

A FOREIGN RESEARCHER'S GUIDE TO CROATIA





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The aim of "A Foreign Researcher's Guide to Croatia" is to help researchers from all over the world plan their scientific research in Croatia, and to ensure their stay is a pleasant and successful one. This guide offers lots of practical information about everyday life and guidelines for dealing with the formalities of employment and work in Croatia. "A Foreign Researcher's Guide to Croatia" is published by the EURAXESS Department of the Agency for Mobility and EU Programmes.



Disclaimer: The descriptions of administrative procedures in the Republic of Croatia given in this guide are to be used for informational purposes only. Recommendations in this publication do not substitute official information sources and the information given by the official administration should be taken into account in all cases. The information provided in this publication gives no right for claims or legal expectations of any kind.

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ABOUT
CROATIA

1.1. Basic facts

| Basic Facts | |
|------------------------------|---|
| Land area | 56 542 km ² |
| Population | 4.45 million (2011 census, preliminary results) |
| Political System | Parliamentary democracy |
| Territorial Organization | 20 counties and the City of Zagreb |
| Capital | Zagreb (779,145 inhabitants) |
| Official Language | Croatian |
| Official Script | Latin |
| Currency | Kuna (HRK) = 100 Lipa |
| Average Exchange Rate (2010) | 1 EUR = 7.30 HRK, 1 USD = 5.49 HRK |
| International Telephone Code | + 385 |
| Internet Country Code | .hr |
| Time Zone | Central European Time (CET) - GMT +1 |
| Climate | Continental and Mediterranean |
| Electricity | 220V, 50 Hz |

The Republic of Croatia is situated in south-eastern Europe, on the crossroads of Central Europe and the Mediterranean, stretching over 56,542 sq km with the coastal sea area of 31,067 sq km. Croatia neighbours five countries on a 2,197 km long land border: Bosnia and Herzegovina, Slovenia, Hungary, Serbia and Montenegro. Croatia also shares sea borders with Italy, Slovenia and Montenegro. The Croatian Adriatic coastline is one of the most indented coastlines in Europe, next to the Norwegian fjords. 1,266 islands and islets spread over the 5,835 km long coastline and only 47 of them (6%) are inhabited.

The capital of Croatia is Zagreb with the population of 828,621 (2011 census, preliminary results). It is also the administrative, cultural and educational centre of Croatia. Other larger cities include Split (pop. 183,796), Rijeka (pop. 135,385) and Osijek (pop. 90,081).

| Useful telephone num | |
|-------------------------|-------|
| Unique emergency number | 112 |
| Police | 192 |
| Fire brigade | 112 |
| Ambulance | 112 |
| Croatian Auto Club | 1987 |
| General information | 18981 |

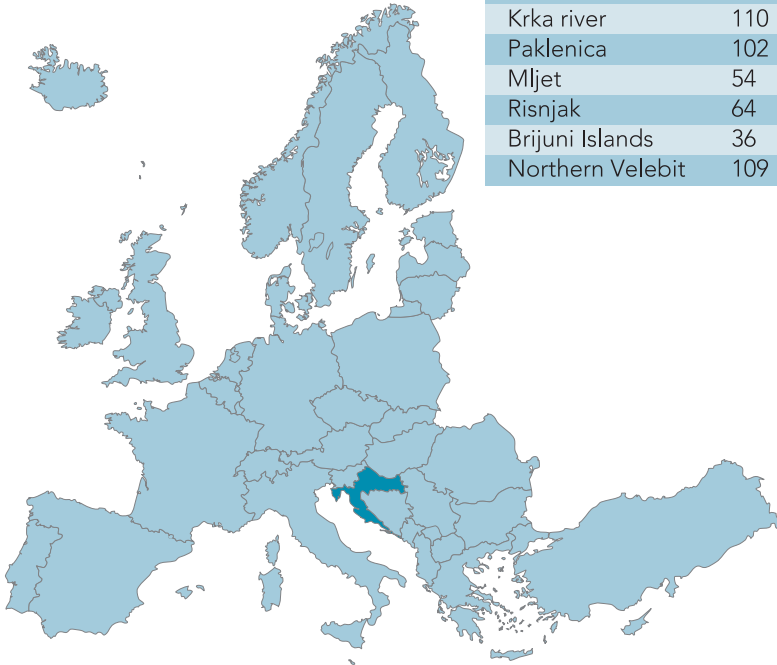
Croatian homepage:
 <http://www.hr/croatia> (in English)

Croatian National Tourist Board:
 <http://www.croatia.hr> >English



Croatian flag

1.2. Geography & climate



| National Parks | |
|------------------|---------------|
| Name | Area in sq km |
| Plitvice Lakes | 295 |
| Kornati Islands | 234 |
| Krka river | 110 |
| Paklenica | 102 |
| Mljet | 54 |
| Risnjak | 64 |
| Brijuni Islands | 36 |
| Northern Velebit | 109 |

The local terrain is quite diverse given the size of the country. There are flat plains along the Hungarian border, low mountains in central Croatia and highlands near the Adriatic coastline and islands. Croatia can thus be divided into three main geographic regions, according to its landscape characteristics:

- **lowland Croatia** (Pannonian plains in the East) - mountains higher than 500 m are rare and of insular character;
- **mountainous Croatia** (separating the lowlands from the Adriatic) - less developed; its future development will be based on its transit importance, the growth of the already existing wood and timber industry, and the still underexploited potential for the production of healthy food, and winter and rural tourism; and
- **coastal Croatia** (alongside the Adriatic sea) - predominantly a karst area with very dry summers; the few streams mainly follow narrow gorges as they break their way through to the sea.

The Croatian coastal area may further be divided into the northern (Istria and Kvarner) and the southern part (Dalmatia). The highest point of Croatia is Dinara at 1,831 m, a mountain on the border with Bosnia and Herzegovina.

Croatia has eight national parks which have all been established to protect the flora and the fauna. The total area of these national parks is 994 km² of which 759 km² is land mass, while 235 km² are covered by water. The oldest park was established in 1949 (Plitvice Lakes) and the most recent one in 1999 (Northern Velebit).

The country's natural resources include oil and gas, calcium, limited amounts of coal (found in north-western Croatia), bauxite (found in Dalmatia and Istria), asphalt and salt.

Croatia has the second highest average of sunshine hours in Europe (following Spain) and has three climate zones:

- the prevailing climate in the country's interior is continental and moderately rainy;
- on the highest peaks, a mountain climate with snowfalls throughout winter;
- the areas along the Adriatic coast have a pleasantly mild Mediterranean climate with a large number of sunny days; summers are dry and hot, winters mild and wet with significant precipitations.

🔍 Meteorological and Hydrological Service (with forecasts) <http://meteo.hr> >English



National park
Krka

1.3. History

In recorded history the area today known as Croatia was in early times inhabited by tribes of the Liburnians and the Illyrians. Since the 4th century BC it was also colonized by the Celts in the north, and along the coast by the Greeks, and later by the Romans. The Greeks founded the first towns and the Romans developed them further. There are still many Roman monuments left, such as the Arena (coliseum) in Pula. The Western Roman Empire established the provinces of Pannonia and Dalmatia, that after its downfall passed to the Huns, the Ostrogoths and then to the Byzantine Empire.

Soon thereafter, the Croats settled the east coast of the Adriatic Sea. During the 9th century they received Christianity. Croatian duke Branimir was recognized as the Duke of Croatia by Pope John VIII. Later, Croatia became a kingdom and it peaked during the rule of Petar Krešimir IV (1058-1074) and king Zvonimir (1075-1089). Due to dynastic battles after Zvonimir's death, Croatia entered a personal union with the Kingdom of Hungary in 1102. Afterwards, since the Ottoman Empire was advancing on parts of the Hungarian-Croatian kingdom, they decided to seek protection and entered a personal union with the Austrian Habsburg Monarchy in 1527. In the 16th and 17th century, a great part of Croatia fell under the Ottoman Empire whose influence ebbed in the following centuries. In the meantime, Dalmatia on the eastern Adriatic coast belonged to the Republic of Venice from 1409 to 1797, when it became a part of the Habsburg Monarchy. There was a part of Croatia, however, that remained independent until Napoleon's army abolished it in 1808 - the Republic of Dubrovnik. It was famous for trade and a big naval trade fleet that sailed the Mediterranean Sea and even the Atlantic Ocean.

After the collapse of the Habsburg Austro-Hungarian Empire in 1918, Croatia entered the Kingdom of Serbs, Croats and Slovenes later renamed the Kingdom of Yugoslavia, which fell apart in 1941. After World War II, Croatia became a federal republic of the Socialist Federal Republic of Yugoslavia. Following the changes after the fall of communism, Croatia proclaimed independence from Yugoslavia in 1991 after holding its first democratic election. It was recognized as an independent state in 1992. After the Homeland War, Croatia returned to its internationally recognized borders in 1997. Achieving social and democratic stability, Croatia became a member of NATO in 2009.

Croatia is now an accession country to become a member of the European Union. In 2004 the European Commission issued a recommendation for the beginning of accession negotiations with Croatia. Its report on Croatia described it as a modern democratic society with an able economy and the ability to take on further obligations, provided it continued the reform process. It was given EU applicant status on 18 June 2004. The negotiations started in December 2005 and lasted for six years. Croatia signed the Treaty of Accession in December 2011 and now awaits to be accepted as a full member on 1 July 2013.



1.4. National holidays & religion

Most major Catholic holidays are also public holidays in Croatia, owing to a largely Roman Catholic population. However, citizens of the Republic of Croatia who celebrate different religious holidays have the right not to work on those dates. This includes Christians who celebrate Christmas on January 7 according to the Julian calendar, Muslims on the days of Ramadan Bayram and Kurban Bayram, and Jews on the days of Rosh Hashanah and Yom Kippur.

The Zagreb Tourist Board provides a list of religious communities in Zagreb. These can be contacted for information on community meetings elsewhere in Croatia.

🔍 <http://www.zagreb-touristinfo.hr/?id=47&l=e&nav=nav3> (in English)

| Public holidays | |
|-----------------|--------------------------------------|
| 1 January | New Year |
| 6 January | The Epiphany |
| - | Easter |
| - | Easter Monday |
| 1 May | Labour Day |
| - | Corpus Christi (60 days post Easter) |
| 22 June | Anti-Fascism Day |
| 25 June | Statehood Day |
| 5 August | Victory and Homeland Gratitude Day |
| 15 August | Assumption |
| 8 October | Independence Day |
| 1 November | All Saints Day |
| 25 December | Christmas Day |
| 26 December | Boxing Day (St. Stephen's Day) |



Assumption of Mary
(Velika Gospa), Split

1.5. The educational system

The educational system in the Republic of Croatia consists of the following:

- **Preschool education**
- **Elementary education**
- **Secondary education**
- **Higher education**

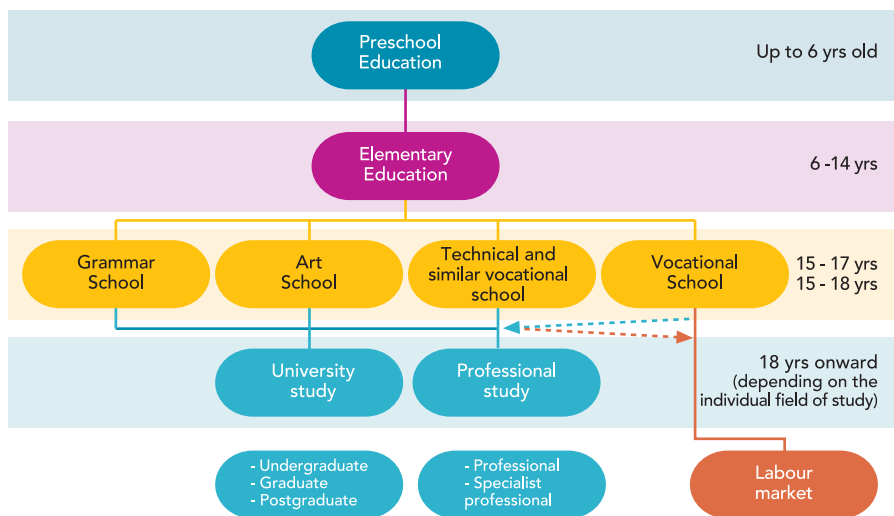
Preschool education in the Republic of Croatia encompasses education and care for children of preschool age, realized through educational, healthcare, nourishment and social care programmes for children from six months of age up to school age.

Eight-year elementary education in the Republic of Croatia is compulsory and free for all children between the ages of six and fifteen. This refers to all children with permanent residence in the Republic of Croatia, irrespective of their citizenship.

Following elementary education, **secondary education** enables everyone, under equal terms and according to one's capabilities, to acquire knowledge and skills required for work or the continuation of education. Within the secondary school system, depending on the type of curriculum, there are the following types of schools:

- **Grammar schools** (general or specialized) with a four-year curriculum; upon their completion students can enter higher education.
- **Vocational schools** (technical, industrial, trade and other, as defined by the curriculum) with one- to five-year curricula; upon their completion students acquire secondary vocational education, or semi-skilled training in case of a one- or two-year curriculum.
- **Art schools** (music, dance, fine arts, and other, as defined by the curriculum) with at least a four-year curriculum; upon their completion students can enter higher education.





Croatian educational scheme

Higher education is implemented through university and professional study programmes. University study programmes are implemented at universities while professional study programmes are implemented at polytechnics and schools of professional higher education. Professional study programmes can be implemented at universities exceptionally, with prior consent from the National Council for Higher Education. The enrolment requirements for all levels of university and professional studies are determined by higher education institutions themselves. University study includes three levels: undergraduate, graduate and postgraduate studies. Professional study offers students an appropriate level of knowledge and skills enabling them to perform professional occupations, and trains them for a direct entry into the labour market. Professional study includes two levels: professional study and specialist professional graduate study.

