

PAYMENTS (CEEPUS, GUEST PROFESSORS, GRANTS, etc)
Faculty of Humanities and Social Sciences University of Zagreb (FFZG)

UPLATE (CEEPUS, GOSTI PROFESORI, STIPENDIJE, itd)
Filozofski fakultet Sveučilišta u Zagrebu (FFZG)




Other practical information for guest professors:
<https://web2020.ffzg.unizg.hr/international/staff-mobility/guest-professors/practical-information-for-guest-professors/>




PAYMENT/MONEY TRANSFER TO YOUR BANK ACCOUNT

You can choose a payment to a BANK ACCOUNT:

Use your existing bank account at your home country **or** open a bank account in Croatia

You want the payment to be made to your bank account in your home country: send the following information to our Accountancy Office		
<ol style="list-style-type: none"> 1. Your name, surname, hometown address, passport number 2. OIB* 3. Name of the BANK 4. IBAN 5. SWIFT or BIC 		Accountancy Office / Računovodstvo Vesna Tkalčić Barišić, e-mail: vtbarisi@ffzg.hr phone: (++ 385 1) 4092 201

You will open /or you have a bank account in Croatia: send the following information to our Accountancy Office		
Open a Bank ¹ (current = TEKUĆI RAČUN or giro = ŽIRO RAČUN) account in Croatia You will need: OIB* and Passport / or ID (pending on your nationality) . Before leaving Croatia CLOSE your Bank account (if you will not use it)		
Send to our Accountancy*:		
<ol style="list-style-type: none"> 1. Your name, surname, hometown address, passport number 2. OIB* 3. Name of the Bank 4. Account number IBAN 		Accountancy Office Računovodstvo Vesna Tkalčić Barišić, e-mail: vtbarisi@ffzg.hr phone: (++ 385 1) 4092 201

Additional information: **Office for International Cooperation**/Služba za međunarodnu suradnju
Tamara Šveljo, email: tšveljo@m.ffzg.hr
(++ 335 1) 409 22 66

¹ You can select any Bank in Croatia

***OIB**

(PIN personal identification number)

OIB is assigned by the Tax Administration Office

***TAX ADMINISTRATION OFFICES** (you can go to any office)
Addresses and office hours are listed on page 8. and 9. of the
General Info Package for CEEPUS Scholarship Holders
you received from the Agency.

DOCUMENTATION

1. **Application form***
2. **Passport*** – the original is to be presented in the Tax Office, and a copy thereof should be attached to the Application

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

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

***APPLICATION FORM:**

An application for determining and assigning personal identification number can be downloaded in [Croatian](#), [English](#) or [German](#), or filled out in the Tax Office.
(to download click on the language you prefer to fill out the document)