

## **Enrollment, introductory meeting and the beginning of the academic year 2023/2024**

Enrollment is an important event that confirms your status as a registered student of the University. Your enrollment is only valid for one academic year at a time.

[Here is the link](#) to the online enrollment form. You will enter the form using your AAI password (the same one you use to enter your Studomat).

**Once you confirm and submit your enrollment form (we will download it from the system) and your payment slip (by e-mail) you will be enrolled.**

**Please, DO NOT submit your enrollment form if you are still planning to take exams in July/ September 2023.**

**Once we receive your enrollment form – for us it means that you are done with exams for academic year 2022/2023.**

### **Enrollment schedule:**

- ❖ **1<sup>st</sup> year students – September 6, 7 and 8, 2023 according to schedule**
  - ❖ **Introductory week for newly enrolled students will take place from September 11 until September 15, 2023**
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  - ❖ **Introductory meeting for newly enrolled students will take place on September 14, 2023 – at 12 pm – in Čačković hall**
  - ❖ **For the first year students classes start on September 18, 2023**
  
- ❖ **The higher years students should enroll until September 18, 2023**  
**Students who are still taking the exams in the week 18-22 September should enroll IMMEDIATELY after the last exam**

**Classes start on September 25, 2023 for study years 2-6**

As part of the enrollment process students are required to abide by the University's rules and regulations. Be so kind and find attached the Academic Regulations for Graduate Programs the Code of Conduct and the Disciplinary Measures Policy (also posted at LMS).

### ***Late Enrollments***

**Enrollments after the prescribed deadline (after 22 September 2023) are permitted only in exceptional cases and will be additionally charged 500 Euro.**

Failure to complete enrollment will lead to your exclusion from classes and assessments.

## How to enroll

To be fully enrolled, you will need:

### CONTINUING STUDENTS ONLY:

- EU citizens – **“boravišna iskaznica”** (residence card)
- Foreign (non EU citizens) citizens – **“dozvola boravka”** (residence permit)
- Croatian citizens – valid **“osobna iskaznica”**
- passed all the **exams** that are prerequisites for the enrollment in the following year (gained 55 ECTS, Immunology and a Croatian language course. All transferred courses must be passed)
- Free-movers and students participating in Erasmus exchange are **obliged to enroll** under same conditions
  - paid **tuition fee** for the following year (or the first installment if paying in two installments) – **payment slip is obligatory!**

**For generation first enrolled in 2019/2020, 2020/2021, 2021/2022 2022/2023 and 2023/2024** the cost of study (tuition fee) for the academic year 2023/24 is 12,000 Euro (twelve thousand Euro), payable in a lump sum by September 15 of the respective academic year, or 12,200 Euro payable in two installments (2 x 6,100) prior to the beginning of each semester (by September 15 and February 15).

If the student does not meet the required criteria he/she loses the year, enrolling in the same year according to the Regulations. The tuition fee for repeating the year is the lump sum of 6,000 Euro payable by September 15 of the academic year in question.

**For generations first enrolled in 2016/2017, 2017/2018 and 2018/2019** the cost of study (tuition fee) for the academic year 2023/24 is 9,000 Euro (nine thousand Euro), payable in a lump sum by September 15 of the respective academic year, or 9,200 Euro payable in two installments (2 x 4,600) prior to the beginning of each semester (by September 15 and February 15).

If the student does not meet the required criteria he/she loses the year, enrolling in the same year according to the Regulations. The tuition fee for repeating the year is the lump sum of 4,500 Euro payable by September 15 of the academic year in question.

**For students first enrolled before 2016/2017** the cost of study (tuition fee) for the academic year 2023/24 is 7,000 Euro (seven thousand Euro), payable in a lump sum by September 15 of the respective academic year, or 7,200 Euro payable in two installments (2 x 3,600) prior to the beginning of each semester (by September 15 and February 15).

If the student does not meet the required criteria he/she loses the year, enrolling in the same year according to the. The tuition fee for repeating the year is the lump sum of 3,500 Euro payable by September 15 of the academic year in question.