All about education in Croatia on the website of the Ministry of Science, Education and Sports (MSES): <http://www.mzos.hr> >English>Education

Links to the websites of Croatian universities:
<http://www.studyincroatia.hr> >Studying in Croatia







BEFORE
ENTERING
CROATIA

2.1. Introduction

Before entering Croatia as a foreign researcher you should check several things. First, are you a citizen of a country for which the Republic of Croatia **does not require a visa** (see Chapter 2.4.)?

Foreigners who are not obliged to possess a visa to enter the Republic of Croatia may stay in Croatia for a maximum of 90 days within a period of 6 months, starting from the day of their first entry (**short - term stay**).

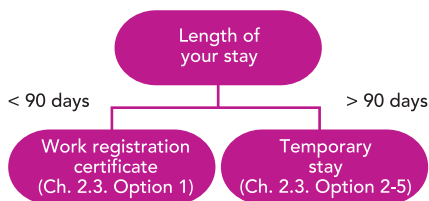
Then, you should know **how long** you will stay in Croatia and **for which purpose**.

1. Foreign researchers who plan to work **shorter than 90 days** or legal or natural persons who will use their services, must obtain **the work registration certificate** without a stay and work permit (*potvrda o prijavi rada*) which is issued by the competent police administration office or police station. For more information please see Chapter 2.3, **Option 1**.
2. For **more than 90 days** a „**temporary stay**“ (*privremeni boravak*) should be requested and shall be granted on the following grounds:
 - work
 - **scientific research**
 - secondary school education and university-level studies
 - family reunification
 - humanitarian grounds

Checklist before arrival

| | |
|--|-------------|
| Do I need a visa? | page 34 |
| Am I staying less than 90 days? | page 24 |
| If I am staying more than 90 days, what is the purpose of my stay? | page 21 |
| Do I need to proceed with the recognition of my qualifications? | page 38 |
| Do I need travel health insurance? | page 60, 22 |
| Does my country have an agreement on social security with Croatia? | page 22 |
| How can I bring my family to Croatia? | page 32 |





For a period of **more than 3 months** foreigners may work in the Republic of Croatia on the basis of a **stay and work permit**, or a Temporary stay permit for the purpose of scientific research. Foreigners may not start working prior to having been granted temporary stay on one of the above mentioned grounds.

Temporary stay can be granted to a foreigner who meets the following **basic** conditions:

- there is justified purpose of temporary stay (work, scientific research, studies, family reunification)
- they have a valid travel document
- they have means of supporting themselves
- they have valid **health insurance** - see Chapter 3.8.
- there are no legal obstacles to granting entry to the Republic of Croatia.

Temporary stay for the purpose of employment is issued as a **stay and work permit**. For more information please see Chapter 2.3, **Option 2**.

Foreigners who have been granted **temporary stay for the purpose of scientific research** may work without a stay and work permit. The advantage in basic requirements is that for the application they do not need to present proof of health insurance. For more information please see Chapter 2.3., **Option 3**.

Foreign nationals intending to study in Croatia must regulate their **temporary stay for the purpose of studies**. International students are not allowed to attend classes at a university until they have procured a temporary stay permit. For more information please see Chapter 2.3., **Option 4**.

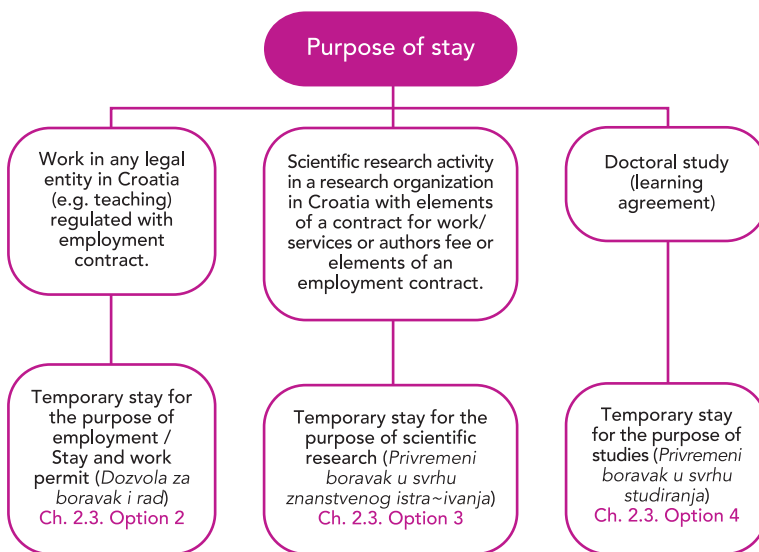
Temporary stay for the purpose of family reunification may be granted to a foreigner who is a member of the nuclear family of a foreigner who has already been granted a temporary stay permit for the purpose of scientific research or stay and work permit outside the quota system. This is further possible for family members of Croatian citizens, foreigners on **permanent stay** (see Chapter 3.6), foreigners who have been on a temporary stay, and foreigners who have been granted asylum. For more information please see Chapter 2.3., **Option 5**.

Important tip: Upon arrival to Croatia kindly ask for support from your host institution (international cooperation office, your mentor or your colleagues at work) or from a member of the EURAXESS network in Croatia to provide you with personal assistance with all the administrative procedures. In case of obstacles that might arise due to a language barrier, it is recommended to have a person fluent in Croatian accompany you when visiting public administration institutions.

Contact of EURAXESS Service Center Zagreb: euraxess@mobilnost.hr,

🔍 <http://www.euraxess.hr/sitegenius/topic.php?id=375>

🔍 Contact of Local Service Points: <http://www.euraxess.hr/sitegenius/topic.php?id=366> or page...



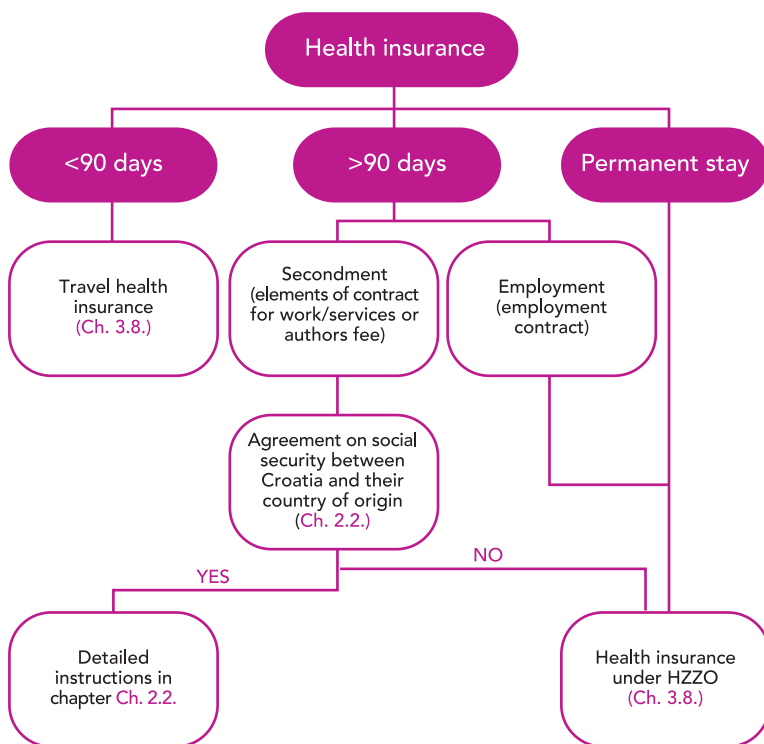
2.2. Validity of home country's social security (health & pension insurance)*

Before obtaining **temporary stay**, foreign citizens are advised before coming to the Republic of Croatia to check whether there exists an agreement on social security between the Republic of Croatia and their country of origin. Please visit the following

link: http://www.hzzo-net.hr/03_03_05_eng.php.

The Republic of Croatia co-ordinates the social security system with 25 countries in total: Austria, Germany, Slovenia, Slovakia, Czech Republic, the Netherlands, Luxemburg, Italy, Belgium, Hungary, France, Poland, UK, Denmark, Sweden, Macedonia, Switzerland, Canada, Bosnia and Herzegovina, Serbia, Montenegro, Australia, Norway, Bulgaria, Romania and Turkey, but not all of the agreements on social security with mentioned countries regulate entitlement to health care services.

Health insurance



*Authorized by the Croatian Institute for Health Insurance and the Croatian Pension Insurance Institute

In case such an agreement does exist, the county of origin's local health insurance authority must issue a document on the basis of which the foreigner will be entitled to medical protection while in Croatia.

For nationals of countries with which the Republic of Croatia **has concluded an agreement on social insurance**, the **proof of health insurance** is considered to be:

- a European Health Insurance Card, accepted by the Croatian Institute for Health Insurance (before Croatia enters EU, only Hungarian, Slovenian, German and Czech European Health Insurance Cards are accepted),
- a patient's certificate issued by the Croatian Institute for Health Insurance,
- a regular certificate of a foreign health insurance agency or;
- any other proof provided under the agreement on social insurance.

If foreigners have been issued a certificate of a foreign health insurance agency or any other proof provided under the agreement on social insurance with a validity period shorter than the planned duration of their stay, upon the expiration of validity of said certificate, foreigners are obliged to present a new one or contact the competent office of the Croatian Institute for Health Insurance, in order to establish their rights to health insurance for the remaining time of their valid stay.

If foreigners cannot obtain any of the above mentioned proof when applying for the first temporary stay permit or they are nationals of countries with which the Republic of Croatia **has not concluded an agreement on social insurance or the agreement does not regulate health care**, they are obliged to submit a **travel insurance certificate**. Moreover, upon their arrival in the Republic of Croatia and upon having been granted a temporary stay permit, they are obliged to procure a health insurance policy from the Croatian Institute for Health Insurance (HZZO) as described in Chapter 3.8.

Pension insurance

If there is an agreement on social security between two countries, in order to establish their right to pension, the time spent in another country is aggregated for the benefit of the foreign researcher. Croatian Social funds cooperate with other countries on the principle of reciprocity. A foreign researcher will keep their pension rights during their mobility to Croatia, and the period during which they worked in Croatia, if not otherwise stipulated by the Agreement on Social Security between Croatia and their home country. For more information, please see Chapter 3.9.

2.3. Regulating your stay in Croatia*

Option 1: Work registration certificate (*Potvrda o prijavi rada*)

[WHY?]

If you plan to work in the Republic of Croatia less than 90 days.

[WHO?]

Based on a work registration certificate, the following categories of researchers may work up to 90 days a year:

scientists on scientific and professional training, scientists-representatives of international organisations and scientists who are to participate in the implementation of scientific projects important for the Republic of Croatia, administrative staff, experts, teachers and lecturers at foreign cultural, educational and scientific institutions performing services in the Republic of Croatia as part of a cultural and educational cooperation programme, and administrative staff, experts, teachers and lecturers at foreign cultural, educational and scientific institutions having branch offices in the Republic of Croatia, provided that they come from their home institutions.

[HOW?]

In order to obtain the **work registration certificate**, a foreigner or host institution (authorized), needs to submit a request to the police directorate or police station, according to the location in which the business activity is performed.

The following documents are needed:

- Formal letter issued by the host institution
- Contract, hosting agreement or other appropriate certificate proving the status of one of the above mentioned categories of foreigners
- Original and copy of a valid travel document
- Registration papers of the host institution

If foreigners are subject to the visa requirement they should apply for a visa at a Croatian diplomatic mission or consular post, prior to their entry into the Republic of Croatia (see Chapter 2.4.). They cannot start working prior to having obtained the **work registration certificate** from the local police directorate or station, according to the location in which the business activity is performed.

Please note that the aforementioned categories of foreigners who plan to stay and work **longer than 90 days** are obliged to regulate their temporary stay for the purpose of work or for the purpose of scientific research. For more information please refer to Option 2 and Option 3, respectively.

[WHERE?]

At the police directorate or police station, according to the location in which the business activity is performed.

Organisation of police administration in Croatia (police stations):

 <http://www.mup.hr/1265.aspx>.

[HOW MUCH?]

The administrative fee upon request for issuance of work registration certificate is 20.00 HRK.

[WHEN?]

Upon arrival. It usually takes about 1 day to issue this permit.

[TIPS]

If you need a visa for entering Croatia, then you need to first apply for a visa at a Croatian diplomatic mission or consular post, and, upon arrival, submit the request for work registration certificate (see Chapter 2.4.).

No letter of attorney (punomoć) is needed for the issuance of a work registration certificate.

The host institution should issue a formal letter listing the dates when the foreigner will perform their work.

Based on the work registration certificate, foreigners may work for the same employer or service recipient throughout the territory of the Republic of Croatia.

Option 2: Temporary stay for the purpose of employment / Stay and work permit (*Dozvola za boravak i rad*)

[WHY?]

In case you plan to work in Croatia longer than 3 months in possession of an employment contract or any other contract composed of elements usually used in the employment contract.

In case you plan to work on a publicly funded research position in one of Croatian research organizations.

In the case of researchers, a temporary stay permit for the purpose of employment (stay and work permit) can be issued outside the quota system of work permits in Croatia.

[WHO?]

Foreign researchers getting employed for a longer period in an open position (not on a specific research project).

Please note: Foreigners **do not need** a stay and work permit if they have been granted:

- permanent stay;
- asylum, subsidiary or temporary protection;
- temporary stay for the purpose of family reunification with a Croatian national, a foreigner on permanent stay, an asylee or a foreigner who has been granted subsidiary or temporary protection;

- temporary stay on humanitarian grounds;
- autonomous stay;
- the status of a full-time pupil or student when they perform services through the mediation of authorised agents, without being employed;
- **temporary stay for the purpose of scientific research** - see Option 3 below.

