

Before coming to Zagreb

Before coming to Croatia, please read the current health recommendations of the Croatian Ministry of Health, also available at www.hzjz.hr.

OIB (PIN) NUMBER - Croatian Identification Number

What is a Croatian OIB?

OIB stands for *osobni identifikacijski broj*. It is a personal identification number given to residents and citizens in Croatia, similar to a social security number in the United States or an NHS number in the UK. OIB can be assigned to both individuals and companies.

How to get an OIB in Croatia

Applying for one is easy and can be done as soon as you arrive in Croatia or even before you arrive. There is no need to begin the residency application process first. All you need is your passport and a completed application. Getting OIB is free of charge.

To apply for an OIB identification number, follow the next steps.

#1 Complete the application form

Complete the application form called *Application for the determination and assignment of the personal identification number (OIB)*.

A copy of the application form is available in the following languages:

- Croatian – download it [here](#)
- English – download it [here](#)
- German – download it [here](#)

#2 Enclose an identification document

Make a copy of one of your identification documents to confirm the data in the application form.

Acceptable identification documents include:

- European identity card
- Notarized copy of your passport issued in the country of citizenship
- Osobna iskaznica (for Croatian citizens)

If obtaining OIB for a company, you must enclose a deed of establishment instead of the identification document. This is a decision or registry extract from the competent court, written in Croatian or translated to Croatian by a certified court interpreter.

NOTE: If someone else applies on your behalf, a power of attorney must also be enclosed. It must be written in Croatian or translated to Croatian by a certified court interpreter and notarized.

[Read: [How to get something notarized](#)]

#3 Visit the Tax Administration

Online

The application can be submitted via the contact web form *Pišite nam*.

Here are the steps:

- Go to the web form *Pišite nam*, which is available [here](#)
- Open the drop-down menu *Odabir teme* at the bottom of the page
- Choose the option *Zahtjev za određivanjem i dodjeljivanjem OIB-a* (Application for the determination and assignment of the Personal Identification Number)
- Open the drop-down menu *Odabir podteme*
- Choose the option *Zahtjev za određivanjem i dodjeljivanjem OIB-a* (Application for the determination and assignment of the Personal Identification Number)
- Open the drop-down menu *Područni ured*
- Choose the location/city of your Tax Administration
- Write a short description of your query in the text box *Sadržaj upita* (a short explanation that you want to get a Croatian OIB)
- Attach copies, scans, or images of required documents to the section *Priložene datoteke*
- Insert your contact information into the section *Kontakt podaci*:
 - OIB – leave it empty
 - *Ime i prezime* (name and surname)
 - *Adresa e-pošte* (mail address)
 - *Telefon* (phone number)
- Mark the option **Upoznat sam sa svrhom obrade podataka* confirming you accept the terms of personal data protection
- Submit the form by clicking *Pošalji*

You should get your OIB within 8 days by email. However, you won't get a Certification of OIB via email. To get it, you must go to the Tax Administration in person.

VISA

EU/EEA citizens need only a valid ID card (or passport) to enter Croatia and are then required to register at the Central police station if staying for more than 3 months in order to regulate their residence permit.

Third-country nationals that do not need a Schengen visa can enter Croatia with a valid passport and then apply for the temporary residence permit in Zagreb.

Please check at the [website of the Croatian Ministry of Foreign Affairs](#) if you need a Schengen visa to enter Croatia.

Third-country nationals that need a Schengen visa to enter Croatia (please check the [website of the Croatian Ministry of Foreign Affairs](#)) **need to apply for it at the [Croatian embassy / VFS visa application center](#) before departing for Croatia.**

You can find more information at the website of the Croatian Ministry of Foreign and European Affairs, [VISAS](#).

Visas CANNOT be applied for or extended in Croatia! Please contact the Croatian embassy in your country of residence for more information. You will receive an acceptance letter that covers some of the documentation needed for your visa application as soon as your complete application has been approved by the University of Applied Sciences Baltazar Zaprëšić that will host you.

IMPORTANT! Please bear in mind that the visa application process might take up to several weeks or more than a month so do try to file your application as soon as possible.

You might need the originals of your "Letter of Acceptance" for your visa application; if so, please let us know as early as possible so that we can send it to you via mail in time and also provide a shipping address.

TEMPORARY RESIDENCE PERMIT

EU/SWISS CITIZENS

MOBILITY PERIOD LONGER THAN 90 DAYS

EU citizens who plan to study in Croatia for more than 90 days are obliged to apply for the approval of the temporary stay for the purpose of studies (dozvola boravka). You should submit your application for the issuance of the residence card within 90 days of your arrival in Croatia at **the Foreigners' Office, Central Police Station (Odsjek za strance, Policijska uprava Zagrebačka)** in [Petrinjska ulica 30](#), HR-10000 Zagreb, **WORKING HOURS: 8 a.m. – 1 p.m.**

MOBILITY PERIOD SHORTER THAN 90 DAYS

EU citizens are not obliged to apply for the approval for temporary stay or to register their address if they are staying in Croatia shorter than 90 days.

