

PAYMENT GUIDE FOR GUEST PROFESSORS

CEEPUS grants guest professor

University of Zagreb Faculty of Humanities and Social Sciences (FFZG)
Sveučilište u Zagrebu Filozofski fakulteta (FFZG)

At a glance: To receive your payment, choose one bank account option, obtain an OIB* (Croatian Personal Identification Number), and send the required details to the FFZG Accountancy Office.

1. Choose where you want to receive the payment

You may use either:

- your existing bank account in your home country; or
- an existing or newly opened bank account in Croatia.

OPTION A: Account in your home country	OPTION B: Account in Croatia
Send the Accountancy Office: • Full name • Permanent/home address • Passport number • OIB* • Bank name • IBAN • SWIFT/BIC	You may choose any bank in Croatia. Ask the bank about a current account (tekući račun) or giro account (žiro račun). To open an account, you will normally need: • OIB* • Passport or identity document, depending on nationality Then send the Accountancy Office: • Full name • Permanent/home address • Passport number • OIB* • Bank name • IBAN

Before leaving Croatia: If you opened a Croatian bank account only for this payment and will not use it again, remember to close it before you leave.

2. Send your data to the FFZG Accountancy Office

Office	Accountancy Office / Računovodstvo
Email	vtbarisi@ffzg.hr
Phone	+385 1 4092 201

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OIB*

OIB is assigned by the Croatian Tax Administration. Apply preferably before arriving in Croatia.

Choose one application method:

- [Online through e-Citizens/eIDAS, if EU eligible*](#)
- At a Croatian embassy or consulate before arrival
- [In person at a Tax Administration Office in Croatia](#)

☐ Complete the OIB application form.

☐ Prepare a passport and a copy. If you do not have a passport, prepare an EU identity card or another national identity document together with proof of citizenship.

☐ Submit the application and keep the assigned OIB number for administrative procedures in Croatia.

Application forms

Download the form in: [Croatian](#) | [English](#) | [German](#)

The application form may also be completed at the Tax Administration Office.

Useful links

Tax Administration Office directory

[Find Tax Administration offices in Croatia](#)

FFZG practical information for guest professors

[View practical information](#)



***Important:** Citizens of Greece, Ireland, Hungary and Romania cannot currently use the e-Citizens OIB service because their national digital credentials are not yet integrated or fully aligned with cross-border eIDAS.

Updated according to the Ministry of Science, Education and Youth instruction dated 14 August 2026.