[HOW?]

A request for granting a **stay and work permit** for a foreigner can be submitted by the employer or by the foreigner himself, to the competent police directorate or police station in the area of the employer's head office. In case they need a visa, foreigners must submit a request at a Croatian diplomatic mission or consular post, in which case the employer can add necessary documents. In the case of researchers, scientists or professors, the request can be submitted to a police directorate or police station.

📁 Documents needed to apply for a stay and work permit:

- Application form **1a, 9a**,
- 🔍 <http://narodne-novine.nn.hr/clanci/sluzbeni/dodatni/421394.pdf>
- One colour photograph (35 x 45 mm)
- Proof of means of support*
- Proof of **health insurance** (see Chapter 3.8.)
- Original and copy of a valid travel document
- **Employment contract or written proof of signed employment contract, or another appropriate contract**
- Evidence of the foreigner's professional qualifications and skills
- Certificate of company, branch office, representative office, and craft, association or institution registration in the Republic of Croatia
- Explanation on the justifiability of employment of a foreigner that contains information on the foreigner's professional knowledge, qualifications and work experience, and the reasons why this position cannot be assigned to a Croatian national on the labour market

* Proof of means of support: The minimum amount of funds that a foreigner needs to have on a monthly basis for his/her own needs is 2,000.00 HRK. For a two-member family the minimum amount is 2,750.00 HRK, for a three-member family 3,250.00 HRK, and for every additional family member the amount is increased by additional 500.00 HRK.

Proof of means of support can be an employment contract which shows the amount of future salary, or a confirmation from the employer about the salary which the foreigner will receive (in case of an application for first-time temporary stay for the purpose of employment).

[WHERE?]

At the competent police directorate or police station in the area of the employer's head office, or at a Croatian diplomatic mission or consular post. In case the foreigner needs a visa, he or she must submit a request at a Croatian diplomatic mission or consular post, in which case the employer can submit additional documents. In the case of researchers, scientists or professors, the request can be submitted to a police directorate or station.

Organisation of police administration in Croatia (police stations):

🔍 <http://www.mup.hr/1265.aspx>.

Croatian diplomatic missions and consular offices:

🔍 <http://www.mfa.hr/MVP.asp?pcpid=1613>.

[HOW MUCH?]

The administrative fee upon request for issuance of permit for temporary stay is 20.00 HRK, and the administrative fee for granting the permit for temporary stay is 500.00 HRK (approximately 70 EUR).

[WHEN?]

It is recommended to start compiling documents at least 4 months before arrival to Croatia and to submit them at least 3 months before arrival.

[TIPS]

Temporary stay for the purpose of employment is issued as a **stay and work permit**.

A temporary stay permit for the purpose of employment can be issued to a foreigner for the same time period stipulated in their employment contract, but for a period of up to one year. This can be extended on certain conditions.

All original documents must be officially translated into Croatian, and an "apostille" of all original documents and certified translations may be required. It is suggested to check with the Croatian diplomatic mission or consular post whether the need for an "apostille" exists.

Option 3: Temporary stay for the purpose of scientific research (*Privremeni boravak u svrhu znanstvenog istraživanja*)

[WHY?]

If you plan to work in the Republic of Croatia on a research project and regulate business cooperation with a hosting agreement. Some of the elements of the Scientific Visa Package (EU Directive 2005/71/EC) are already implemented in the Croatian legislation and aim to facilitate the procedure of admitting foreign researchers arriving to Croatia for the purpose of performing scientific research.

[WHO?]

Foreign researchers whose host institution in Croatia has an approval from the Ministry of Science, Education and Sports (MSES) to host him or her, and who have concluded a hosting agreement with the same host institution.

[HOW?]

a) Stage 1 - Approval of scientific visit

The employer (host institution, legal person registered for scientific activity) must write a request for the Approval of a scientific visit (Odobrenje za ugošćavanje znanstvenika) and send it to the Ministry of Science, Education and Sports (MSES).

Application form: <https://eobrasci.mzos.hr/Login.aspx?ReturnUrl=%2fDefault.aspx>

Instructions for host institutions on the website of the Ministry for Science, Education and Sports: <http://public.mzos.hr/Default.aspx?art=9528&sec=3272> (in Croatian).

The list of research organisation approved by the MSES can be found on the following website: http://pregledi.mzos.hr/Ustanove_Z.aspx (in Croatian).

The MSES will issue an approval for research projects that last longer than 3 months.

b) Stage 2 - Hosting agreement*

After the MSES issues an approval for scientific visit, the employer and the scientist should sign a hosting agreement. The hosting agreement is an agreement issued by a public or private research organisation to undertake a research project. The research organisation can only sign a hosting agreement with a researcher if there are funds available for the research and they are satisfied with the researcher's scientific skills. In addition, the researcher must have sufficient financial means and health insurance. Only a research organisation approved by the MSES can sign a hosting agreement.

c) Stage 3 - Temporary stay permit

An application for a first-time temporary stay permit for the purpose of scientific research can be submitted to a police directorate or police station or to a diplomatic mission or consular post of the Republic of Croatia. If the foreigner is subject to the visa requirement, the application for a first-time temporary stay permit for the purpose of scientific research can also be submitted to a police directorate or police station in the Republic of Croatia.

Organisation of police administration in Croatia (police stations):

<http://www.mup.hr/1265.aspx>

Croatian diplomatic missions and consular offices:

<http://www.mfa.hr/MVP.asp?pcpid=1613>

Documents needed to apply for a first temporary stay permit for the purpose of scientific research:

- Application form 1a,
<http://narodne-novine.nn.hr/clanci/sluzbeni/dodatni/421394.pdf>
- **Hosting agreement** - original and photocopy
- One colour photograph (35 x 45 mm)

- Proof of means of support
- Original and copy of a valid travel document

* Hosting agreement, employment contract or other contracts which show the amount of future salary, or a confirmation from the employer about the salary which the foreigner will receive.

Upon the completion of the procedure, the respective police directorate or police station will inform the respective diplomatic mission or consular post on the completion of the procedure. The respective diplomatic mission or consular post will then inform the concerned party of the decision on the application. Even if the application has been positively decided, the foreigner concerned will be issued a temporary stay permit in a form of a sticker in his or her travel document.

[WHERE?]

An application for a first-time temporary stay permit for the purpose of scientific research can be submitted to a police directorate or police station or to a diplomatic mission or consular post of the Republic of Croatia. If the foreigner is subject to the visa requirement, the application for a first-time temporary stay permit for the purpose of scientific research can also be submitted to a police directorate or police station in the Republic of Croatia.

Organisation of police administration in Croatia (police stations):

🔍 <http://www.mup.hr/1265.aspx>

Croatian diplomatic missions and consular offices:

🔍 <http://www.mfa.hr/MVP.asp?pcpid=1613>

[HOW MUCH?]

The administrative fee upon request for the issuance of a permit for temporary stay is 20.00 HRK, and the administrative fee for granting the permit for temporary stay is 500.00 HRK (approximately 70 EUR).

[WHEN?]

It is recommended to start compiling documents at least 4 months prior to the arrival to Croatia and to submit them 3 months before arrival (please note that consular offices and police administration will not accept applications for temporary stay submitted earlier than 3 months before the stipulated arrival date).

[TIPS]

Foreign researchers may not start working prior to having obtained a first-time temporary stay permit.

The temporary stay permit for the purpose of scientific research is valid up to one year. Foreign researchers who have been granted temporary stay for the purpose of scientific research may work without a stay and work permit or a work registration certificate.

All original documents must be officially translated into Croatian, and an “apostille” of all original documents and certified translations may be required. It is suggested to check with the Croatian diplomatic mission or consular post whether the need for an “apostille” exists.

Option 4: Temporary stay for the purpose of studies (*Privremeni boravak u svrhu studiranja*)

[WHY?]


Foreign nationals intending to study in Croatia must regulate their temporary residence for the purpose of studying. International students are not allowed to attend classes at university until they have procured a residence permit.

[WHO?]

International students (can apply to PhD students as well).

[HOW?]

Documents needed to apply for a temporary stay permit for the purpose of studies:

- Application form 1a,
 <http://narodne-novine.nn.hr/clanci/sluzbeni/dodatni/421394.pdf>
- Proof of admittance to a higher education institution in Croatia written in the Croatian language - (it can also be presented by the host institution)
- One colour photograph (35 x 45 mm)
- Proof of means of support *
- Proof of health insurance **
- Original and copy of a valid travel document

* Proof of means of support: a scholarship or proof of having access to finances in the amount of at least 1,000.00 HRK per month during 12 months. The proof of receiving a scholarship is issued by the legal entity granting the scholarship while the proof of finances is issued by a bank in the form of a bank statement.

** Proof of health insurance (bilingual document) coming from a home country that has a bilateral agreement on social insurance with Croatia. Nationals of countries which do not have the aforementioned agreement with Croatia have to report to the Croatian Institute for Health Insurance (*HZZO - Hrvatski zavod za zdravstveno osiguranje*) to establish their right to health insurance under Croatian health insurance regulations. For more information, see Chapter 3.8.

This does not apply to those who come to the Republic of Croatia within mobility programmes approved by the Ministry of Science, Education and Sports or other agreements which already include health insurance (Erasmus, Erasmus Mundus, CEEPUS, bilateral exchange, etc.).

[WHERE?]

International students can submit a temporary stay permit application in one of two ways:

An application for a temporary stay permit for the purpose of studies can be submitted to a diplomatic mission or consular post of the Republic of Croatia. If the foreigner is not subject to the visa requirement, the application for a temporary stay permit can be submitted to a police directorate or police station in Croatia.

An exception applies in the case of foreigners who need a visa for entry into the Republic of Croatia, but are coming for the purpose of studies at a higher educational institution as regular students. They can submit the application for a temporary stay permit for the purpose of studies in Croatia at a police directorate or police station.

Organisation of police administration in Croatia (police stations):

🔍 <http://www.mup.hr/1265.aspx>.

Croatian diplomatic missions and consular offices:

🔍 <http://www.mfa.hr/MVP.asp?pcpid=1613>.

[HOW MUCH?]

The administrative fee upon request for the issuance of a permit for temporary stay is 20.00 HRK, and the administrative fee for granting the permit for temporary stay is 500.00 HRK (approximately 70 EUR).

International students receiving a grant from the Croatian Ministry of Science, Education and Sports are exempted from this fee.

[WHEN?]

Students submitting an application to a diplomatic mission or consulate post of the Republic of Croatia in their home country should start compiling documents at least 4 months prior to arrival to Croatia and submit them 3 months before arrival (please note that consular offices and police administration offices will not accept applications for temporary stay submitted earlier than 3 months before the arrival). The procedure can take one month or longer.

Students submitting the application to an appropriate police department or police station in Croatia should do so immediately upon entering Croatia.

The temporary stay permit for the purpose of studies is valid up to one year, that is, until the end of the academic year.

[TIPS]

All original documents must be officially translated into Croatian, and an “apostille” of all original documents and certified translations may be required. It is suggested to check with the Croatian diplomatic mission or consular post whether the need for an “apostille” exists.

Student work - Foreigners with the status of regular pupils or students in the Republic of Croatia, provided they get work through the mediation of authorised agents, may work without a stay and work permit or a work registration certificate.

Useful information for international students may be found on the Study in Croatia portal: www.studyincroatia.hr.

Option 5: Temporary stay for the purpose of family reunification (*Privremeni boravak u svrhu spajanja obitelji*)

[WHY?]

In order to regulate the stay in the Republic of Croatia on the basis of an immediate family member's permit.

[WHO?]







Members of the nuclear family of a researcher who has already been granted temporary stay.

Members of the nuclear family are:

1. Spouses
2. Persons living in a common law marriage in accordance with Croatian legislation (According to the Croatian Family act the effects of cohabitation shall be applied to a relationship between an unmarried woman and unmarried man which lasts at least three years or less, under the condition that a child has been born during the period of cohabitation)
3. Underage children who have not formed families of their own, and who were born of the marriage or the common law marriage or who were adopted
4. Parents or adoptive parents of underage children.

[HOW?]

Documents needed to apply for a first temporary stay permit for the purpose of family reunification:

-  Application form 1a,
<http://narodne-novine.nn.hr/clanci/sluzbeni/dodatni/421394.pdf>
-  One colour photograph (35 x 45 mm)
-  Proof of means of support
-  Proof of health insurance
-  Original and copy of a valid travel document
-  Supporting documents are to be included optionally, depending on what the applicant seeks to prove:
 - for proving a marriage - a marriage certificate
 - for proving a common law marriage - a statement from both common law spouses, as well as other proof of the existence of the common law marriage
 - for proving a child-parent relationship - a birth certificate or a decision of a competent authority on child adoption
 - for proving other kinships and serious personal or humanitarian grounds for family reunification
 - all relevant documents from which any kinships and serious personal or humanitarian reasons can incontestably be entailed.

A temporary stay permit for the purpose of family reunification can be issued for a period of up to one year or until the expiration of the temporary stay permit of the foreigner with whom reunification is sought.

[WHERE?]

An application for a first-time temporary stay permit for the purpose of family reunification can be submitted to a police directorate or police station or to a diplomatic mission or consular post of the Republic of Croatia. In the case of a researcher's family, even if a foreigner is subject to the visa requirement, the application for a first-time temporary stay permit for the purpose of family reunification can also be submitted to a police directorate or police station in the Republic of Croatia.

Croatian diplomatic missions and consular offices of Croatia:

 <http://www.mfa.hr/MVP.asp?pcpid=1613> (in English).

[HOW MUCH?]

