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General Info Package for incoming CEEPUS Teachers in Croatia

Academic Year 2026/2027 – winter term

Dear CEEPUS scholarship holder,

we are pleased to inform you that your CEEPUS application has been successful and you have been awarded a CEEPUS grant from the Croatian Ministry of Science, Education and Youth and the Agency for Mobility and EU Programmes. Congratulations!

In this document you will find further information on what you are expected to do before, during and after your stay in Croatia. In order to avoid any difficulties please read this document very carefully. If you have any questions, do not hesitate to reach out to us at ceepus@ampeu.hr

We wish you a pleasant and fruitful stay in Croatia!

[Ministry of Science, Education and Youth of Republic of Croatia](#)

[Agency for Mobility and EU Programmes](#)

[National CEEPUS Office Croatia](#)

ACCEPTANCE OF THE AWARDED CEEPUS MOBILITY GRANT

Step 1: CHECK YOUR CEEPUS APPLICATION AND ACCEPT IT IN THE CEEPUS PLATFORM (www.ceepus.info)

1. Please log in the CEEPUS system **here**. Open your application and check the awarded period of mobility, host institution and your personal details (your name and e-mail). Please, make sure to check awarded, and not tendered mobility period.
2. If there is any mistake, **immediately contact** the Agency for Mobility and EU Programmes – National CEEPUS Office in Croatia (ceepus@ampeu.hr).
3. If all information is correct, please click on **Accept mobility** in your application. By clicking the accept button you will accept the **General Obligations of CEEPUS scholarship holders in teacher category**.

Step 2: ACCEPT SPECIFIC OBLIGATIONS OF CEEPUS SCHOLARSHIP HOLDERS IN CROATIA

You must also accept the Specific Obligations of CEEPUS scholarship holders in Croatia by reading and agreeing to follow the instructions specified in the General Info Package document (this document).

Please read this document carefully and if you agree and accept its conditions send us an e-mail with the following text copied into the body of the e-mail:

*I (**INSERT YOUR NAME AND LAST NAME**) accept **the awarded CEEPUS Mobility grant** from the Ministry of Science, Education and Youth and the Agency for Mobility and EU Programmes within the framework of CEEPUS IV in the academic year 2026/2027.*

1. *I understand and accept the Specific Obligations of CEEPUS scholarship holders in Croatia and agree to follow the instructions in this document.*
2. *I confirm I am NOT receiving any other international mobility grant for the same mobility period.*
3. *I confirm that the data in my CEEPUS application is correct and agree to notify the Agency for Mobility and EU Programmes of any changes or cancellation of mobility as soon as they occur.*
4. *I am aware that I have to fill out the **consent form** latest by **2nd of July 2026** in order to give permission or decline that my personal data is used for the purpose of statistical and promotional activities on the relevant web page or other media.*

Please copy the above text in the e-mail and send in to ceepus@ampeu.hr latest until **2nd of July 2026**.

VERY IMPORTANT - READ CAREFULLY!

If you do not send your acceptance e-mail within the stated deadline above, we will assume you do not accept the scholarship and your scholarship will be **cancelled**.

If you decline the scholarship you have to inform the National CEEPUS Office Croatia about your decision in the written form by e-mail to ceepus@ampeu.hr as soon as possible.

If you cancel your scholarship without sending a valid explanation or you don't show up without a prior notification to NCO-HR, all your further applications for CEEPUS grant in Croatia will be automatically declined.



INSTRUCTIONS AND FURTHER DETAILS ON YOUR STAY IN CROATIA

Step 3: WORK REGISTRATION CERTIFICATE / POTVRDA O PRIJAVI RADA – ONLY FOR MOBILITIES LONGER THAN 6 DAYS

EU CITIZENS

EU citizens are not obligated to apply for the work registration certificate (*potvrda o prijavi rada*).

NON-EU CITIZENS - APPLICABLE ONLY FOR MOBILITIES LONGER THAN 6 DAYS (mobilities lasting 7 OR MORE DAYS)

Upon your arrival to Croatia you have to register your address in Croatia at the Foreigners' Office of the local Police Administration Office (*Odsjek za strance, Policijska uprava*) within 48 hours.

For scholarship holders who are staying in hotels/hostels the address is automatically registered.

As a non-EU citizen **you have to apply for the work registration certificate** by submitting a request to the Foreigners' Office of the local Police Administration Office (*Odsjek za strance, Policijska uprava*). In some cities (i.e. in Zagreb) the request has to be submitted in advance. **Please, contact your CEEPUS coordinator or international relations department of your host institution** and check if you have to submit the request in advance and ask for the procedure details.

