

INFORMATION PACKAGE INCOMING EXCHANGE STUDENTS 2025/2026

OFFICE FOR INTERNATIONAL COOPERATION

Faculty of Humanities and Social Sciences

[Ivana Lučića3, HR-10000 Zagreb](#)

Office is in the Library, ground floor, behind the Information counter

OFFICE location (Please contact us **BEFORE** coming to the Office to make an appointment)

Ms Ivana Bedeković

STUDENT MOBILITY OFFICER

Contacts: E-mail: incoming@m.ffzg.hr Tel. (00 385 1) 40 92 138

OFFICE HOURS FOR INCOMING EXCHANGE STUDENTS

IMPORTANT NOTICE! We will welcome visitors personally upon prearranged appointment for visit (date and time).

ORIENTATION MEETING AT THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES

MONDAY, 23.2.2026. at 9,30*

FACULTY COUNCIL HALL / VIJEĆNICA

**Students are obliged to participate in Orientation meeting so plan your trip and arrival accordingly.*

Only students whose mobility starts later (later in March, April...) are excused of participating.

ENROLLMENT PROCEDURE

***Please note: some procedure details could be changed during the following days**

BA and MA students (Undergraduate and Graduate)

Enrollment will be provided by Office for International Cooperation and Students Administration Office.

CONTACTS:

Student's Administration Office

Mrs Izidora Herold

HEAD OF THE STUDENT'S ADMINISTRATION OFFICE

Email: isherold@m.ffzg.hr

(Working hours 10-14, break: 11-11,30)

Office for International Cooperation

Ms Ivana Bedeković

STUDENT MOBILITY OFFICER

E-mail: incoming@m.ffzg.hr Tel. (00 385 1) 40 92 138

In order to enroll please:

- Fill out the **Enrollment form (excel table)** and send it together with **1 digital photo (300x300 pixels)** and the **proof of payment** for enrollment package (details are available under the **IMPORTANT NOTICE***) to incoming@m.ffzg.hr
- Bring in person (to the orientation meeting) **1 photo (3x3,5 cm)** and
- **Public transportation form** (filled out – [instructions on how to fill it out](#))

PhD students (Postgraduate/Doctoral)

Students are required to contact Postgraduate studies office before arriving at the Faculty in order to arrange date, time and the enrollment procedure.

POSTGRADUATE STUDIES OFFICE (Referada za poslijediplomske studije)

Contact: Mrs Sanja Ivanović (sivanovic@m.ffzg.hr); Mrs Anamarija Stipeč (astippec@m.ffzg.hr)

(Room A-002, Working hours 9-13, break: 11-11,30)

In order to enroll please:

- Fill out the **Enrollment form (excel table)** and send it together with **1 digital photo (300x300 pixels)** and the **proof of payment** for enrollment package (details are available under the **IMPORTANT NOTICE***) to Postgraduate Studies Office (Ms Ivanović, Ms Stipeč)
- Bring in person **1 photo (3x3,5 cm)** and
- [Public transportation form](#) (filled out – [instructions on how to fill it out](#))

OIB – PERSONNAL IDENTIFICATION NUMBER (PIN)

In order to enroll you will need to obtain the **OIB (Osobni Identifikacijski Broj / Personnal Identification Number-PIN)**. If you do not have OIB yet, please, obtain the OIB as soon as possible (upon your arrival).

This number is a prerequisite for enrollment procedure, opening bank account, Internet access, student card "XICA", public transportation card etc.

HOW TO GET IT? <https://www.porezna-uprava.hr/en/Pages/PIN.aspx>

Print the [Form for OIB](#) and fill it out. ([Instructions on how to fill it out](#))

Take the copy of your Passport or ID card and then go to:

ADDRESS:

In Zagreb scholarship holders can obtain the OIB number at any of the 9 tax administration offices, preferably the one closest to your dorm/faculty or your home address:

Tax Office Črnomerec, Trg Francuske Republike 15, phone: + 385 1 6628 070, Working hours: 08:00 –15:00

Tax Office Dubrava, Dubrava 49, phone: +385 1 6628 140, Working hours: 08:00 – 15:00

Tax Office Maksimir and Trnje, Albrechtova 42, phone: +385 1 6628 440, Working hours: 08:00 –15:00