The administrative fee upon request for the issuance of a permit for temporary stay is 20.00 HRK, and the administrative fee for granting the permit for temporary stay is 500.00 HRK (approximately 70 EUR).

[WHEN?]

It is recommended to start compiling documents at least 4 months prior to the arrival to Croatia and to submit them 3 months before arrival (please note that consular offices and police administration will not accept applications for temporary stay submitted earlier than 3 months before the arrival).

[TIPS]

Please note: Family members can apply for temporary stay for the purpose of family reunification only after one foreigner has already been granted temporary stay.

All original documents must be officially translated into Croatian, and an "apostille" of all original documents and certified translations may be required. It is suggested to check with the Croatian diplomatic mission or consular post whether the need for an "apostille" exists. In the event of a polygamous marriage, the family reunification in the territory of the Republic of Croatia shall be permitted to only one spouse. Only foreigners who have been granted temporary stay for the purpose of family reunification with a Croatian national or a foreigner on permanent stay may work without a stay and work permit or a work registration certificate.

Please find more information about permanent stay in chapter 3.6.

A foreigner who has been granted temporary stay for the purpose of family reunification with a foreign researcher (on temporary stay for the purpose of scientific research) may work in the Republic of Croatia only on the basis of a stay and work permit or a work registration certificate and may not start working prior to having been granted temporary stay.

Autonomous stay is a type of temporary stay which can be granted to foreigners who have been granted temporary stay for the purpose of family reunification for an uninterrupted period of at least four years, provided that they meet the conditions for granting temporary stay in the Republic of Croatia. Autonomous stay may be granted to spouses or unmarried partners, children coming of age and to parents and adoptive parents of minors.



2.4. Visas*

[WHY?]

1. transit through the territory of the Republic of Croatia or stay on the territory of the Republic of Croatia for the maximum duration of 3 months in any six-month period from the date of initial entry to the territory of the Republic of Croatia.
2. transit through the international transit area of an airport

Visas are issued by diplomatic missions or consular posts of the Republic of Croatia. A visa cannot be used as a work permit.

Knowing whether you need a visa is also important since it determines whether you can apply for temporary stay permits in Croatia or whether you need to do this through Croatian diplomatic missions or consular posts.

[WHO?]

Nationals of the following states do not require a visa for entering the Republic of Croatia and for a stay of up to 3 months or for passing through the territory of the Republic of Croatia:

Republic of Albania, Principality of Andorra, Antigua and Barbuda, Argentine Republic, Australia, Republic of Austria, Commonwealth of the Bahamas, Barbados, Kingdom of Belgium, Bosnia and Herzegovina, Federative Republic of Brazil, Brunei Darussalam, Republic of Bulgaria, Canada, Republic of Chile, Republic of Costa Rica, Republic of Cyprus, Czech Republic, Kingdom of Denmark, Republic of Estonia, Republic of Finland, French Republic, Federal Republic of Germany, Republic of Guatemala, Hellenic Republic, Holy See, Republic of Honduras, Hungary, Republic of Iceland, Ireland, State of Israel, Italian Republic, Japan, Republic of Korea, Republic of Latvia, Principality of Liechtenstein, Republic of Lithuania, Grand Duchy of Luxemburg, Republic of Macedonia, Malaysia, Republic of Malta, Republic of Mauritius, United Mexican States, Principality of Monaco, Montenegro, Republic of Nicaragua, Kingdom of the Netherlands, New Zealand, Kingdom of Norway, Republic of Panama, Republic of Paraguay, Republic of Poland, Portuguese Republic, Romania, Republic of El Salvador, Saint Christopher and Nevis, Republic of San Marino, Republic of Singapore, Republic of Seychelles, Republic of Serbia, Slovak Republic, Republic of Slovenia, Kingdom of Spain, Kingdom of Sweden, Swiss Confederation, Republic of Turkey, United Kingdom of Great Britain and Northern Ireland, Eastern Republic of Uruguay, United States of America, Bolivarian Republic of Venezuela - 70 countries in total.

*Authorized by Ministry of Foreign and European Affairs

The exemption from the visa requirement also applies to the following holders of valid travel documents of the United Kingdom of Great Britain and Northern Ireland:

- British Nationals (Overseas);
- British Overseas Territories Citizens who have the right of abode in the United Kingdom, and
- British Subjects who have the right of abode in the United Kingdom.

The exemption from the visa requirement also applies to the holders of valid travel documents issued in the Hong Kong Special Administrative Region of the People's Republic of China and in the Macao Special Administrative Region of the People's Republic of China.

The exemption from the visa requirement also applies to holders of passports issued in the territory of Taiwan, if the passport includes an identity card number.

Nationals of the following countries may enter Croatia with a valid identity card or a document confirming their identity and nationality:

European Economic Area (EEA), Principality of Andorra, Holy See, Principality of Monaco, Republic of San Marino and Swiss Confederation. The nationals of Italy can also enter Croatia on the basis of a civil servants' card. Nationals of Bosnia and Herzegovina can enter the Republic of Croatia only on the basis of a new identity card, unique for the whole territory of Bosnia and Herzegovina, which has been issued pursuant to the new Act on Identity Cards of Bosnia and Herzegovina.


All other nationals require a visa for entering Croatia and for a stay of up to 3 months or for passing through the territory of the Republic of Croatia, unless stipulated otherwise by international agreements. The Government of the Republic of Croatia may introduce a provisional suspension of the visa regime for a certain period, for nationals of some countries.

For more information and possible temporary exceptions please check the visa requirements overview on the website of the Ministry of Foreign and European Affairs (MFA): <http://www.mfa.hr/MVP.asp?pcpid=1615> (in English)

[HOW?]

As a general rule, a foreigner must lodge a visa application personally. A visa application for a foreign minor or a foreigner deprived of their business capacity shall be submitted by their legal representative.

Documents needed to apply for a visa:

-  ○ Application form, www.mup.hr/UserDocsImages/obr4.pdf
- Valid travel document (the period of validity of the travel document should exceed that of the visa's by three months, must include at least two empty pages, and must be issued in the last 10 years)
- Colour photograph 35x45 mm

- Supporting documents that prove:
 - a) Purpose of visit to Croatia
 - b) Means of support to cover stay in Croatia *
 - c) Means of transport and intention to return to the country of origin or to a third country
 - d) Travel health insurance (see Chapter 3.8.).

* Means of support can be proven with:

- a confirmation from the employer about the average salary for the past three months;
- a tax card;
- a pension slip;
- proof of scholarship
- a written and notarized statement by the person who supports the applicant, with the proof of their means of support;
- a bank statement which shows the funds available on the applicant's account;
- an employment contract which shows the amount of future salary, or a confirmation by the employer about the salary which the foreigner shall receive (in case of an application for first-time temporary stay for the purpose of employment)

Please note: A foreign national submitting an application for a visa to a diplomatic mission or a consular office of the Republic of Croatia is obliged to prove that they have sufficient financial means to cover their subsistence during their stay in the Republic of Croatia and the return to the country of origin or transit to a third country. When a foreign national enters the Republic of Croatia, the body in charge of state border crossing control is authorised to request of them to present financial means necessary to cover their subsistence during his or her stay in the Republic of Croatia and return to the country of origin or transit to a third country. The amount of financial means is fixed at the equivalent of 100 EUR per day of the estimated stay in the Republic of Croatia. If a foreign national is in possession of a certified letter of guarantee by a natural or legal person from the Republic of Croatia, proof of a tourist booking or a similar document, they are obliged to present proof that they possess the amount equivalent to 50 EUR per day of the estimated stay in the Republic of Croatia.

WHERE?

At a Croatian diplomatic mission or consular post. If there is no Croatian diplomatic mission or consular post in the applicant's country, visa application may be submitted to the nearest Croatian diplomatic mission or consular post.

Croatian diplomatic missions and consular posts:

🔗 <http://www.mfa.hr/MVP.asp?pcpid=1613>.

[HOW MUCH?]

Fees: Airport-transit visa (A), Short-term visa (C) - 35 EUR

In the case of urgent visa issuance, when the application has been submitted, without justification, three or less days prior to the intended journey - 70 EUR

Following categories of persons are exempted from visa application fees:

- members of immediate family of a Croatian national (spouse and children)
- children under the age of six

[WHEN?]

Foreigners who are subject to the visa requirement are obliged to apply for a visa prior to their entry into the Republic of Croatia.

A visa application must be lodged at the earliest three months prior to the date of the intended entry into Croatia and may be issued within a period of up to 15 days.

[TIPS]

Foreigners who are subject to the visa requirement and intend to stay in Croatia for **more than 90 days** have to submit the necessary documents for temporary stay at a Croatian diplomatic mission or consular post, but do not need a separate visa.

Foreigners who are subject to the visa requirement and intend to work **less than 90 days**, have to apply for a visa at a Croatian diplomatic mission or consular post and submit a request for approval on work registration upon arrival at a police directorate or police station.

All original documents must be officially translated into Croatian, and an “apostille” of all original documents and certified translations may be required. It is suggested to check with the Croatian diplomatic mission or consular post whether the need for an “apostille” exists.

2.5. Other procedures

2.5.1. Professional recognition of a higher education qualification (*Stručno priznavanje inozemne visokoškolske kvalifikacije*)

[WHY?]

For the purpose of employment in the Republic of Croatia.

[WHO?]

Researchers and students.

[HOW?]

The Agency for Science and Higher Education is in charge of the Croatian ENIC/NARIC Office, which conducts the professional recognition procedure. The Office is part of the European Network of National Information Centres on recognition and mobility.

Guidelines for initiating the procedure of professional recognition of foreign higher education qualifications:

- Fill out application form
(http://www.azvo.hr/images/stories/enic/OBRAZAC_ENIC.doc)
- Collect documents required for professional recognition of foreign higher education qualifications
- Pay administrative fee
- Submit documents



List of documents needed:

- Original or certified copy of the foreign qualification
- Certified translation of the foreign qualification into Croatian
- Official grade transcript in the original, issued by the higher education institution
- Certified translation of the grade transcript into Croatian
- Official curricula with course of study and short content of each subject (issued from higher institution or printed from the web site of institution) and translated into Croatian (no certified translation required)
- Admission requirements (if the official version does not exist, write them yourself)
- Diploma supplement in original, if available, and certified translation of Diploma supplement into Croatian
- CV in Croatian pointing out the course of education and work experience (when applying for the recognition of Ph.D. list your published scientific papers and where they have been published)
- Certified copies of previously acquired higher qualification(s), if any obtained
- Certificate of citizenship (original or certified copy of "domovnica" or passport for foreigners)
- Proof of payment of administrative fees
- For applicants who have changed their first and/or last name, copy of the marriage certificate or official decision of the competent authority
- One copy of all enclosed documents including the application form, except official curricula
- Candidates applying for the recognition of Master's/Postgraduate study must enclose one (1) copy of their master thesis (on paper, floppy disk or CD)
- Candidates applying for the recognition of doctoral degrees must enclose one (1) copy (paper, on floppy disk or CD) of their doctoral thesis.

The procedure consists of several steps:

1. After receiving and processing the application, the Croatian ENIC/NARIC Office advises the applicant on required supplements if the application is incomplete.
2. The Croatian ENIC/NARIC Office examines the accreditation of the institution wherein a foreign higher education qualification is acquired, accreditation of the study program in question, authenticity of the foreign higher education qualification for which recognition is being requested, entitlements and possibilities that the qualification ensures in the country of issue.
3. The Agency for Science and Higher Education issues a decision on the recognition of the foreign higher education qualification.
4. The decision on professional recognition of the foreign higher education qualification is mailed to the applicant's address specified in the application for recognition.

[WHERE?]

To the Croatian ENIC/NARIC Office:

🔍 <http://www.azvo.hr/en/enic/enicnaric-office> (in English).

[HOW MUCH?]

Professional recognition of foreign higher education qualifications on completed undergraduate, graduate and postgraduate university and professional study programmes: 65 EUR.

[WHEN?]

The Agency for Science and Higher Education is required to make a decision on the recognition of higher education within 60 days from the date of submission of the application for professional recognition.

[TIPS]

🔍 For other information about applying for the recognition of foreign higher education qualifications and degrees, please contact Croatian ENIC NARIC Office through the following link: <http://www.azvo.hr> >English >National ENIC/NARIC office.

2.5.2. Academic recognition of a higher education qualification (*Akademsko priznavanje inozemne visokoškolske kvalifikacije*)

[WHY?]

For the purpose of continuing education in the Republic of Croatia.

[WHO?]

Students, both Croatian and international, returning after a period of study abroad.

[HOW?]

Prospective students who wish to apply for postgraduate study programmes and have a foreign higher education qualification or degree will need to undergo the process of academic recognition for the purpose of continuation of education in Croatia. All higher education institutions that accept international students usually have an International Cooperation Office and prospective students should contact that office well before applying in order to obtain relevant information on which education qualifications need to be recognised in order to apply for the study programme in question.

Students who apply for exchange programmes usually do not need to have their previous education qualifications recognised. Agreements between higher education partner institutions and the application procedures for an exchange programme normally prescribe the precise admission requirements for exchange students.

[WHERE?]

At an International Cooperation Office of higher education institutions. List of offices in charge of academic recognition at Croatian universities: <http://www.studyincroatia.hr>
> Studying in Croatia > Foreign qualifications and degrees > Academic recognition.

[HOW MUCH?]

The fee for the issuance of the clarification of higher education qualification: 30 EUR.

[WHEN?]

Well before applying in order to obtain relevant information on which education qualifications need to be recognised in order to apply for the study programme in question.

2.5.3. Election to a scientific title (Izbor u znanstveno zvanje)*

[WHY?]

To gain the status of a scientist and to gain the possibility for permanent employment funded from the state budget in a public research organisation.