MOBILITY within EU – NON-EU citizens

Article 73 (paragraphs 5 and 6) of the [Aliens Act](#), states as follows:

- A student who has a **valid authorisation issued by another EEA Member State** and who is covered by a Union programme or a multilateral programme that comprises mobility measures or by an agreement between two or more higher education institutions may spend a part of his studies at a higher education institution in the Republic of Croatia in a period of up to 360 days without an obligation to regulate his temporary stay for the purpose of university studies if he does not pose threat to public policy, national security and public health. When registering his short-term stay, the student shall inform the competent police administration or police station according to his place of stay about his intention of stay.
- A student who has a valid authorisation issued by another EEA Member State and who is not covered by a Union programme or a multilateral programme that comprises mobility measures or by an agreement between two or more higher education institutions shall submit the application referred to in paragraph 1 of this Article in order to spend a part of his studies at a higher education institution in the Republic of Croatia.

This means that students belonging to this category **do not need a regular approval of the temporary stay for the purpose of studies**. Instead, they need to fill in the [Statement of student mobility](#).

Along with the Statement of student mobility, students also need:

1. Scan or photocopy of the passport or the identity card
2. Scan or photocopy of the residence permit from the EU country in which the student has a valid residence for the purpose of studying
3. Acceptance letter (in Croatian) from UAS BALTAZAR ZAPREŠIĆ stating the study purpose of your stay - you will get one at your Faculty/Academy of stay once you come to do the registration procedure
4. Proof of sufficient means of subsistence
5. Proof of health insurance

Students who meet the above conditions do not pay fees, nor are they required to create a biometric residence permit but, after the procedure has been completed, they are issued a mobility registration certificate.

THIRD-COUNTRY NATIONALS

MOBILITY PERIOD LONGER THAN 90 DAYS

Third-country nationals staying in Croatia for more than 90 days are obliged to apply for the approval of the temporary stay for the purpose of studies (dozvola privremenog boravka) within *48 hours of their arrival*.

To apply for the permit you will need to submit the following documents by email to the address of the Central Police Station in Zagreb: zg.drzavljanstvo.stranci@mup.hr; please see the list below.

Location / Visiting address of **the Foreigners' Office, Central Police Station (Odsjek za strance, Policijska uprava Zagrebačka)** is in [Remetinečki gai 13](#), HR-10000 Zagreb, **WORKING HOURS: 8 am – 2 pm.**

1. [Form1b](#) (EU citizens)
[Form1a](#) (Third-country nationals)
[Form16a](#) (All students)
2. Acceptance letter (in Croatian) from UAS BALTAZAR ZAPREŠIĆ stating the study purpose of your stay
3. 1 photo in color (30x35mm)
4. Proof of sufficient means of subsistence (statement of bank account, scholarship confirmation and similar; only for the scholars of the University of Applied Sciences Baltazar Zatrešić - invitation letter stating the scholarship amount) – approx.110 EUR minimum/moth), 270 EUR for third-country nationals (approx. 270 EUR min./moth)
5. Proof of secured accommodation
 - if staying in the student hall of residence you are automatically registered in the police system (no additional documents are required by you)
 - in case of private accommodation a rental contract and a proof of ownership (vlasnički list) not older than 6 months
6. Proof of health insurance - copy of the insurance policy
7. Certificate of non-criminal record with apostille (non-EU citizens only coming from non-EU country)
8. Original and photocopy of the passport or the identity card

MOBILITY PERIOD SHORTER THAN 90 DAYS

Upon your arrival in Croatia and if you are staying in private accommodation (rented apartment or similar), you need to register your address within 48 hours at the Foreigners' Office, Central Police Station, Petrinjska ulica No. 30 (Odsjek za strance, Policijska uprava Zagrebačka). For the students who are staying at hotels or student halls of residence the address is automatically registered.

COST OF THE PERMIT (ADMINISTRATIVE FEE)

EU citizens do not have to pay the administration fee.

Third-country nationals need to pay the fee: 46,45 EUR to be granted temporary stay and 31,85 EUR for the production of a biometric residence permit, total: 78.30 eur.

All the students accepted for an exchange at the University of Applied Sciences Baltazar Zatrešić will be given an Acceptance letter needed for the regulation of their temporary residence permit upon their arrival in Zagreb!

HEALTH INSURANCE

All exchange students must have health insurance during their stay in Croatia.

1. All EU/EAA students need to bring their European health insurance card that is valid during the entire period spent in Croatia.
2. All third-country nationals are required to take out a travel medical insurance that is valid during the entire period spent in Croatia. The ensured cover must be at least 30.000 EUR and include repatriation for medical reasons, urgent medical care and/or emergency treatment in a hospital. Students will need to submit a proof of medical insurance upon arrival in Zagreb, Croatia when applying for the first temporary permit.
3. Students coming from Bosnia and Hercegovina and Montenegro that have health insurance with their national health insurance provider in the home country may take out a proof of health insurance from the home country - so-called "bolesnički list" – and exchange it for insurance policy from the Croatian national health insurance provider. Upon arrival in Zagreb students will need to report to the Croatian Health Insurance Fund (Hrvatski zavod za zdravstveno osiguranje – HZZO) and submit the so-called "bolesnički list" at the address: Branimirova 37, Odjel za međunarodnu suradnju / Department for international cooperation. The HZZO will issue a document that enables exchange students to use the health services within the Croatian healthcare system. The document is issued free of charge.