Tax Office Medveščak, Draškovićeve 15, phone: +385 1 6628 210 Working hours: 08:00 – 15:00

Tax Office Novi Zagreb, Avenija Dubrovnik 12, phone: +385 1 6501 000 Working hours: 08:00 – 15:00

Tax Office Peščenica, Zapoljska 1, phone: +385 1 6628 290 Working hours: 08:00 – 15:00

Tax Office Sesvete, Trg Dragutina Domjanića 4, phone: +385 1 2386 600, Working hours: 08:00 –15:00

Tax Office Susjedgrad, Sigetje 2, phone: +385 1 6628 351, Working hours: 08:00 – 15:00

Tax Office Trešnjevka, Park stara Trešnjevka 2, phone: +385 1 6628 500 Working hours: 08:00 – 15:00

ENROLLMENT:

*IMPORTANT NOTICE:

- Students who already have been enrolled at Faculty of Humanities and Social Sciences and have Iksica (from previous mobility at the Faculty of Humanities and Social Sciences) **do not have to pay for Enrollment package.**
- All other students are required to submit the confirmation of payment/transaction. Please send the copy of the confirmation to: incoming@m.ffzg.hr.

You can pay in advance, from your home country via NET BANKING or upon arrival in any bank, Post-office or FINA (Finance agency) using the following data:

PLATITELJ (who is paying - STUDENT): NAME AND LAST NAME

PRIMATELJ (Account holder): FILOZOFSKI FAKULTET, Ivana Lučića 3, 10000 Zagreb

IBAN: ACCOUNT NUMBER: HR1823600001101311177

SWIFT CODE: ZABA HR2X (for international transactions only)

MODEL: HR01

POZIV NA BROJ (Reference number): 31-800-1009

IZNOS (Amount): 50,00 EUR

TROŠKOVNA OPCIIJA (Payment option): "OUR" (payer pays all transfer charges)

SVRHA PLAĆANJA (Purpose): UPISNI PAKET ZA INOZEMNE GOSTUJUĆE STUDENTE

ACADEMIC CALENDAR 2025/26 (it may be different for PhD programmes)

	Winter semester 01.10.2025. – 23.01.2026.	Summer semester 23.02.2026. – 10.7.2026.
CLASSES: Undergraduate (BA) and graduate (MA)	01.10.2025. – 23.01.2026.	23.02.2026. - 05.06.2026.
EXAMS:	26.01.2026. - 20.02.2026.	08.06.2026. - 10.07.2026.

NATIONAL HOLIDAYS IN CROATIA (non-working days)

January 1	<i>New Year's Day</i>
January 6	<i>Three Kings Day</i>
Easter and the day after	<i>Easter Sunday and Monday</i>
May 1	<i>Labour Day</i>
60 days after Easter	<i>Corpus Christi</i>
June 22	<i>Anti-Fascist Struggle Day</i>
June 25	<i>Day of Croatia Statehood</i>
August 5	<i>Victory and Homeland Thanksgiving Day</i>
August 15	<i>Assumption of Mary</i>
November 1	<i>All Saint's Day</i>
November 18	<i>Remembrance Day</i>
December 25 and 26	<i>Christmas (University Christmas holidays 25.12.-6.1.)</i>

Student Card X-ica (IKSICA)

The student card, so-called "x-ica" will be issued by the faculty after enrollment and it will be activated from the semester start date.

Students will first receive temporary Iksica and after approx. two weeks it will be exchange for personal Iksica.

Benefits: enables students to eat in student restaurants, get discounts when travelling, going to cinema, theatre, clubs, Faculty Library access is available with Iksica.

Specific discount for student meals: The Croatian Ministry of Science and Education allows a weekly subsidy to the following categories of exchange students (BA, MA and PhD level): Erasmus+ and CEEPUS. All other categories of exchange students must pay the full price of a meal.

Student meal prices:

- full price of the daily menu is €3,00;
- students that receive a subsidy on the card pay €0,86 whereas the rest (71,24%) is covered by the subsidy (weekly subsidy of €29,91, i.e. €119,66 monthly).