Scientific titles are: research associate (*znanstveni suradnik*), senior research associate (*viši znanstveni suradnik*) and research advisor (*znanstveni savjetnik*).

a) As a research associate, a researcher may be elected having a scientific degree of doctor of science and scientific works which confirm his or her status as a recognized scientist.

b) As a senior research associate, a researcher may be elected having a scientific degree of doctor of science and scientific works which represent a significant contribution to science.

c) As a research advisor, a researcher may be elected having a scientific degree of doctor of science and scientific works which have significantly contributed to the development of science, with special regard to the international affirmation of the scientist, international recognition of his or her scientific work and its significance within the national framework.

[WHO?]

Researchers in possession of a PhD degree.

*Authorized by Ministry of Science, Education and Sports

[HOW?]

- (1) The request for election to a scientific title is submitted to the authorized scientific organization together with evidence of the fulfilment of the conditions for election to a certain title.
- (2) The authorized scientific organization appoints an expert commission within thirty days from the receipt of the request for election to a scientific title at the latest. The expert commission consists of at least three members who must be of the same or higher scientific title with regard to the one for which the election is requested.
- (3) The expert commission, on the basis of submitted documentation, determines whether the conditions for the election have been fulfilled and proposes the election or non-election of the applicant to the scientific title. The expert commission submits its report, as a rule, within thirty days from the date of appointment.
- (4) On the basis of the report of the expert commission, the authorized scientific organization gives its opinion and proposal to the corresponding field committee within thirty days.
- (5) The field committee confirms the opinion and proposal of the authorized scientific organization within sixty days. Failure to meet the specified deadline cannot result with the election to a scientific title.
- (6) In the case that the field committee fails to meet the specified deadline, the applicant may require from a corresponding area council to decide on his or her request. In the case that the area council conducts the election procedure, upon missing the deadline, the applicant may address the National Council for Science.
- (7) The field committee will not confirm the opinion and proposal of the authorized scientific organization:
 1. if it considers them to be given contrary to the conditions for election,
 2. if they are evidently in disagreement with the submitted evidence on the fulfilment of the conditions, or
 3. if the election procedure has been substantially infringed.
- (8) In cases under paragraph 7, the field committee either conducts the procedure by itself within sixty days, or requires from the same authorized scientific organization to repeat the procedure, or requires from another authorized scientific organization to institute a new election procedure.
- (9) The decision of the field committee is final.
- (10) The field committee forwards the decision on the election (positive or negative) to the applicant and the scientific organization which has conducted the election procedure within fifteen days without delay, and forwards the positive decision on election to a scientific title to the Ministry of Science, Education and Sports for the purpose of registering into the Register of Scientists. The certificate of entry into the Register is delivered to the applicant or to the scientific organization upon request (see Chapter 2.5.4.).
- 11) The applicant has no right of appeal against the decision on the election, but may initiate an administrative dispute. In the administrative dispute, the decision on the election of the applicant to a scientific title may not be made but the decision may only be invalidated, and the procedure ordered anew.

The National Council for Science prescribes in detail the conditions for the election to scientific titles (art and number of scientific works, evaluation of works etc.), on the basis of which field committees and commissions for the evaluation of scientists evaluate the overall scientific activity of the applicant, taking into account specific characteristics of particular scientific and artistic areas and individual scientific fields as well as interdisciplinary areas. This can be found in the Official Gazette:

🔍 <http://narodne-novine.nn.hr/> (in Croatian).

[WHERE?]

The request for election to a scientific title is submitted to the scientific organization authorized for conducting part of the election procedure. If the person who is to be elected is employed in the scientific institution authorized to conduct part of the election procedure, this institution is only competent for carrying out part of the procedure. Upon the grounded request of the person initiating the election, the National Council for Science may also assign another authorized scientific organization to conduct part of the procedure.

If no scientific organization is authorized to conduct part of the election procedure to a certain scientific title in a particular scientific or artistic field or an interdisciplinary scientific or artistic area, and the field committee or the interdisciplinary area committee has not been appointed, the election procedure is conducted by the corresponding scientific or artistic area council. If no scientific or artistic area council is authorized to conduct the procedure, the election procedure is conducted by the National Council

🔍 for Science (www.nvz.hr, in Croatian). In that case the election procedure will be finished within 120 days.

[HOW MUCH?]

This procedure is free of charge. However, take into account the necessary translations and the recognition of qualifications (see Chapter 2.5.1.).

[WHEN?]

The procedure lasts approximately 5 months.

[TIPS]

This procedure is required if you plan to settle down in Croatia and seek permanent employment in publicly funded research jobs. In other cases, this is not a requirement.

2.5.4. Register of researches (*Upisnik znanstvenika*)*

[WHY?]

To gain a possibility for a permanent employment in a public research organisation in a position funded from the state budget and to gain the status of a scientist.

The Register of researchers has been established for the purpose of having a database with relevant data of all persons engaged in scientific work. The data is being collected in order to gain insight and systematic monitoring of the overall analysis of the human potential in research in the Republic of Croatia.

The general requirement for election to a scientific or academic employment position is the entry into the Register of researchers with the appropriate or a higher scientific title. Organizations and scientists not entered into the register or removed from it may not be funded from the state budget.

[WHO?]

- research associates, senior research associates and research advisors,
- assistant professors, associate professors and full professors.
- assistants and senior assistants
- persons with a doctoral degree.

Exceptionally, foreign organizations and foreign scientists may be, although not entered into the register, at the proposal of the National Council for Science, funded from the state budget if they participate in a project which is of significance to the Republic of Croatia.

Additionally, persons with a degree of master of science can be entered into the Register of researchers.

[HOW?]

The entry into the Register of researchers is made on the basis of the decision on the election to the scientific or academic title.

The request to register a researcher is submitted by:

1. A scientific organization or other legal entity registered in the Register of Scientific Organizations for its employees,
2. A person who is not employed in the scientific organization after the election procedure,
3. A person who is not elected in any scientific or academic title which is the basis for entry, but has gained a doctoral degree (or master) of science.

The application for the first registration of a person in the Register is filed using the Form for entry in the Register of researchers (Obrazac za upis u Upisnik znanstvenika):

 <http://public.mzos.hr/Default.aspx?art=5492&sec=3139>.

*Authorized by Ministry of Science, Education and Sports

The application needs to be accompanied by:

- A decision on the election to a scientific title, or grant of honorary titles
- A proof of doctorate (or master) of science
- Recognition of a foreign higher education qualification (see Chapter 2.5.1.).

Data on persons entered in the Register of researchers is of personal importance. In accordance with Art.37 of Croatian Constitution, every person is guaranteed security and confidentiality of personal data, which cannot be used contrary to the purpose of their collection.

[WHERE?]

The application for the entry into Register of researchers is sent to the Ministry of Science, Education and Sports, Donje Svetice 38, 10 000 Zagreb.

[HOW MUCH?]

This procedure is free of charge. However, take into account the necessary translations and the recognition of qualifications (see Chapter 2.5.1.).

[WHEN?]

After the decision on the election to a scientific title (see Chapter 2.5.3.) or after signing an employment contract (in case the scientific title is not necessary and the researcher's entry into the Register is based on his or her doctoral degree or degree of master of science which have to be recognized as a foreign higher education qualification).

[TIPS]

This procedure is required if you plan to settle down in Croatia and seek permanent employment in publicly funded research jobs. In other cases, this is not a requirement.









DURING
YOUR STAY
IN CROATIA

3.1. Registration/cancellation of residence/stay (Prijava/odjava adrese stanovanja)

WHY?

To report the registration or cancellation of residence address to the authorities.

WHO?

Foreigners on short-term, temporary and permanent stay.

HOW?

📄 Documents required for the registration/cancellation of a foreigner's residence/stay:

1. Filled in application form **8a**:

🔗 http://www.mup.hr/UserDocImages/dokumenti/stranci/Obrazac%208a_original.pdf

2. One of the following documents: a foreign travel document, a foreign identity card, certificate on temporary retaining or seizure of a travel document, certificate on reporting a travel document as missing

3. Proof of identity, if an applicant is entering information into the Form on the basis of data from the Certificate of temporary retaining or seizure of travel documents or the Certificate of reporting a travel document as missing

WHERE?

An application for registration/cancellation of residence/stay* for foreigners must be submitted at the competent police directorate or police station according to the place in which a foreigner wishes to register their residence/stay, or according to the place of registered residence/stay in case of cancellation.

Legal and natural persons providing accommodation services to foreigners (hotels, motels etc.), may also register the foreigners through a tourist community office or electronically, online.

🔗 Ministry of Interior - list of police stations: <http://www.mup.hr/1265.aspx> (in English)



*Authorized by the Ministry of the Interior

[HOW MUCH?]

This procedure is free of charge.

[WHEN?]

Foreigners on a **short-term** stay in the Republic of Croatia (**less than 3 months**) are obliged to report their **residence** within **48** hours of entering the Republic of Croatia. Foreigners **temporarily staying** in the Republic of Croatia (**longer than 3 months**) are obliged to report their home address and any change in their temporary stay and home address to the nearest Police Directorate **within three days** from their entry to the Republic of Croatia and from the day of changing their home address, respectively.

Foreigners with a **permanent stay** in the Republic of Croatia are obliged to report their home address and any change in their residence and home address to the competent authority **within eight days** from the day of changing their residence and home address.

[TIPS]

Residence refers to a place in which a foreigner granted permanent stay has settled with the purpose of living there, whereas stay refers to a place in which a foreigner granted short-term and temporary stay is staying.

3.2. Changing the address of dwelling (*Promjena adrese stanovanja*)*

[WHY?]

To report the change of residence address to the authorities.

[WHO?]

Foreigners on short-term, temporary and permanent stay.

[HOW?]

The list of documents is equal to the one described in the previously mentioned procedure: Registration/cancellation of residence/stay (see Chapter 3.1.).

[WHERE?]

An application for changing the address of dwelling for foreigners shall be submitted at the competent police directorate or police station (PU/PP) according to the place in which foreigners have registered their residence/stay.

🔍 Ministry of Interior - list of police stations: <http://www.mup.hr/1265.aspx> (in English)

*Authorized by the Ministry of the Interior

[HOW MUCH?]

This procedure is free of charge.

[WHEN?]

Foreigners on a **short-term stay** in the Republic of Croatia (**less than 3 months**) are obliged to report their **residence** within **48 hours** of entering the Republic of Croatia. Foreigners **temporarily staying** in the Republic of Croatia (**longer than 3 months**) are obliged to report their home address and any change in their temporary stay and home address to the nearest Police directorate **within three days** from their entry to the Republic of Croatia and from the day of changing their home address, respectively.

Foreigners with a **permanent stay** in the Republic of Croatia are obliged to report their home address and any change in their residence and home address to the competent authority **within eight days** from the day of changing their residence and home address.

[TIPS]

Change of dwelling address refers only to the change of the dwelling address within the up-to-then place of residence/stay. If the registration refers to a new address in another locality, different from the up-to-then place of residence/stay, then this is a case of change of residence/stay.

3.3. Getting an OIB identity number (*Osobni identifikacijski broj*)*

[WHY?]

OIB is a personal identity number, called “osobni identifikacijski broj” in Croatian. This new form of identity number was introduced on 1 January 2009. The OIB is needed for all dealings with any kind of officialdom, such as paying taxes and household bills, opening and accessing a bank account, or registering a vehicle.

[WHO?]

Foreigners temporarily staying in the Republic of Croatia as well as all foreigners staying less than 90 days earning an income.

[WHERE?]

Foreigners temporarily staying in the Republic of Croatia will get the OIB in the procedure of registering the residence/stay in the police station (for more information, see Chapter 3.1.). In all other cases the OIB is issued by the Tax Department of the Ministry of Finance, according to the foreigner’s residence or temporary residence.

List of Tax offices in Croatia:

 <http://www.porezna-uprava.hr/kontakt/adresar.asp?id=b07d1>.

*Authorized by the Ministry of the Interior

[HOW?]

The application can be submitted in person, together with the original supporting documents or by some other authorized person (employer, host institution etc.). The OIB can be issued immediately.

📄 List of documents:

- 1) Request for an OIB to be issued and delivered (the application form is in Croatian, and is available on this web site: <http://www.oib.hr/downloads/zahtjev-OIB.pdf>)*
- 2) Authorization signed by the foreigner (if the request is not submitted in person) - in Croatian
- 3) Copy of the valid travel document, or some other identity document (original may be asked for inspection)

*The form is divided into three parts: as an individual, please fill in part 1 and 3.

[HOW MUCH?]

This is a straightforward procedure, free of charge.

[WHEN?]

Foreigners temporarily staying in the Republic of Croatia will get an OIB automatically upon arrival. Those staying less than 3 months will require an OIB at the time they receive an income or any other situation where the OIB is necessary.

[TIPS]

The OIB document is comprised of two parts: a slip containing the number, which you should detach and keep in your wallet or in a safe place, as it is the official proof of your OIB. The upper part contains a system code and explanatory statements. From 1 January 2010 the OIB is also considered as the tax number.



3.4. Foreigner's identity card (*Osobna iskaznica za stranca*)*

[WHY?]

Primarily for practical reasons since many procedures that you have to do during your stay in Croatia (e.g. a opening bank account) demand an identity document and it is not recommended to carry your passport at all times with you.

[WHO?]

Foreigners on temporary or permanent stay (particularly recommended for those on a longer stay).

[WHERE?]

Foreigners temporarily staying in the Republic of Croatia will get the OIB in the procedure of registering the residence/stay in the police station (for more information, see Chapter 3.1.). In all other cases the OIB is issued by the Tax Department of the Ministry of Finance, according to the foreigner's residence or temporary residence.