Please find below the list of Police Administration Offices, the list of required documents and the information on the payable administration fees:

- Zagreb Police Administration Office, Foreigners' Office (Služba za državljanstvo i statusna pitanja stranaca, Policijska uprava Zagrebacka), Remetinečki gaj 13. Please, submit your request and additional documents in PDF to zg.drzavljanstvo.stranci@mup.hr (attachment should be up to 20 MB)
- Rijeka, Primorsko-goranska Police Administration Office, Foreigners' Office (Odsjek za strance, Policijska uprava), Žrtava fašizma 3, Ms Silvana Jagičić, tel. 051/430-512 sjagicic@mup.hr; primorsko-goranska@policija.hr;
- Opatija, Primorsko-goranska Police Administration Office, Foreigners' Office (Odsjek za strance, Policijska uprava), Ms Gjozefina Anić, tel. 051/710-062, e-mail gmarku@mup.hr; primorsko-goranska@policija.hr;
- Split, Splitsko-dalmatinska Police Administration Office, Foreigners' Office (Odsjek za strance, Policijska uprava Splitsko-Dalmatinska), Trg hrvatske bratske zajednice 9, Mr Kristijan Tomašević, tel. 021/307-313, Ms Ozana Bitanga or Ms Maja Matus, tel. 021/307-125;
- Osijek, Osječko-Baranjska Police Administration Office, Foreigners' Office (Odsjek za strance, Policijska uprava Osječko-baranjska), Trg Lavoslava Ružičke 1, Ms Branka Briški, tel. 031/237 304;
- Zadar Police Administration Office, Foreigners' Office (Odsjek za strance, Policijska uprava Zadarska), Bana Josipa Jelačića 30, Ms Ana Ivuša, tel. 023/345 348;

- Slavonski Brod, Brodsko-posavska Police Administration Office, Foreigners' Office (Odsjek za strance, Policijska uprava Brodsko-posavska), Ivana Mažuranića 9;
- Pula, Istarska Police Administration Office, Foreigners' Office (Odsjek za strance, Policijska uprava Istarska), Trg Republike 1, Ms Kristina Lončar, tel. 052/532 587.
- Dubrovnik, Dubrovačko-neretvanska Police Administration Office, Foreigners' Office (Odsjek za strance, Policijska uprava Dubrovačko-neretvanska), Dr. Ante Starčevića 13, Ms Božena Špetić or Ms Anita Barbarić tel. 020/443 244;
- Šibenik, Šibensko-kninska Police Administration Office, Foreigners' Office (Odsjek za strance, Policijska uprava Šibensko-kninska), Velimira Škorpika 5, Ms Danica Ercegović. Tel. 022/347 440, or Ms. Katica Mihaljević, tel. 022/347-211.
- Varaždin, Varaždinska Police Administration Office, Foreigners' Office, Augusta Cesarca 18, room nr. 3, tel 042/372-140.

The required documents for the work registration certificate:

1. Application for Issuance of the Work Registration Certificate which has to be prepared by your Host Institution, containing grant holders name and surname, date, place and country of birth, citizenship, mobility period and nr of working days during mobility period as well as the short description of the assignment at the host institution (teaching / supervision)
2. Photocopy of the passport
3. Printed General Info Package document and e-mail by which you accept the CEEPUS grant and all related conditions (as described under Step 2)
4. Filled out [form 5a](#) of the Ministry of Internal Affairs of Republic of Croatia

The Host Institution will prepare the Application for Issuance of the Work Registration Certificate.

Please, contact your CEEPUS coordinator or international relations office of your host institution at least 45 days prior to your mobility and ask them to prepare the Application for the Issuance of the Work Registration Certificate. If the Police Administration office in the place of your mobility requires that application has to be handled in advance in person (such is the case in Zagreb), your Host Institution has to submit the Application on your behalf. Please, make sure to check these details early enough!

Administration fee

The administration fee for granting the work registration certificate is 39,82 EUR

Step 4. VISA INFORMATION

For the most current information regarding entry and visa regulations between your country and Croatia, please enquire at the [Croatian Embassy in your country](#) or at the national ministry of foreign affairs. Any visa related costs are not covered by the scholarship grant.

Step 5. HEALTH INSURANCE AND MEDICAL CARE

During your stay in Croatia, as an international teacher you must have a health insurance. EU citizens are generally entitled to European Health Insurance Card while with some Non-EU country Croatia has signed bilateral agreements.