**Enrollments will not be allowed without settling all eventual previous debts to the University as well as paying the tuition fee for the prospective year.**

- completed the relevant enrollment **form** available at [link](#)
- **Continuing students who met all the criteria for the enrollment are invited to enroll as soon as possible (even in July). The deadline for the enrollment is 18.9.2023 except for students who are still taking exams.**

## NEWLY ENROLLED STUDENTS ONLY:

- your **OIB number** (personal identification number). You will get it at the Police when registering your temporary residence in Croatia for the first time or at Tax Administration, Avenija Dubrovnik 32 (you will get it the same day). OIB field is a mandatory field in the inf. system and the enrollment is not possible without it. You can also get your IOB number **online** but than it takes **couple of weeks**. Additional information could be found at [https://mse.mef.unizg.hr/app/uploads/2023/03/OIB-information-2023\\_-1.pdf](https://mse.mef.unizg.hr/app/uploads/2023/03/OIB-information-2023_-1.pdf)
- **vaccination record**
- students who obtained their high school education **abroad** must have their high school diploma **recognized in Croatia** in order to be fully enrolled. For more details about this procedure, please see the <https://www.studij.hr/priznavanje> .
  - in case you did not apply for foreign qualification recognition at the Agency yet, it could be done with the assistance of our School and in order to do so you should bring all the documents required at <https://www.studij.hr/priznavanje>

**Please note that the certificate of recognition is the prerequisite for the full enrollment.**

- Applicants who obtained their university degree abroad and are enrolling into the transition year will have to get their period of study recognized in the Republic of Croatia.

For more details about this procedure, please see the following link:

<http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-recognition-of-foreign-higher-education-qualifications/>

**It will be done with the assistance of the school and you will get further directions at the enrollment.**

- EU citizens – **“boravišna iskaznica”** (residence card) - as soon as you get it and before December 1, 2023
- Foreign (non EU citizens) citizens – **“dozvola boravka”** (residence permit)- as soon as you get it and before December 1, 2023
- Croatian citizens – valid **“osobna iskaznica”** and **OIB**

- paid **tuition fee** for the following year (or first installment if paying in two installments) – **payment slip is obligatory!**

The cost of study (tuition fee) for the academic year 2023/24

- is 12,000 Euro (twelve thousand Euro), payable in two installments (2,500 Euro within 10 days from receiving the offer of place and 9,500 Euro by September 15),
  - or 12,200 Euro payable in three installments (2,500 Euro within 10 days from receiving the offer of place, 6,100 Euro by September 15 and 3,600 Euro by February 15).
- completed the relevant enrollment **forms** (you will receive the forms by e-mail)

## UNIVERSITY OF ZAGREB SCHOOL OF MEDICINE

### APPLICATION FEE

Beneficiary:

Medicinski Fakultet Zagreb - Medical Studies in English

Šalata 3, 10000 Zagreb

OIB 45001686598

Purpose:

Application fee for Medical Studies in English

The amount: 200,00 EUR

- do not send check

### TUITION FEE:

Beneficiary:

Medicinski Fakultet Zagreb

Šalata 3, 10000 Zagreb

OIB 45001686598

Purpose:

Tuition fee for the Medical Studies in English

For payments made from abroad:

BANK NAME: PRIVREDNA BANKA ZAGREB

BRANCH ADDRESS: Radnička 50

CITY: Zagreb

POST CODE: 10000

SWIFT / BIC CODE: PBZGHR2X

IBAN CODE: HR8423400091110024619

Details of charge: OUR (all expenses are covered by the applicant)

For payments made in Croatia

PRIVREDNA BANKA ZAGREB, Radnička 50, 10 000 Zagreb

Account No: HR8423400091110024619

Poziv na broj 5100

When you make payments, please make sure that you provide **your last name**, beneficiary and purpose of payment.

### ➤ IMPORTANT NOTE

According to the schedule above, all the enrollments will take place from **10.00 am to noon and from 1.00 pm to 3.00 pm**