List of Tax offices in Croatia:

<http://www.porezna-uprava.hr/kontakt/adresar.asp?id=b07d1>.

[HOW?]

1st step: Payment at a Post Office/FINA/Bank

Payment of the amount of 123.00 HRK shall be done at the counter of a post office/FINA/bank. The amount paid for the mentioned document may be paid exclusively by means of a money order obtained at a police directorate or police station since these money orders contain a serial reference number different for each person.

2nd step: Applying for the issuance

A foreigner should apply for the issuance of a **foreigner's identity card** at the closest police administration or police station in the vicinity of which they reside in Croatia. An applicant submits in person the following documents at the foreigners' application desk:

*Authorized by the Ministry of the Interior



- Completed foreigner's identity card form **4a**:
<http://www.mup.hr/UserDocslimages/obr4a.pdf>
- Expired foreigner's identity card (expect in cases when applying for the foreigner's identity card for the first time)
- 2 colour photographs, 35 x 45 mm
- Proof of 123.00 HRK money order paid to the account of the Ministry of the Interior
- Administrative fee paid by means of government stamps amounting to 120.00 HRK (20.00 by means of government stamps and 100.00 HRK by means of money order) - note that only foreigners on a temporary stay need to pay the 100.00 HRK fee, while this is not required from foreigners on permanent stay
- Valid travel document or some other identity document should be presented for inspection.

The competent officer issues to the applicant a certificate confirming the receipt of the foreigner's identity card application. This certificate is valid for 30 days from the day of submitting the application. The foreigner should be able to return it to the competent authority at the moment of receiving a new foreigner's identity card.

3rd step: Collecting the identity card

The applicant must collect his or her foreigner's identity card in person at a police directorate or a police station at which the application was submitted. Upon receipt of the foreigner's identity card, the foreigner needs to return the certificate confirming the receipt of the foreigner's identity card application. The police directorate or police station issues to the foreigner his foreigner's identity card within 30 days from the day on which application was submitted.

[WHERE?]

At the closest police directorate or police station in the vicinity of which he resides or stays in the Republic of Croatia.

- Ministry of Interior - list of police stations: <http://www.mup.hr/1265.aspx> (in English)

[HOW MUCH?]

The total cost is 243.00 HRK (approximately 32 EUR) for foreigners on temporary stay and 143.00 HRK (approximately 19 EUR) for foreigners on permanent stay.

[WHEN?]

Upon arrival when regulating your address. The police administration or the police station issues the foreigner's identity card within 30 days from the day on which the application was submitted.

[TIPS]

Apply for your foreigner's identity card once you regulate temporary or permanent stay in Croatia.

3.5. Extending temporary stay for the purpose of scientific research (*Produljenje privremenog boravka u svrhu znanstvenog istraživanja*)*

[WHY?]

To legally work and reside in Croatia longer than one year. Be aware that if you do not submit a request for the extension of your temporary stay on time, you may be fined.

[WHO?]

Foreigners with a valid temporary stay permit.

[HOW?]

The host institution needs to prepare a new hosting agreement and notify the Ministry of Science, Education and Sports (as in the case of a first temporary stay).

 Documents needed to extend the temporary stay permit for the purpose of scientific research:

- Application form **1a**,
 <http://narodne-novine.nn.hr/clanci/sluzbeni/dodatni/421394.pdf>
- **New (!) hosting agreement**
- One colour photograph (35 x 45 mm)
- Copy of a valid foreign travel document
- Proof of means of support (hosting agreement or employment contract)

The procedure for extending temporary stay granted on some other grounds is the same; you only need to present specific proof for the purpose of your stay in Croatia (work, studies, family reunification).

[HOW MUCH?]

The administrative fee upon the request for extending of permit for temporary stay is 20.00 HRK, and the administrative fee for granting the permit for temporary stay is 500.00 HRK (approximately 70 EUR).

*Authorized by the Ministry of the Interior

[WHERE?]

An application to extend temporary stay should be submitted to the police directorate or police station.

🔍 Ministry of Interior - list of police stations: <http://www.mup.hr/1265.aspx> (in English)

[WHEN?]

At the latest 30 days before the expiration of the current temporary stay permit.

[TIPS]

Please note: Approximately two months before the expiration of your temporary stay, your host institution needs to prepare a new hosting agreement and notify the Ministry of Science, Education and Sports.



3.6. Permanent stay (*Stalni boravak*)

[WHY?]

In order to reside and work without a stay and work permit or work registration certificate.

[WHO?]

A foreigner who has been in possession of a temporary stay permit for an uninterrupted period of 5 years before the submission of the application. Stay of foreigners in the Republic of Croatia is considered continuous, without any interruptions, if their several-time absence from the Republic of Croatia within a period of five years has not lasted longer than 10 months, that is, if their one-time absence from the Republic of Croatia within a period of five years has not lasted longer than 6 months.

Permanent stay shall be granted only to foreigners who have knowledge of the Croatian language and the Latin script as well as of the Croatian culture and the organisation of the Croatian society.

[HOW?]

At the time when the permanent stay is being granted, a temporary stay permit must still be valid.

Permanent stay shall be granted to foreigners who:

- have a valid foreign travel document,
- have the means of subsistence,
- have health insurance,
- **have knowledge of the Croatian language and the Latin script as well as of the Croatian culture and the organisation of the Croatian society,**
- do not represent a danger for public order, national security or public health.

[WHERE?]

A request for permanent stay must be submitted at the competent police directorate or police station according to the place of registered residence/stay.

[HOW MUCH?]

The administrative fee upon request for the issuance of a permit for permanent stay is 20.00 HRK, and the administrative fee for granting the permit for permanent stay is 900.00 HRK (approximately 120 EUR).

[WHEN?]

After at least 5 years of residence in Croatia with a temporary stay permit. Issuance is within 60 days.

[TIPS]

In case of foreigners who have been granted temporary stay for the purpose of university studies, only half of the granted temporary stay period for the purpose of university studies shall be included in the time required for granting permanent stay. The knowledge of the Croatian language and Latin script may be tested by institutions of higher education that are responsible for Croatian language study programmes based on the permission of the ministry responsible for higher education, in line with their general legal act.

Persons above the age of 65, if not employed, shall not have to pass the test in the knowledge of the Croatian language and Latin script. Foreigners will have to prove their knowledge of the Croatian culture and the organisation of by filling in a questionnaire in the course of the procedure needed for granting permanent stay. Foreigners who, by independently filling in the questionnaire, have proven their knowledge of the Croatian culture and the organisation of the Croatian society, shall not be obliged to take the test in the knowledge of the Croatian language and Latin script.

3.7. Mobility during your stay in Croatia

[WHY?]

If you have a secondment to an institution in another country, need to return to your own country for a short while, wish to visit a conference or seminar abroad etc.

[WHO?]

Foreigners with a temporary stay permit.

[HOW?]

If a foreigner, who is in Croatia on a temporary stay, goes abroad for less than 30 days at a time, they do not need to notify the authorities.

If that foreigner leaves Croatia for a single period of 30-90 days for justifiable reasons, they need to notify the police directorate or police station with an official letter (dopis). If a foreigner stays abroad for more than 30 days at a time without notifying the authorities, their temporary stay permit will be revoked.

[WHERE?]

Organisation of police administration in Croatia (police stations):

🔍 <http://www.mup.hr/1265.aspx>

[WHEN?]

A foreigner with a temporary stay permit who has been abroad for up to 90 days for justifiable reasons needs to notify the competent police directorate or police station at the latest 10 days after returning to Croatia.

[TIPS]

A foreigner who has been granted temporary stay in Croatia may not leave the country for longer than 90 days. If they wish to do this, they need to “cancel” their temporary stay, give notice of their departure at a police directorate or police station and re-apply for a temporary stay permit upon their return.

Before leaving Croatia for another country, it is advisable to check whether you need a visa to enter that country. If you do, you may apply for it in foreign diplomatic missions and consular offices in Croatia. A full list of these offices is available here:

🔍 <http://www.mfa.hr/MVP.asp?pcpid=1614>.

*Authorized by the Ministry of the Interior





3.8. Health insurance registration (*Prijava za zdravstveno osiguranje*)*

Generally there are two kinds of health insurance. One is **travel health insurance** for the purpose of **short-term stay** and visa issuance, and another is **health insurance** under the Croatian Institute for Health Insurance (HZZO) for the purpose of **temporary and permanent stay**.

Travel health insurance for visa issuance

Applicants for travel visas for one or two entries have to provide a proof of health insurance and a policy of appropriate and valid travel health insurance covering the entire period of their stay in the Republic of Croatia.

An appropriate and valid health or travel health insurance covers the costs that might be incurred during a foreigner's stay in the Republic of Croatia in regard to the return to his homeland due to health reasons, urgent medical assistance and/or urgent hospital treatment.

Applicants for travel visas for an unlimited number of entries have to provide a proof of health insurance and a policy of an appropriate and valid travel health insurance covering the period of their first stay in the Republic of Croatia. Furthermore, applicants for travel visas for an unlimited number of entries have to fill out a statement regarding health or travel health insurance for subsequent visits.

Applicants are obliged to take out travel health insurance with an insurance company in the country of their stay. If that is not possible, travel health insurance needs to be taken out in another country. Physical or legal persons from the Republic of Croatia inviting the applicant can, on their behalf, take out travel health insurance with an insurance company from the Republic of Croatia. The lowest sum insured must be in HRK equivalent to 30,000 EUR.

Health insurance within the HZZO

[WHY?]

If you have a secondment to an institution in another country, need to return to your own country for a short while, wish to visit a conference or seminar abroad etc.

[WHO?]

During their stay in Croatia, all foreigners with temporary stay must have health insurance.

*Authorized by the Croatian Institute for Health Insurance

[HOW?]

- Upon arrival, the foreigner needs to register at the police directorate or station, where they will be issued a registered number (*evidencijski broj*);
- on the basis of this number the HZZO office will register the person on temporary evidence and issue relevant confirmation, which entitles the foreigner and binds the HZZO to medical insurance after residence status regulation;
- with this temporary confirmation from the HZZO, the foreign citizen needs to return to the police directorate or station, where their temporary stay will be approved and a permit issued;
- after bringing a copy of the residence confirmation to the HZZO, the foreign citizen will be fully insured.

Necessary documents: a copy of the first page of the passport, a copy of the passport page with the relevant visa, a copy of the residence confirmation.

[WHERE?]

At the Croatian Institute for Health Insurance. Locations of local offices of the Croatian Institute for Health Insurance:

🔍 http://www.hzzo-net.hr/02_04.php

[HOW MUCH?]

Approximately 400.00 HRK (approximately 55 EUR).

[WHEN?]

Within 8 days after you start working.

[TIPS]

An **employment contract** or hosting agreement is needed in order to register a foreign researcher as an employee with the Croatian Institute for Health Insurance (HZZO). Researchers on temporary stay for the purpose of scientific research who do not have an employment contract must register with the HZZO upon arrival to Croatia by presenting their passport and temporary stay permit.

The application process for foreigners in the Croatian Pension Insurance Institute and the Croatian Institute for Health Insurance are the same as application procedures for workers who are Croatian citizens.

Please note: Family members of a researcher on a temporary stay cannot be insured based on the researcher's salary. This is only possible when the researcher's family members are on permanent stay in Croatia.

3.9. Pension insurance registration (*Prijava za mirovinsko osiguranje*)*

The application process for foreigners in the Croatian Pension Insurance Institute is the same as the application procedure for workers who are Croatian citizens.

Croatian employers who establish a regular working relationship with foreigners pay contributions for compulsory insurance in the same way as for workers who are Croatian citizens.

The pension system in Croatia is a combined public/private system, based on a three-pillars scheme.

1st Pillar: Pay as you go (PAYGO) system financed by contributions and state budget revenues.

The first pillar mandatory pension fund is the responsibility of the Croatian Pension Insurance Institute (HZMO). All employees are obliged to pay 15% of their total monthly income into the fund. The protection of the beneficiaries is provided in the form of minimum pension (guaranteed right), and restriction in the form of maximum pension. The acquisition of all first pillar pensions depends, in addition to age conditions, on the length of qualifying (mostly insurance) periods completed.

2nd Pillar: Compulsory pension insurance based on individual capitalized savings. The second pillar is mandatory for persons who were under the age of 40 in 2002 and is additional to the first pillar. Persons who were aged between 40 and 50 in 2002 were able to opt out. Those who did, as well as people older than 50 in 2002 remained insured only under the first pillar, but their contribution equals 20% of gross salary, thus insuring equality. For those insured under both pillars, the extra 5% of total contribution (additional to 15% paid under the first pillar) is directed to the second pillar funds (a private pension fund).

3rd Pillar: Voluntary pension insurance based on individual capitalized savings. Open to all citizens since March 2002. Every person residing in Croatia can be insured under the 3rd pillar. There are several Voluntary Funds in Croatia.

Pension insurance

WHY?

If the country where the researcher lives and works has signed the Agreement on social security with Croatia, under certain conditions, their benefits in the Croatian pension insurance can be transferred and added to the rights they realize by paying contributions to their state. If they have dependent family members, that status must be proven. Problems can arise when family members do not have a residence permit.

*Authorized by the Croatian Pension Insurance Institute



[WHO?]

Foreign researchers working in Croatia.

[HOW?]

This procedure is usually done by the employer by reporting to the nearest office of the Croatian Pension Insurance Institute (*Hrvatski zavod za mirovinsko osiguranje, HZMO*).

Documents needed:

- Application form **M-1P**
- Employment contract, or any other contract composed of elements usually used in the employment contract
- Copy of the first page of the passport, copy of the residence confirmation
- Employment record (*radna knjižica*), see below

[WHERE?]

