

Guidelines for Filling out Application Form

Please take your time to read these guidelines because they contain information that will assist you in filling out the application form and avoiding common mistakes.

The information here comes out of mistakes we've seen and questions students have asked.

Taking the time to do so will save you time in the long run. The information here is set up to follow the sections of the application form.

IMPORTANT NOTICE! Please fill out the form in a chronological order! Do not jump from one field to the other since it may cause some problems. Some fields are dependent on each other and this is why it is necessary to fill everything out in a chronological order.

In case of technical difficulties while filling out the form please do not use the refresh button and do not click on the "Back" button. In case that the drop-down menu doesn't offer anything to choose from, select "Please select" in as many of the previous drop-down menus in order to reset the whole page.

REGISTRATION

In order for you to have an access to the application form you will need to register. At the right side of the screen is a button "Registration". Click on it and fill in all the required fields (marked with *).

Under the field "Email" you need to enter a valid email address. All the students are required to check their email regularly as they will receive important information from the International relations office regarding their application status.

Once you click on "Register" a green notice will show up on your screen saying that the activation link has been sent to your email.

If you haven't received this email please check your spam folder. In case of complete absence of the email please contact us at incoming@unizg.hr

LOGIN

After you have registered, in order to proceed to the online application form, write your email address, your password and then click on "Login".

In case you have forgotten your password click on "Forgot your password"? An email will be sent to your email address where you will have the opportunity to reset your password.


FILLING OUT THE APPLICATION FORM

Online application has 9 parts:

1. Information
2. Personal information
3. Emergency contacts
4. Educational background and requested stay

5. Language skills
6. Further information
7. Relevant documents to be uploaded
8. Declaration of consent
9. Submit application

All Fields marked with * are mandatory. You won't be able to submit the application if all the required fields are not filled out.

By moving your mouse to the Yellow sign  (information) you may find detailed information on how to fill out each field.

Before submitting the Application form you can log into your account, make changes and save them by clicking on the button "Save progress".



After you fill out one section of the application you **must** click on the button "Mark page as complete".

Mark page as complete

Once you have submitted the application there won't be a possibility of changing the information you have given.

Please make sure to put all the correct information especially under the section personal Information.

PERSONAL INFORMATION

Fields marked with (*) are mandatory.







In the field "First name" and "Surname" please put the full name as indicated on your ID.

In the field "email" please put your email address – all the students are required to regularly check their inbox.

EDUCATIONAL BACKGROUND

Educational Background and Requested Stay

Current studies	
* Level (current level of studies)	Please select <input type="button" value="v"/>
Number of higher education study years prior to study abroad	Please select <input type="button" value="v"/>

Home information and exchange programme	
* Home Country	Please select <input type="button" value="v"/>
* Sending Institution	<input type="text"/> <input type="button" value="v"/> 
* Exchange programme	<input type="text"/> <input type="button" value="v"/>
Please select the faculty for which you have been nominated for an exchange	Please select <input type="button" value="v"/> 
* Stay opportunity (framework, institution name, short faculty name and ISCED code)	<input type="text"/> <input type="button" value="v"/> 
Level (level of studies during your exchange)	Please select <input type="button" value="v"/>
* Academic year	2017/18 <input type="button" value="v"/>
* Start semester	Please select <input type="button" value="v"/>
* Duration in semester	Please select <input type="button" value="v"/>
* ISCED code	Please select <input type="button" value="v"/> 
* Start date of mobility (planned)	Day <input type="button" value="v"/> / Month <input type="button" value="v"/> / Year <input type="button" value="v"/> 
* End date of mobility (planned)	Day <input type="button" value="v"/> / Month <input type="button" value="v"/> / Year <input type="button" value="v"/> 

Mark page as complete

All the fields must be filled out in a chronological order!

Home country – country where you are currently studying

Sending Institution – Institution where you are currently studying

Exchange programme – name of the programme through which you are coming for an exchange

Stay opportunity – if you have correctly filled all the previous fields the choice should be narrowed to couple of options. For short Faculty names please consult the following link http://www.unizg.hr/fileadmin/rektorat/english/Study_UNIZG/INCOMING-Application_documents/Short_faculty_name_list.pdf

ISCED code – when you fill out the field “Stay opportunity” an ISCED code will be showed. Choose the same code for this field. If you are not sure which code to choose please consult the coordinator at your home University.

LANGUAGE SKILLS

Please enter the details of all the languages necessary to your application. It is possible to add up to 3 different languages.

Exchange students must demonstrate a proficiency in English (or Croatian), minimum level B2 according to the European reference framework.

Accepted language tests are:

- official confirmation of language instructor at the home university on university letterhead with original signature and stamp/seal
- TOEIC 700 (Oxford Campus : TOEIC 750)
- TOEFL IBT 79 - CBT 210
- IELTS 6.0
- Cambridge First Certificate in English (FCE)

Some departments such as “English department” at the Faculty of humanities and social sciences may require a higher level of knowledge.

Students who speak English or Croatian as mother tongue or study completely in English in their home country (not only in isolated courses) do not have to submit a language test.

FURTHER INFORMATION

If you wish to apply for a room at the student residence please do so through the provided link.

Further Information

Accommodation

Exchange students coming to Zagreb may choose between organized accommodation in 3 student halls of residence or private rental. University of Zagreb does not guarantee student accommodation. Students that decide to take accommodation in student halls of residence need to apply for it. As the number of beds available for exchange students is limited, vacancies will be determined on the "first-come, first-served" principle.

NOTE: Due to the limited number of vacancies, only overseas students and students from countries with a visa regime with Croatia will be guaranteed accommodation in student hall of residence.

More information about the accommodation can be found on the following [page](#). Please apply through the [link](#).

Special needs

Do you have a disability, impairment No Yes
or long-term medical condition which
* may affect your studies ?

Mark page as complete

RELEVANT DOCUMENTS TO BE UPLOADED

Student nomination letter – an official document issued by your home Institution (signed and stamped) which certifies that you have been nominated for an exchange at the University of Zagreb. Template for the nomination letter can be found on the following link: <http://www.unizg.hr/index.php?id=708%20/>. You may also use a template of your University, it is not necessary to use ours.

Academic transcript of records - an official list of all the courses that you have completed, including information about the number of credits and the grades you have got. A transcript of records from your home university is needed when you apply as an exchange student at UNIZG. This should include all the courses that you have completed at the university level. In case your home university does not use the ECTS system, it is important that the transcript also explains the credit and grading systems used. If you are a Master's level student, please note that we also need the information about the courses completed as a part of your Bachelor's degree.

Proof/Certificate of enrollment – an official proof of your current enrollment at your home University. This document (signed and stamped) is issued by your home University.

CV (Curriculum Vitae) - brief account of a person's education, qualifications and previous occupations

Proof of English language proficiency - Exchange students must demonstrate a proficiency in English (or Croatian), minimum level B2 according to the European reference framework.

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Learning agreement – Template for the Learning agreement can be found at the following link <http://www.unizg.hr/index.php?id=708%20/>. You may also use a template from your home University. At this stage of the application the Learning agreement which are you going to upload needs to be signed by the student and the home University.

Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after submitting your application.

WHAT HAPPENES AFTER I HAVE SUBMITTED MY APPLICATION?

The response to your application will be given to you within 8 weeks. We will contact you directly through the email you have provided in your application form so please check your mailbox (also the spam folder) regularly.

We ask you kindly for your patience.