

INFORMATION PACKAGE FOR CEEPUS SCHOLARSHIP HOLDERS IN SERBIA

VISA INFORMATION

Citizens of CEEPUS countries who stay shorter than 90 days in Serbia do not require an entry visa. Check the Ministry of Foreign Affairs of the Republic of Serbia website (<http://www.mfa.gov.rs/en/consular-affairs/entry-serbia/visa-requirements>) or contact the Embassy of the Republic of Serbia in your home country for information about the most current regulations regarding entry and visa regime. Please bear in mind that in case of mobilities longer than 3 months it is necessary to obtain visa for the purpose of academic activity in Serbia. More information is also available at *Study in Serbia* website (section *Legal regulations for foreigners in Serbia*) at <http://www.studyinserbia.rs/>

ACCOMMODATION APPLICATION PROCEDURE

All incoming students and professors to Belgrade, Novi Sad, Kragujevac, Niš and Subotica who need accommodation need to apply **as soon as possible following the obtaining of *Letter of Award*** for accommodation electronically at <http://accommodation.ceepus.rs>; in case of successful application their requests need to be processed by the system, after which they get a final notification whether accommodation can be granted. Accommodation in student dormitories is free of charge for the CEEPUS scholars, but is to a certain extent dependent upon available capacities in dorms for certain periods, which is why it is necessary to apply as soon as possible following the award notification, **having in mind that during certain periods accommodation capacities may be fully booked and it may not be possible to grant accommodation to all interested applicants**. If/when granted, rooms are usually shared for students, whereas professors are granted single rooms. **Accommodation can only be granted to CEEPUS scholarship holders (accommodation of spouses, children or pets is not covered).**

In the case of unannounced arrivals of CEEPUS incoming students or professors to the Republic of Serbia before the mobility period or later than stated in the *Letter of Award*, CEEPUS Serbia cannot guarantee neither the accommodation of CEEPUS incoming scholars nor the realization of CEEPUS scholarship. Both the payment and the accommodation are carried out in accordance with the dates stated in the *Letter of Award* and the accommodation reservation request form.

In case of any changes regarding your CEEPUS-awarded stay, candidates must inform the NCO via e-mail as soon as possible in order to check if the mobility can be realized and whether the accommodation option could be rearranged, if applicable.

In case you change your mind about necessity of accommodation, please inform NCO as soon as possible so that the accommodation could be offered to another interested candidate. For additional and more detailed information regarding this and other aspects of CEEPUS mobility in Serbia please check general information package for your host university, which is delivered in email alongside your *Letter of Award*.

REGISTRATION AT THE POLICE

All CEEPUS scholarship holders who plan to perform their academic activities in Serbia for more than 90 days are obliged to register at the local Police Administration Office (*Uprava za strance, MUP*) within 24 hours upon their arrival. This is also the case for those scholarship holders who arrange their own accommodation, **regardless of the length of their stay**. More information is also available at *Study in Serbia* website (section *Legal regulations for foreigners in Serbia*) at <http://www.studyinserbia.rs>.

On the other hand, scholarship holders who stay at designated student dormitories **shorter than 90 days** are usually registered by the student dormitory reception. This is done by the student dormitory reception in case of stays shorter than 90 days and students/professors get a temporary residence card ("white card"), which should be held until departure. Upon the arrival guests will be asked for their passport (and a copy of that document).

Persons in charge of international relations at host institution may offer more detailed information to foreign scholarship holders on how to regulate their stay in the Republic of Serbia.

GRANT PAYMENT

The scholarship is reimbursed by the host institution usually two times per month. **The scholarship is paid on the basis of the real period of stay** of the scholarship holder up to the maximum number of scholarship months that the scholarship holder is awarded, in accordance with the *Letter of Award*.

