



AGENCY FOR
MOBILITY AND
EU PROGRAMMES

REPUBLIC OF CROATIA
MINISTRY OF SCIENCE, EDUCATION AND SPORTS

2013-2014 American Fulbright Scholars/Students

Following are the benefits that the Ministry of Science, Education and Sports (MSES) of the Republic of Croatia and the Agency for Mobility and EU Programmes (the AMEUP) will provide to American Fulbright Scholars/Students for the 2013-2014 academic year:

1) **Local Stipends**

Each Fulbright **Scholar** will receive a stipend of \$1,250 per month, payable in local currency, to cover living expenses and contribute to housing expenses.

Each Fulbright **Student** will receive a stipend of \$ 950 per month, payable in local currency to cover living expenses and contribute to housing expenses. Students wishing to stay at the university dormitory for the duration of their grant will be charged around 55 USD (300 Croatian Kuna) per month which they will pay in cash directly to the student dormitory.

In order to receive the stipend upon arrival in Croatia, grantees need to open a giro bank account (“žiro račun”) **starting with the number 31 and they will** receive their monthly allowance between the 1st and 10th day of each month. We suggest that they bring enough money to cover the initial expenses. To open the bank account grantees will first need to request a tax number (**OIB**) at the Central Tax Administration at 32 Avenija Dubrovnik, 5th floor, room 529 (for the grantees placed in Zagreb). They will need a passport and the [Request Form](#). The form is only available in Croatian, but the clerk at the Tax Administration can help fill it out. After grantees obtain the OIB, they should open a giro bank account at a bank and provide the AMEUP with the account information. Before departing grantees have to make sure that they close the account. The grantees placed in other cities need to go through the same procedure with assistance of the International Relations Office at the University which will provide the address of the local Tax Administration office.

2) **Taxes in Croatia**

Educational and scientific grants in Croatia are exempt from taxation. Therefore, stipends for Fulbright Scholars/Students quoted in item (1) represent net amounts.

3) **Housing**

The MSES and the AMEUP will assist all Fulbright Scholars/Students in securing appropriate apartments during their stay in Croatia, either directly or through the International Relations Office of the host university.

While in the process of locating appropriate housing, grantees may request temporary accommodation at university dormitories. Since university accommodation facilities are limited, grantees who need temporary housing are kindly asked to send a request to the AMEUP at least one month before their arrival. University facilities cannot accommodate dependents. There are no single rooms available, double rooms are regularly shared.

4) Croatian Entry and Residence Requirements

The Croatian government passed a new Law on Foreigners similar to residency and entry laws of European Union member states. According to the Law, all foreigners staying in Croatia for more than 90 days must apply for a residence permit. Grantees can either apply in the U.S. or upon arrival in Croatia. **We strongly recommend that they apply upon arrival in Croatia for reasons of simplicity, cost and time saving.** If the grantees are accompanied by dependents, who plan to stay in Croatia for more than 90 days, the AMEUP and/or university International Relations Offices will facilitate their application upon arrival in Croatia together with the grantee. U.S. citizens can enter Croatia with their passports only.

Procedure in Croatia - for all grantees and dependents

Address Registration:

1. Foreign citizens (grantees) staying at hotels or student dormitories - are automatically registered as foreign guests with the City Police Department.
2. Foreign citizens (grantees) staying at a private apartment - register their address, or change of address, in person at the City Police Department within three days of arrival (weekends excluded). The AMEUP and/or university International Relations Offices will assist grantees with this matter. A valid Croatian Identity Card of the landlord/landlady who legally owns the apartment will be necessary. It is also recommended that the landlord/landlady accompany the grantee in person when registering the address. There is a registration form to fill in, and the foreigner gets a receipt which is valid as a "short-term permit" for 90 days (if a residence permit has not been issued yet or if it is a dependent on a short-term stay). If he/she leaves the country during this period and comes back again he/she has to report it to the City Police Department. If during the stay in Croatia the address is changed, the address registration procedure should be repeated.

First Residence Permit: An application for the First Residence Permit has to be submitted within 90 days of arrival, in person, at the City Police Department. For that purpose, please bring the following documents from the U.S.:

- U.S. passport + one xerox copy of the passport page with the picture;
- one color photograph (35x45 mm).

Upon submitting documents for the First Residence Permit (procedure in Croatia), the following should also be attached to the application:

- filled out application form;
- xerox copy of the address registration form;
- lease agreement or joint statement with the landlord/landlady (in Croatian, notarized at a notary public's office - "javni bilježnik");
- letter by the AMEUP;
- letter of affiliation by the Croatian host institution.

In order to facilitate the procedure and explain the purpose of the visit, the AMEUP will issue a letter to each grantee. The AMEUP will also request from the host institutions to issue each grantee a letter of affiliation.

If grantees plan to come to Croatia with dependents who will accompany them for a period of more than 90 days, they should bring the following additional documents from the U.S.:

- marriage certificate for the spouse,
- birth certificates for the children.

All documents should have an apostille certificate of the issuing authority in order to be internationally valid. The translations of the documents are done in Croatia at a certified translator's office ("sudski tumač") and the application is submitted for every person separately.

If minor children stay in Croatia with only one parent the written consent of the other parent (notarized in the US and officially translated into Croatian) must be submitted.

When the first residence permit is issued, an administrative fee of around \$100 is normally charged. Grantees of the MSES/AMEUP are exempt from the administrative fee, they only need to pay about \$10 for the application and the sticker for the passport. However, all the family members requesting a first residence permit will be charged the regular administrative fee (\$100 per person).

5) Medical Insurance

The AMEUP will refund total costs of primary, and partial costs of specialist health care for grantees during their stay in Croatia. Upon arrival, the grantees will receive a list of medical services which can be reimbursed on the basis of an original receipt of a medical doctor. Grantees pay for the service on the spot and get a refund later upon request. Please note that only grantees, not dependents, are entitled to this benefit.

6) **Contact**

Ministry of Science, Education and Sports
Donje Svetice 38, 10000 Zagreb, Croatia
t. +385 1 4569 000
f. +385 1 4594 301
uzoj@mzos.hr
www.mzos.hr

Agency for Mobility and EU Programmes
Gajeva 22, 10000 Zagreb, Croatia
t. +385 1 5005 635
f. +385 1 5005 699
bilateral@mobilnost.hr
www.mobilnost.hr