The European Health Insurance Card (EHIC)

International teachers who have the European Health Insurance Card may use health care services upon presentation of the card and submission of the printout copy of the card, if other instructions are not given according to the Croatian legislation in force.

Citizens from Non-EU countries with health care agreements with Croatia

If there is a signed bilateral health care agreement between your home country and Croatia, ask for the bilingual form (*tiskanica*) to be filled in and stamped by your health insurance company. The form should then be presented at the Croatian Health Insurance Company (Hrvatski zavod za zdravstveno osiguranje, <http://www.hzzo.hr/en>), which will issue a health insurance document valid in Croatia (bolesnički list).

Croatia has entered into agreements on social security with the following non-EU countries participating in CEEPUS: Bosnia and Herzegovina, Macedonia, Montenegro and Serbia.

Countries without health care agreements with Croatia and without the European Health Insurance Card

Teachers from the countries that do not have bilateral health care agreements with Croatia or that do not use the European Health Insurance Card are obligated to organize and cover the costs of health care services by themselves. In the academic year 2026/2027 Kosovo, Albania and Moldova are in this category. Any health insurance expenses for scholarship holders from these countries are not covered by the scholarship grant. If you are coming from one of these three countries you can buy health insurance for mobility to Croatia from insurance companies in your home country.

Step 6: ACCOMMODATION

Accommodation should be organized separately, by the scholarship holder. Please contact your host coordinator in case of any questions or doubts.

There are no additional funds available for accommodation and the CEEPUS office of Croatia does not offer accommodation services.

Step 7: HOST INSTITUTION

Please note that it is mandatory to contact CEEPUS coordinator at the Host Institution in Croatia or International Relations Office of your host institution early enough to organize the lectures you will hold during your CEEPUS mobility and to organize the payment of the grant funds, as the payment procedure may significantly vary from institution to institution. Contact information (name and e-mail of the CEEPUS coordinator) are visible within your application in the CEEPUS system.

Some institutions can assist you with obtaining a Personal Identification Number – OIB (please check the Step 8).

If you are visiting your Host Institution for the first time, get to know your host institution and Croatia prior to your arrival: check the internet sites and stay in touch with your CEEPUS coordinator or contact.

The academic year in Croatia starts in the second half of September or in the beginning of October and lasts until the 30th of September next year. For further details on winter/summer semester dates, please contact your host institution.

Step 8: HOW TO GET THE SCHOLARSHIP FUNDS

The awarded scholarship includes an allowance of 500,00 EUR for mobilities of 5 to 30 days.

TYPICAL PROCEDURE TO GET THE SCHOLARSHIP FUNDS

Agency for Mobility and EU Programmes will transfer grant funds to your Host Institution in Croatia before the start of the semester and your Host Institution will transfer grant funds to your account upon your arrival. Please, contact your Host Institution at least one month before the start of your mobility and agree about the grant payment procedure, since it may vary from one institution to another. Network applicants should contact their CEEPUS coordinator and international relations office while freemover applicants should contact the person who signed the Letter of Acceptance during the application process and international relations office.

No matter which payment procedure has been agreed with your Host Institution, kindly note that in order to receive grant funds you must obtain a Personal Identification Number (OIB).

After you obtain your OIB, please contact your CEEPUS coordinator in Croatia via e-mail with the information about the OIB number.

It can usually take a few days after you send your bank account details to the CEEPUS coordinator at your host institution to get the scholarship funds, so we recommend you to secure sufficient funds to cover your needs for at least first few days of your stay in Croatia.

PROCEDURE FOR THE DETERMINATION AND ASSIGNMENT OF PIN (OIB)

More details and the application for the determination and assignment of the Personal Identification Number (OIB) is available by clicking here: [**PROCEDURE FOR THE DETERMINATION AND ASSIGNMENT OF PIN \(OIB\)**](#)

Grant holders who already have an OIB number don't have to submit their request again – you can use the OIB that you already have.