- **For student stays of 15 days or less half of a monthly scholarship is paid** (except for the short term excursions and summer schools), **while for stays from 16 days up to the full month full monthly scholarship is paid**. CEEPUS student scholarship amounts to 20,000 RSD per scholarship month (each half-monthly payment equals 10,000 RSD).
- **For teacher stays of 15 days or less 20,000 RSD is paid, while for stays from 16 days up to the full month full monthly scholarship of 35,000 RSD is paid. Minimal stay is 1 working week – 5 working days with performed at least 6 teaching hours per week.**
 - ❖ In case that teacher mobility is awarded and lasts longer than 1 scholarship month, each following half-monthly payment will amount to 17,500 RSD.



In other words, this means that even though the scholarship holder was awarded a full month he/she will not receive the second monthly installment if they leave or have not been correctly registered at IRO before the 16th day. International relations units of universities/colleges (IRO) notify the candidates regarding the exact dates when scholarship payments will be carried out, as well as additional information regarding this payment method or its dynamics; **it is very important to be punctual and to follow their instructions correctly in order to fulfil conditions to obtain the scholarship (especially in case of short teacher or student stays).**

The grant is designed to cover living costs, whereas the accommodation in a student dormitory is covered by the National CEEPUS Office for the CEEPUS scholarship holders who have previously successfully reserved their place at the dormitory (note that the accommodation option is not always guaranteed and is subject to certain factors).

For additional and more detailed information regarding this and other aspects of CEEPUS mobility in Serbia please check general information package for your host university, which is delivered in email alongside your *Letter of Award*. Likewise, **NCO Serbia strongly recommends that you secure sufficient funds to cover your needs for at least first two weeks of your stay in Serbia since the payment procedure might take several days, especially in case of shorter mobilities (e.g. one working week for teachers).**

URGENT MEDICAL AID

Scholarship holders need to check the status of health care regulations between home country and the Republic of Serbia ahead of their arrival.

- Find the information for your country of origin at the relevant state health insurance authority in your country
- Obtain the documents from your country and bring them with you to Serbia:**
 - **Urgent medical aid** could be provided for most CEEPUS countries, provided that scholarship holders bring along to Serbia a document which applies to their country of origin:
 - scholarship holders from Austria, Bulgaria, Croatia, Hungary, Slovakia, Slovenia, Czech Republic (i.e. countries which have agreements for using the EHIC card in Serbia; further countries may be added to the list in the upcoming period) should bring European Health Insurance Card – *EHIC*;
 - scholarship holders from Montenegro, Bosnia and Herzegovina, Romania and Macedonia should bring a health confirmation form issued by insurers in their country (Montenegro – form MNE/SRB 111, BiH – BIH/SRB 111, Romania – RM/SRB 111, Macedonia – Y/R 11). In case you are coming from these countries you need to obtain this form in your country and bring it along to Serbia.
 - scholarship holders from Poland use their passports as the basis for issuing the INO1 form.
 - Once you arrive to Serbia, the abovementioned documents are the basis for issuing the health confirmation for urgent medical cases - INO 1 form (*INO 1 obrazac*) at the local RFZO (*Republički fond za zdravstveno osiguranje*) branch office. The INO 1 form needs to be shown in case of urgent medical cases at public medical facilities. International Relations Office or persons in charge of international cooperation at host institution can direct the scholar to the branch office of RFZO.
 - For scholarship holders from Albania and Moldova health insurance may be provided through special procedure since these countries have not signed relevant bilateral agreements on this matter with Serbia (also see Note 1-2).
- Note 1: Health protection procedure for scholarship holders from these countries is initiated beforehand (ahead of their arrival) in cooperation with the student dormitory where the candidate is residing. **Even without the national health insurance in Serbia, all scholarship holders are entitled to urgent medical aid, as described above.**
- Note 2: Please note that the **urgent** medical aid option refers only to urgent medical aid issues – for situations which go beyond **urgent** medical aid issues, scholarship holders may also arrange and finance private health insurance on their own.
- Additional information is available in general information package for each host institution.