The Croatian Pension Insurance Institute (HZMO). More information:

 <http://www.mirovinsko.hr/> (in Croatian)


[HOW MUCH?]

15% of your total monthly income for the first Pillar, and 5% of your total monthly income for the second Pillar. It is mostly subtracted from the salary directly by the employer.

[WHEN?]

Within 8 days after you start working.

[TIPS]

 The employment record (*radna knjižica*) can be issued at the local office for work and social welfare. Documents needed:

- Form 2
- New employment record (*radna knjižica*) which you buy at the "Narodne novine" (please see the list of stores: <http://www.nn.hr/TrgovackaMreza>) for 17.00 HRK (approximately 2.50 EUR)
- Original and a copy of the first page of the passport, copy of the residence confirmation
- Certificate of registered residence
- Certificate of qualification recognition

3.10. Taxation

3.10.1. Taxes in Croatia

The Croatian tax system is very much compatible with those of EU member countries, and is based around a set of direct and indirect taxes. Croatia has taken over the obligations of executing international contracts and agreements signed by ex-Yugoslavia, and has also signed many bilateral double taxation conversions.

Croatia has a high tax regime, but this should not affect foreigners unless much of their income derives from sources within the country - or they become tax residents. The Croatian tax system includes: corporate income tax (profit tax), personal income tax, value added tax, special taxes - excise duties (on mineral oil and mineral oil products, tobacco products, alcohol, soft drinks, beer, coffee, passenger cars and other motor vehicles, vessels and aircrafts, luxury goods), tax on liability and comprehensive road vehicle insurance premiums, real estate transfer tax, games of chance tax, county and municipal/city surtaxes as local self-governing units' revenues.

3.10.2. Personal income tax (*Porez na dohodak*)

[WHY?]

In the case when income derives from sources within Croatia, researchers are obliged to pay income tax.

[WHO?]

A tax payer is a domestic or foreign natural person who generates income. Resident individuals pay tax on worldwide income. Non-resident individuals only pay tax on income which is derived from sources within Croatia. Income tax is levied and paid for the calendar year (the taxable period). The taxable period may be shorter than the calendar year if a resident becomes a non-resident during a single calendar year, or vice versa.

According to Croatian laws, a resident is a natural person with a legal residence or a customary habitat in the Republic of Croatia. A non-resident is a person who has neither a legal residence nor a customary habitat in Croatia, but earns a taxable income in Croatia. A legal residence, according to tax laws, is the ownership or use (note: a lease contract applies) of a housing unit for at least 183 days continuously - actual occupation of the unit is not necessary. A customary habitat is implied when circumstances lead to the conclusion that the tax payer's residence is not temporary. In the sphere of tax laws, this is concluded after a continuous residence of at least 183 days (short interruptions of residence, not longer than one year, are not regarded).



Regardless of whether you are a tax resident or not, you will have to pay income tax on the following:

- Income from employment that is received from work in Croatia
- Income from a business in Croatia
- Income from real estate
- Income from one's own or chartered ships/aircrafts used for dispatching goods or people from Croatian ports/airports
- Income from independent personal activities that are used for generating capital for an activity in Croatia
- Income from capital or insurance that originates from within Croatia

Please note: For salaried employees, the employer bears the responsibility for income tax. The employer is obliged to pay income tax for the researcher at the same time as the payment of pay/salary.

HOW?

The tax base is total income from employment, self-employment, property and proprietary rights, capital, insurance and other income minus personal allowance. Gross income is reduced by the employee's pension contribution payments (20% of gross income).

Deductions and allowances - Each individual is entitled to a personal allowance of 2,200.00 HRK per month. The deduction may be further increased for each dependent family member. Rates are 12%-40%, depending on gross income.

WHERE?

The Tax Administration is an administrative unit within the Ministry of Finance whose basic task is to implement tax regulations and regulations concerning the payment of obligatory contributions. All residents are obliged to participate in the settlement of public expenses in accordance with their economic abilities. The tax system is based on the principles of equality and equity.

🔍 Ministry of Finance, Tax Administration: <http://www.porezna-uprava.hr> >English

HOW MUCH?

The taxable base of a resident is the total amount of income that the taxpayer obtains inland and abroad (income from employment + income from independent personal activities (small business and professional activities) + income from property and property rights + income from capital + income from insurance + other income) reduced by the personal allowance.

Taxable base of a non-resident is the total amount of income that the taxpayer obtains in Republic of Croatia (income from employment + income from independent personal activities (small business and professional) + income from property and property rights + income from capital + income from insurance + other income) reduced by the personal allowance.

Tax bracket on monthly employment income (amounts in EUR are approximate):

| Lower in HRK/EUR | Upper in HRK/EUR | Tax rate |
|-------------------|-------------------|----------|
| 0,00/0,00 | 2,200.00/293.00 | 12% |
| 2,200.00/293.00 | 8,800.00/1,173.00 | 25% |
| 8,800.00/1,173.00 | above | 40% |

Personal allowance

All tax payers are entitled to a personal allowance in the amount of 2,200.00 HRK (293 EUR) per month, while taxpayers who support a spouse, children and other family members, can, in addition to the basic personal allowance, also deduct from their taxable income the personal allowances for supported family members. Personal allowances for supported family members are expressed as factors in relation to the basic personal allowances.

Personal allowance of a non-resident may be deducted for a tax period to the amount of the basic personal allowance and the contributions paid for compulsory health insurance in Croatia, up to the amount of legally prescribed compulsory contributions.

[WHEN?]

Employer is obliged to calculate and pay the included income tax at the time of every payment and at the same time as the payment of the salary, but no later than the last day of the month for the previous month.

The Croatian Tax System - useful information:

http://www.porezna-uprava.hr/en/porezi/v_poreza.asp?id=b01d1 (in English)

3.10.3. Fellowship taxation

[WHY?]

Fellowships are a form of financial aid awarded to individuals for the purposes of their education, training, professional development or research. The Income Tax Bylaw foresees special regulations for fellowship.

[WHO?]

Students and researchers on a fellowship. Fellowships programmes can include degree-programmes (bachelor's, masters and doctoral study programmes), short-term study programmes, professional development programmes (seminars, conferences, workshops, internships etc.), scientific research, language-learning, etc. Fellowships are awarded by a wide range of institutions, organizations and individuals from all sectors of society - public, civil, corporate and private.

[HOW MUCH?]

The key change in the new Income Tax Bylaw is that fellowships are exempt from income tax. Instead of the previous limit of the tax-exempt amount of scholarships which could only cover a part of the total study expenses, tax-exempt scholarships can now cover the costs of tuition, transportation, accommodation, basic health

insurance abroad, food, books and other expenses. It is important to note that scholarships regulated under the Bylaw may be granted only by foundations, agencies and other institutions founded with the intention of granting scholarships, registered in the Republic of Croatia for the purpose of education or scientific research and acting pursuant to specific regulations. However, this tax-exemption is only valid if the student is enrolled in a regular study programme and is residing in Croatia for the purpose of studies.

In case of scientific research, the fellowship is not taxable only if the financial source is the national budget (for example, if they are financed by the Croatian Science Foundation). If the financial source is not the national budget, the taxation is made according to the rule of other income, which means that the fellowship should cover the tax contribution in the fixed amount of 25% of income, pension contribution of 20% as well as 13% of health insurance contribution.

3.10.4. Value Added Tax (VAT) - (*Porez na dodanu vrijednost, PDV*)

Croatia implemented changes to its VAT legislation on 1 January 2010 in order to align itself further with EU Community VAT law in anticipation of Croatia's accession to the EU. Croatian VAT law is administered by the Croatian Tax Administration (Porezna Uprava) under the Ministry of Finance. The standard VAT rate in Croatia is 25%. There is a reduced VAT rate of 10% for:

1. Accommodation services;
2. Daily and periodic newspapers and magazines printed on paper.

VAT at a rate of 0% is applicable on a range of goods.

3.10.5. The tax card - (*Porezna kartica*)

Based on the data from the tax card, a non-taxable portion of income is established - the personal allowance of each employee. The tax card also serves as a chronological record of monthly income based on employment and taxes and surtaxes paid for each employee during the accounting year.

Guidelines for issuing of a tax card

A foreigner should apply for a "tax card". The following documents need to be submitted to the tax authorities in order to obtain a tax card:

- 1) Application form (available in Tax administration offices)
- 2) Copy of work permit/ residence permit
- 3) OIB number

TIPS

1) Avoidance of double taxation

When foreigners are employed only in Croatia then they are obliged to pay taxes in Croatia. However, when they are employed abroad and **are only in Croatia to do a specific, identifiable work/service (as a non-resident) and are paid under a contract for work/services or with an author's fee**, then they should check whether an agreement on avoidance of double taxation between the two countries exists. If it does, the necessary forms need to be filled out before the completion of the work. The details should be arranged with the Croatian employer.

Among the Agreements concluded and assumed by the Republic of Croatia, the following are being applied:

The Agreements for both income and capital tax have been concluded with: Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, the Czech Republic, Denmark, Finland, Germany, Greece, Hungary, Iran, Ireland, Israel, Italia, Korea, Macedonia, Moldova, Netherland, Norway, Poland, Romania, Russia, Slovakia, Slovenia, Spain, Sweden, Swiss, Ukraine, United Kingdom, Yugoslavia*.

*(a legal inheritance is assumed for the successor states Serbia and Montenegro)

The Agreements for income tax only have been concluded with: Chile, China, Estonia, France, Jordan, Latvia, Lithuania, Malaysia, Malta, Mauritius, San Marino, South Africa and Turkey.

Agreements on avoidance of double taxation:

 <http://www.porezna-uprava.hr/en/propisi/doubleTaxation.asp?id=b02d2> (in English)

It is necessary to fill out a form for the avoidance of double taxation (a form can be bought at the Official Gazette) if there is an agreement on avoidance of double taxation between Croatia and the foreigner's home country. The form consists of 4 copies: Copy 1 - for the claimant, copy 2 - for the payer of the income, copy 3 - for the Tax Administration of the Republic of Croatia, copy 4 - for the foreign Tax authority. All 4 copies should be sent to the foreigner's country for certification. Two copies are sent back to Croatia, one copy for the payer of the income and one for the Tax administration of the Republic of Croatia.

2) Calculation examples

Calculation examples for three different types of contract (gross amount: 7,000.00 HRK, residence in Zagreb). Note the difference in the expense for the employer.

| Number | Type of amount | Payroll calculation | Contract for work/services/ tax able fellowship calculation | Author's fee calculation example |
|--------|------------------------------|--|---|----------------------------------|
| 1 | Gross amount | 7,000.00 | 7,000.00 | 7,000.00 |
| 2 | Pension insurance level I | 1,050.00 (1 x 15%) | 1,050.00 (1 x 15%) | 0.00 |
| 3 | Pension insurance level II | 350.00 (1 x 5%) | 350.00 (1 x 5%) | 0.00 |
| 4 | Income | 5,600.00 (1-2-3) | 0.00 | 0.00 |
| 5 | Personal deduction | 2,200.00 | 0.00 | 0.00 |
| 6 | Tax deductible expense | 0.00 | 0.00 | 2,100.00 (1 x 30%) |
| 7 | Tax base | 3,400.00 (4-5) | 5,600.00 (1-2-3) | 4,900.00 |
| 8 | Tax rate | 264.00 (2,200.00 x 12%) | 1,400.00 (7 x 25%) | 1,225.00 (7 x 25%) |
| | Tax rate | 300.00 (3,400.00-2,200.00) x 25% | | |
| 9 | Local surtax | 101.52 (8 x 18%) | 252.00 (8 x 18%) | 220.50 (8 x 18%) |
| 10 | Net salary | 4,934.48 (4 - 8 - 9) | 3,948.00 (7 - 8 - 9) | 5,554.50 (1 - 8 - 9) |
| 11 | Health contribution 13% | 910.00 (1 x 13%) | 910.00 (1 x 13%) | 0.00 |
| | Employment contribution 1,7% | 119.00 (1 x 1.7%) | | |
| | Accident contribution 0,5 % | 35.00 (1 x 0.5%) | | |
| 12 | Total salary expense | 8,064.00 (1 + 11) | 7,910.00 (1 + 11) | 7,000.00 |

3.11. Managing a bank account in Croatia

There are no restrictions on foreigners to open a bank account in Croatia. An account can only be opened by visiting a bank in person. Banks usually offer a choice between current accounts, giro accounts and savings accounts. Accounts can be opened in either Croatian Kuna (HRK) or a foreign currency. This is because although there are no restrictions on the amounts of foreign currency that can be brought in and out of the country, restrictions do apply on movements of Croatian currency. Normally, opening an account only requires an ID and a small deposit, although sometimes the banks might ask you for proof of residency in Croatia (particularly for giro or savings accounts in HRK). Some banks automatically give a debit card and an overdraft allowance of up to 30,000 HRK. Others prefer that you apply for an overdraft once your account is set up.

Charges for accounts vary from bank to bank and account to account. For example, student accounts are generally free.

Bank hours are usually Monday - Friday, 8am - 7pm, while some banks open on Saturday mornings.

The following documents are needed to open a bank account:

- 1) Passport or identification card for foreigners issued by the Croatian authorities
- 2) Residence permit, issued by the Croatian Ministry of Internal Affairs
- 3) OIB number

There are usually no charges for opening a current account, but there are charges for running accounts and these vary depending on the bank. Some banks also charge a fee for closing an account.

When opening a current account in Croatia, researchers will receive a bank card (it usually takes seven days) and a PIN number which will allow the account holder to withdraw cash from almost every cash point in the country. The card also enables the holder to check the account balance and pay bills (if paying bills in branch offices of other banks or post offices, a small fee is charged). Some banks also offer electronic services which allow users to manage their bank affairs online.