COURSE SCHEDULE and LIST OF ECTS/CEEPUS COORDINATORS

Course schedule – is available on the [link](#), but we strongly recommend contacting [departmental ECTS/CEEPUS coordinator or Head of the PhD programme](#) in order to finalize your timetable and define teaching method:

- in classroom (face to face)

- in a form of consultations

INTERNET ACCESS (Wi-Fi) - you can log in with your credentials (if you use eduroam at home university) or we will provide you with credentials after enrollment

AAi identity – available after enrollment

OMEGA, E-LEARNING – contact respective professors in order to arrange details for e-learning via Omega system

CONFIRMATION OF ARRIVAL – if you are already in Zagreb, please send the form (Certificate or Confirmation of Arrival) to incoming@m.ffzg.hr in order to be signed and stamped.

LEARNING AGREEMENT – all changes will be done after the enrollment – **during the first 3 weeks**. In the final version of enrollment table (excel) under the field COURSES all courses have to correspond with final version of your LA.

TRANSCRIPT OF RECORDS

Transcript of Records (TOR) is issued at the end of student's stay, after the examinations. Student has to register for the exam via Studomat (application). Professors will register grades into the system (called Nastavnički portal) and student will have online access to the Transcript.

OTHER CONFIRMATION LETTERS

For all confirmation letters such are: confirmation of arrival, confirmation of departure, confirmation of attendance etc. students should contact Ms Ivana Bedeković (Student mobility coordinator).

LIBRARY

Guest students with opened AAI@EduHr electronic identity are allowed to enroll at the Library of the Faculty of Humanities and Social Sciences. Faculty Library access is available with Iksica.

For more details – refer to: <http://knjiznica.ffzg.unizg.hr/>

CEEPUS SCHOLARSHIP (PAYMENT) – only for CEEPUS students!

In order to receive the scholarship, you will need to send an email to Mrs Vesna Tkalčić Barišić (Accounting Office) e-mail: vtbarisi@m.ffzg.hr with following data:

- **Name of the Bank and Account number – IBAN** (if you are in Croatia and would like to open the bank account here, you can do it at the bank upon your wish); you can also use the **international bank account** if you wish (account that you already have in your home country)
- **Your Bank Account must be on your name**
- **Residential address (place of residence/adresa prebivališta)**
- **OIB** (osobni identifikacijski broj / personal identification number)

PLEASE NOTE:

- Before leaving Republic of Croatia close your Bank account opened in Croatia
- For students who will participate in virtual mobility, scholarship will be transferred after the mobility ends and upon submitting the mobility report.

IN CASE YOU NEED A DOCTOR

If you don't feel well and need a doctor, this the address where you can turn to / make an appointment:

<http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/students-health-and-well-being/>

If it's a weekend / bank holiday, you should go to the EMERGENCY MEDICAL ASSISTANCE INSTITUTE located in Heinzlova 88. This hospital receives accident victims and patients with sudden, serious illnesses 24-hours a day.

IN EMERGENCIES FOR WHICH AN AMBULANCE IS NEEDED DIAL 112!

112 is the emergency number for fire, ambulance and police. You will be asked to explain what has happened, where it has happened and from which number you are calling.

CHECK LIST:

ACTIVITY:	YES	NO
OIB - (Osobni Identifikacijski Broj / Personal Identification Number)		
Enrollment PACKAGE fee (must be paid before enrollment)		
Enrollment form (excel table)		
Photos – original (3+3.5 cm) and digital (300x300 pixels)		
Confirmation of arrival (bring the form to Orientation Meeting) – <i>if necessary</i>		
Contact your Departmental ECTS/CEEPUS Coordinator/s; mentor/supervisor; Head of PhD programme		
Schedule/Timetable – lectures, consultations...		
Learning Agreement – changes (within 3 weeks from the start of semester) – <i>if necessary</i>		
End of mobility (Transcript of Records, Confirmation of stay) –		

ZAGREB – TOURIST AND PRACTICAL INFO

<https://www.infozagreb.hr/multimedija/brosure>
<https://www.infozagreb.hr/en/multimedia/brochures>
<https://www.infozagreb.hr/de/multimedia-de/broschren>
<https://www.infozagreb.hr/es/multimedia-es/folletos>
<https://www.infozagreb.hr/fr/multimedia-fr/brochures>
<https://www.infozagreb.hr/it/multimedia-it/opuscoli>