will receive on your –mail invitation link from the European Commission system to take the Participant's report for you mobility.

After you fill it send the PDF copy to host HEI Erasmus coordinator mail.

Check Junk folder – sometimes mail recognise it as SPAM as it comes by system automatically.

If you do not get e-mail at least two weeks before your mobility ends, inform about it to host HEI Erasmus coordinator mail.

- **Contact departmental ECTS coordinator to TAKE FILLED form of Exchange student's record sheet and bring it to Erasmus coordinator one week before your leaving.**

- **GET YOUR TRANSCRIPT OF RECORDS**

- **Get "Certificate of Stay" / "Duration Sheet"**

- **Return X-card at students affair's offices**

- **Return all borrowed media and the library card**

- **Close the bank account**

- **Return keys to landlord**

- **Cancel all other contracts (e.g. mobile service plan, membership in any clubs or societies)**

- **Make sure, if you need to check out your stay at the police station.**

- **Sent the host HEI Erasmus coordinator your mobility experinces at e-mail.**

FAQ

Currency:

Official Croatian currency is Euro.

Currency regulations:

Foreign currencies can be imported and exported freely. Foreign currencies can be exchanged at banks, exchange offices, post offices and at most tourist agencies and hotels.

On-line currency exchange: <http://www.mjenjacnice.com>

Time zone:

Central-European time GMT + one hour (during summer: GMT + two hours).

Climate and Weather:

Continental climate (average summer temperature: 20° C; average winter temperature: 1° C)

Weather forecast Meteorological and Hydrological Service (http://meteo.hr/index_en.php)

Electricity:

Voltage of city power grid – 220(230) V, frequency 50Hz

Water:

Tap water is potable (safe to drink) throughout Croatia.

WELCOME AND ENJOY YOUR STAY IN VUKOVAR AND CROATIA!

Contact Person:**Institutional Erasmus Coordinator:**

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Looking forward to welcoming you at VEVU!