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
- Tax Office Dubrava, Dubrava 49, phone: +385 1 6628 140
- Tax Office Maksimir and Trnje, Albrechtova 42, phone: +385 1 6628 440
- Tax Office Medveščak, Draškovićeva 15, phone: +385 1 6628 210
- Tax Office Novi Zagreb, Avenija Dubrovnik 12, phone: +385 1 6501 000
- Tax Office Peščenica, Zapoljska 1, phone: +385 1 6628 290
- Tax Office Sesvete, Trg Dragutina Domjanića 4, phone: +385 1 2386 600
- Tax Office Susedgrad, Sigetje 2, phone: +385 1 6628 351
- Tax Office Trešnjevka, Park stara Trešnjevka 2, phone: +385 1 6628 500

Working hours of all Zagreb tax offices are 08:00 – 15:00

In other cities students should contact their mentor/CEEPUS coordinator at the Faculty or the International Relations Office of their Faculty for further information on the location of Central TaxAdministration or find it at [Tax Administration Locations](#).

Step 9: FINAL REPORTING

At the end of your mobility all CEEPUS grant holders must fill out two reports available in the [CEEPUS system \(available in your application\)](#):

- 1) Mobility Report - a short questionnaire about the mobility which is visible only to scholarship holders and National CEEPUS Offices and are not visible to the host institutions. Please, make sure to share the most important details and impressions of your mobility in this report – we are reading them 😊
- 2) Letter of Confirmation – official confirmation by the Host Institution and scholarship holder that the mobility has been carried out successfully.

The reports will be available 4 days before the awarded end date of your mobility and not before. The reports will not be visible if you haven't accepted your mobility previously in the CEEPUS system, by clicking the "Accept" button.

After you fill in both of the reports, the report Letter of Confirmation should be printed, signed and stamped by the host institution and signed by the teacher (you).

Following this, either you or the CEEPUS coordinator at the host institution should upload signed and stamped Letter of Confirmation again, via CEEPUS software, at www.ceepus.info. The document has to contain two signatures - grant holders (yours) and CEEPUS coordinators the stamp of the Host Institution. If any of signatures/stamp is missing, the document is invalid and your mobility can't be considered completed.

After you generate, fill out and print forms of both documents at www.ceepus.info, please, don't make any more changes in the forms at the website. Even the slightest change will change the QR code and you won't be able to upload the documents, because the QR code will be different from the one on the printed version.

Documents should be uploaded 14 days after the end of your mobility at the latest. **If you don't upload final documents in due time, your mobility won't be considered completed and you will need to return grant funds to your Host Institution.**

CHECK LIST OF TO-DOS (to help keep you on track):

Before your arrival:

- accept your CEEPUS grant in the CEEPUS online software, by clicking the "accept" button in your application as described in Step 1 of this document



- if you agree with the terms and conditions of the awarded scholarship, send the e-mail confirmation as described in Step 2 of this document
- fill out the consent form as described in Step 2 of this document
- enquire at the Croatian Embassy in your country or at the national Ministry of Foreign Affairs for the most current information regarding entry and visa regulations between your country and Croatia (non EU citizens)
- verify the status of health care agreement between Croatia and your home country (non EU citizens) take all necessary steps in order to have a health insurance during your CEEPUS mobility to Croatia
- contact your CEEPUS coordinator/mentor at the host institution, agree about the lectures you will hold and request further instructions for the payment of the grant, obtaining the PIN number (OIB) or Work Certificate Application Issuance

During the mobility:

- submit a request for assigning a Personal Identification Number (OIB) at the local Tax Administration Office and send your OIB number and the account details to your contact person/CEEPUS coordinator at the host institution
- if necessary, open a bank account in Croatia

At the end of your stay:

- fill in the Mobility Report online at www.ceepus.info
- fill in the Letter of Confirmation online at www.ceepus.info, print it out and sign it and have it signed and stamped by your host institution and upload it at www.ceepus.info and mark your application as "Completed" in the CEEPUS system

National Holidays in the Republic of Croatia in the academic year 2026/2027:

01/11 All Saints` Day	28/03 Easter
18/11 Remembrance Day for the Victims of the Homeland War	29/03 Easter Monday
25/12 Christmas	01/05 Labour Day
26/12 St. Stephen`s Day	27/05 Corpus Christi
01/01 New Year	30/05 Statehood Day
06/01 Epiphany	22/06 Anti-Fascism Day

For further information on living and studying in Croatia, please look at the following web sites:

Study In Croatia: <https://www.studyincroatia.hr/>

Contact for your stay in Croatia

Agency for Mobility and EU Programmes, National CEEPUS Office
Frankopanska 26 HR-10000 Zagreb
Phone: +385 (0)1 5005 635

What to do in case of **emergency**:

Emergency service phone number: 112

Ambulance phone number: 194

Police phone nr: 192

Fire department phone nr: 193