REGISTRATION (CHECK-IN AND CHECK-OUT) AT HOST UNIVERSITY

All CEEPUS scholarship holders have to register their arrival at the University/College International relations office (IRO).

- ☑ All scholarship holders are obliged to register their arrival at the IRO preferably on the day of arrival or the second day of their stay (preferably first available working day).
- ☑ All scholarship holders sign the Confirmation of Arrival and Participation and receive the scholarship confirmation form (for regulating your stay with the Police administration) at the IRO.
- ☑ Additional documents may also be distributed or signed, such as the scholarship agreement, travel order or additional documents to initiate the payment procedure. More information about this could be found at <http://www.bg.ac.rs/files/sr/saradnja/CEEPUSispravnik-Information-Incoming-Grantees.pdf>
- ☑ **Note:** teachers need to have 6 hours of teaching/supervising activities per work week and must stay for a minimum of one work week. NCO Serbia might ask for additional information on these teaching activities. Scholars will be provided with information from IRO regarding the payment method and dates of scholarship payments.
- ☑ All scholarship holders are obliged to register their departure at the IRO preferably on the day of departure or the last working day ahead of departure

In case of longer mobilities, IRO can inform you about the procedure and payment dates.

IT IS MANDATORY TO SECURE NECESSARY DOCUMENTATION TO COMPLETE YOUR MOBILITY:

- fill out your **Mobility report** and your **Letter of Confirmation** in your CEEPUS electronic application at ceepus.info **during the last week of your mobility and/or within 2 weeks following the departure and save the data in the system;**
- **immediately print out the documents and have them signed and stamped by the designated persons at the host institution** (usually a member of academic or non-academic staff in charge of international affairs, CEEPUS local contact person, academic coordinator or other person designated by host faculty/college for such matters)
- **have the signed/stamped documents uploaded back in the system** (either by yourself or by the designated person for your mobility at host PPU if you are a network candidate – freemovers upload the documents on their own).
- **This is an obligatory step needed in order to complete information regarding your mobility at the CEEPUS system and to conclude your stay.**

Additional information regarding registration and scholarship payments can be found in the general information package for your host institution or in contact with IRO.

ADDITIONAL INFORMATION

Scholarship holders are advised to carefully read through the CEEPUS obligation document for your target group (student/teacher):

- ☑ **Obligations of a CEEPUS III Scholarship Holder - Network Student**, available at <https://ceepus.info/files/Obligations of a CEEPUS III Scholarship Holder - NW Students.pdf> or
- ☑ **Obligations of a CEEPUS III Scholarship Holder – Network Teacher**, available at <https://ceepus.info/files/Obligations of a CEEPUS III Scholarship Holder - NW Teacher.pdf>
- ☑ **NCO Serbia also recommends that you bring along both your passport and ID card. These documents are not necessary to the National CEEPUS Office, but they may be needed to other partner institutions (for example, for the scholarship payment, dormitory stays, police registration or other matters).**

GENERAL INFORMATION

For further information on living and studying in Serbia, please consult general information package for your host institution. You can also seek additional information at university/relevant institution websites and the *Study in Serbia* portal <http://www.studyinserbia.rs/>.

Please find below some important emergency numbers:

Ambulance: +381 194 / Police: +381 192 / Firefighters: +381 193

Contact **NCO's Office** for general issues:

Foundation Tempus – National CEEPUS Office Serbia

Address: Ruže Jovanović 27a, Belgrade

Phone : +381 11 33 42 430

<http://www.ceepus.info>

<http://www.ceepus.rs>; <http://erasmusplus.rs/ceepus-2/?langkl=lat>

ceepus@tempus.ac.rs



Contact persons at NCO Serbia: Miloš Petrović, Junior Information and Mobility Officer, Marko Banković, Career Guidance, Information and Mobility Unit Coordinator

Contact International Relations Office or persons in charge of international cooperation at your host university for registration purposes and specific issues regarding your CEEPUS mobility at host institution.

Contact your **host faculty or University/College IRO** for academic/study aspects regarding your stay.