For a list of licensed banks in Croatia, please consult the database of the Croatian

 National Bank (HNB): <http://www.hnb.hr/supervizija/esupervizija.htm> (in English).



Money transfer

Some of the safest ways of transferring money to and from Croatia include Western Union, Eurogiro and direct account-to-account transfers using IBAN or SWIFT.

Websites such as PayPal, Moneybookers and Iboko also provide this service.

The government does not set restrictions on money transfers, although some banks do. Check with your bank to see if there is a maximum you can send or receive. Usually, service fees are levied on international transactions (especially if there is a currency exchange). An extra commission fee is charged for every money transfer to and from abroad. The commission depends on the destination and the amount being transferred.

3.12. Acquiring Croatian citizenship

[WHY?]

If you wish to become a Croatian citizen.

[WHO?]

- Foreigners whose admission to Croatian citizenship would be of interest for the Republic of Croatia, and their spouses
- Person who is born in the Republic of Croatia and who has been granted permanent stay
- Person married to a Croatian national who has been granted permanent stay
- Person emigrated from the Republic of Croatia and descendants of emigrants up to the third degree of kinship in a direct line, and their spouses
- Member of the Croatian people who does not have habitual residence in the Republic of Croatia
- Person who lived with registered residence for an uninterrupted period of eight years in the Republic of Croatia before filing the application and has been granted the status of foreigner with permanent residence
- Person who acquires Croatian citizenship by recovery
- Child whose both parents acquire Croatian citizenship by naturalization, or child whose one parent acquires Croatian citizenship by naturalization and who lives in Croatia and has been granted residence

[HOW?]

The procedure for granting Croatian citizenship by naturalisation is carried out by the Ministry of the Interior.

Application for Croatian citizenship

Foreigners can acquire Croatian citizenship by naturalization upon having submitted an application for Croatian citizenship, provided they meet the prerequisites laid down by the Croatian Citizenship Act.

When applying for Croatian citizenship, the following documents need to be submitted:

- Letter of application
- Questionnaire
- Curriculum vitae
- Birth certificate
- Certificate of citizenship
- A certificate of impunity by a competent foreign authority of the country of which the applicant is a citizen and the country in which he is a permanent resident - original or a certified photocopy with a translation into Croatian language, not older than 6 months
- Valid identity document, a certified copy
- Administrative fee in the amount of 20.00 HRK
- Administrative fee in the amount of 1,500.00 HRK (in case of a positive decision)
- For minors, a birth certificate, a certificate of citizenship.

Depending on the grounds for acquiring Croatian citizenship, other documents need to be submitted as well:

- If Croatian citizenship is acquired on the **grounds of residence in the Republic of Croatia**: proof of legal residence and its duration in the Republic of Croatia (foreigner's identity card, certificate of registered residence, travel document with entered data on residence),
- If Croatian citizenship is acquired on the **grounds of being born in the Republic of Croatia**: proof of legal residence and its duration in the Republic of Croatia (foreigner's identity card, certificate of registered residence, travel document with entered data on residence),
- If Croatian citizenship is acquired on the **grounds of marriage to a Croatian national**: documents proving permanent settlement status, marriage certificate not older than six months, spouse's certificate of Croatian citizenship,
- **Croatian nationals** need to submit documents of older date proving their own declaration of nationality or of their parents - birth certificates, marriage certificates, student's course and grade books, school certificates, employment record cards etc.

- **Emigrants** must submit documents proving their emigration from the territory of the Republic of Croatia, and descendants of emigrants should also prove their kinship to the emigrant (children, grandchildren, great grandchildren),
- A foreigner whose admission to Croatian citizenship would be of **interest for the Republic of Croatia** must also submit the opinion of the competent ministry on the existence of interest for the admission into Croatian citizenship.

[WHERE?]

The application is submitted in person at the local police directorate or police station in the Republic of Croatia, or at the competent diplomatic mission or consular post of the Republic of Croatia abroad.

Exceptions apply to persons with a disability, in which case the application may be submitted by means of a legal representative or authorized proxy.

A certificate of Croatian citizenship is issued at the competent registry office.

[HOW MUCH?]

Administrative fee in the amount of 20.00 HRK and administrative fee in the amount of 1,500.00 HRK (in case of a positive decision).

[WHEN?]


Croatian citizenship is acquired on the day of the receipt of a positive decision.

Once the positive decision has been served, the person is entered into the Register of Citizens at the competent registry office.

[TIPS]

Dual nationality is to be found in all cases of citizenship acquired by privileged naturalization. When acquiring the Croatian nationality in a privileged manner, no release from foreign nationality is required, that is, by acquiring the Croatian nationality the foreigner retains his/her foreign nationality.

For more information please visit:

 <http://www.mup.hr/main.aspx?id=1266#Državljanstvo> (in English)







DAILY LIFE

4.1. Arrival

Arrival by car

To enter Croatia, a driver's licence, an automobile registration card and vehicle insurance documents (including Green Card) are required. An international driving licence is required for the use of rent-a-car services. The permit is issued by the parent motor-club. The driver of a motor vehicle registered abroad entering the territory of the Republic of Croatia must have a valid International Motor Third Party Liability Insurance document valid on the territory of the European Union, or some other evidence of the existence of such insurance. International insurance documents and evidence are considered to be either an official licence plate of a vehicle normally stationed on the territory of a country whose national insurance bureau is a signatory of the Multilateral agreement, or a valid Green Card issued for a vehicle which originates from a country whose national insurance bureau is not a signatory of the Multilateral agreement and other documents and evidences whose validity is recognised by the Croatian insurance Bureau. Tolls are charged on motorways and certain three-lane two-way roads in Istria.

Distances from Zagreb

| | |
|------------|--------|
| Vienna | 370 km |
| Munich | 550 km |
| Trieste | 230 km |
| Milan | 624 km |
| Ljubljana | 135 km |
| Bratislava | 440 km |
| Budapest | 360 km |
| Sarajevo | 360 km |
| Belgrade | 390 km |

Arrival by plane

There are eight airports in Croatia: in Zagreb, Split, Zadar, Dubrovnik, Pula, Rijeka, Bol (island of Brač) and Osijek. The national airline is Croatia Airlines, which operates regular national and international flights. A number of low-cost airlines fly to Croatia, especially during the tourist season.

- 🔍 Croatia Airlines: <http://www.croatiaairlines.com/>
- 🔍 List of airlines flying to Croatia: <http://www.skyscanner.net> >Flights to Croatia
- 🔍 Online booking tool for flight tickets: <http://www.aviokarte.hr> >English

The procedure for international airport arrivals in Croatia is more or less the same as in all other European countries. For examples, see the passenger information of the

- 🔍 Zagreb airport <http://www.zagreb-airport.hr/Passenger-information-g1.aspx> (in English)



Arrival by rail

The railroad network connects all major Croatian cities except Dubrovnik. There are direct lines to Slovenia, Hungary, Italy, Greece, Austria, Switzerland, Germany, Bosnia-Herzegovina, Serbia and Montenegro. There are indirect lines to almost all other European countries.

🔍 The Croatian Railways: <http://www.hznet.hr> >English

Arrival by bus

A very comprehensive coach network connects all parts of the country. There are regular international coach services connecting Croatia with all neighbouring countries, as well as Austria, Switzerland, France, Germany and Slovakia.

Bus services between major cities (intercity lines) are quite frequent, as are the regional services. The bus terminal with the most frequent services in Croatia is the Zagreb Bus Terminal.

🔍 Zagreb Bus Terminal: <http://www.akz.hr> >English

Arrival by boat

Croatian coastal towns and cities are served by ferry and ship services. The inhabited islands are linked with the mainland (and some of them also with other islands) by ferry/ship services. During the summer, the frequency of ferry routes is usually increased and fast hydrofoil services are added. The summer routes schedule normally remains in operation from 31 May to 28 September.

Search shipping and ferry lines:

🔍 <http://croatia.hr/en-GB/Journey-through-Croatia/Arrival/By-sea> (in English)

For customs information please visit the following website:

🔍 <http://www.carina.hr/Putnici/PutniciOdabirEN.aspx> (in English)



4.2. Driving in Croatia

Driving regulations: Driving with dipped headlights is obligatory during winter time. The use of mobile telephones while driving is forbidden! The use of seat belts is obligatory. A reflective sleeveless jacket is an obligatory part of emergency equipment of every vehicle.

Speed limits: In settled areas 50 km/h (31 mph), outside settled areas 90 km/h (55 mph), but 110 km/h (68 mph) on expressways and 130 km/h (80 mph) on motorways, unless otherwise indicated by road signs. If towing a trailer/caravan the speed limit is reduced to 90 km/h (55 mph). Minimum speed on motorways: 60 km/h (37 mph).

All motorists under 24 years of age must not exceed: 80 km/h (49 mph) on normal roads outside populated areas, 100 km/h (62 mph) on expressways and 120 km/h (74 mph) on motorways.

Further information about driving rules and requirements in Croatia:

 http://www.theaa.com/motoring_advice/touring_tips/croatia.pdf (in English).

Roadside assistance: Hrvatski Autoklub (HAK), telephone: 1987 (+385 1 987 if calling from a mobile phone) <http://www.hak.hr> >English/German/Italian

Traffic accidents with a foreign registration vehicle involved

In cases of traffic accidents with a foreign registration vehicle involved, the police officer who investigates the accident scene will issue a vehicle damage certificate to the vehicle owner. This certificate is necessary when crossing the country border. The local police authority is not responsible to issue to the foreign national any official documents. Such documents will be communicated upon written request. The document which foreign nationals or insurers most frequently request is the Traffic Accident Investigation Record.

Driver's License and Car Registration

Foreigners who have been granted a temporary stay or permanent residence in the Republic of Croatia, as well as employees of foreign commercial, traffic, cultural and other agencies, may drive a motor vehicle if they have a valid foreign driver's license for a period of one year following the day of entry into the Republic of Croatia.

Foreigners who have been granted temporary stay in the Republic of Croatia and are in possession of a vehicle registered abroad (with valid registration documents and insurance), may use their car not longer than three months following the day of entry into the Republic of Croatia, after which period the vehicle should be re-registered in the Republic of Croatia.

For more information please visit the website of the Ministry of Interior:

 <http://www.mup.hr/1268.aspx> (in English)



4.3. Accommodation

Renting an apartment is a process that needs to be started at least one month prior to arrival in Croatia. One can use the services of real estate agencies, a comprehensive list of which is collected on the website mentioned below:

🔍 <http://www.realestatecroatia.com/eng/listag.asp> (in English)

Useful information on accommodation facilities (to buy or rent) in Croatia can be found on the following web sites:

🔍 Real Estate Croatia: <http://www.realestatecroatia.com> >English/German/Italian/Russian

🔍 Go Home: <http://www.gohome.hr> (in Croatian)

For longer stays, a search through newspaper listings is also advisable. However, it is necessary to consult a person who speaks Croatian in order to translate the advertisements. The main newspaper for advertising accommodation is "Plavi oglasnik".

🔍 It can be bought nation-wide in Croatia or accessed online: <http://www.oglasnik.hr>.

🔍 Another option is Njuškalo: <http://www.njuskalo.hr> (in Croatian).

The monthly rate for a single-bedroom furnished apartment in cities varies from EUR 200-400 per month, depending on the quality and location. In most cases, it is necessary to pay a deposit in advance in the amount of one month's rent, which is returned when moving out. There is a possibility of finding a roommate, and this is quite common in cities with lots of students. You can also use "Plavi oglasnik" to find a roommate.

A further possibility is living in student dormitories/housing. The student dormitories are managed by Studentski Centar, and there is a certain quota of spaces reserved for the University. It is the University's responsibility to contact Studentski Centar and recommend a foreigner to them - if there are rooms available for the required period, the foreign researcher/student can get a room in the dormitory.

Buying real estate has been made very easy for EU citizens since February 2009, i.e. their rights in buying and selling real estate are now equal to those of Croatian citizens. Other foreigners may encounter problems, as their rights will be subject to the reciprocity rule (i.e. equal to the rights of Croatian citizens in the real estate market of their home country) and an agreement from the Ministry of Justice may be needed.



4.4. Learning Croatian

The official language in Croatia is Croatian. It is a South Slavic language and along with Serbian and Bosnian it belongs to the Central South Slavic diasystem. In writing the Croatian alphabet is used, which is a variant of the Latin alphabet. The alphabet was modelled after the Czech alphabet and contains one letter of the Latin script for each sound in the language (30 letters in total).

A foreigner may decide to learn Croatian in one of the private language schools offering Croatian for foreigners. An overview of the providers of Croatian courses for foreigners can be found on:

 <http://www.studyincroatia.hr/learn-croatian/language-courses-in-croatia>

| Useful Croatian words and phrases | |
|-----------------------------------|-----------------------|
| English | Croatian |
| Yes | Da |
| No | Ne |
| Good morning | Dobro jutro |
| Good day | Dobar dan |
| Good evening | Dobra večer |
| Good night | Laku noć |
| Good bye | Doviđenja |
| Thank you | Hvala |
| Please | Molim |
| Do you speak English? | Govorite li engleski? |
| I don't understand | Ne razumijem |
| My name is... | Zovem se... |
| Excuse me | Oprostite |
| How much? | Koliko? |
| Enjoy your meal | Dobar tek |
| Cheers! | Živjeli! |



4.5. Culture & Nightlife

In most Croatian cities there are various cultural events on offer - music, theatre, cinema, and dance - as well as interesting monuments of Croatian cultural heritage. Please find more information on the following websites:

- Culturenet.hr, a project initiated by the Ministry of Culture of the Republic of Croatia and the Open Society Institute-Croatia aimed at pooling available information resources on Croatian culture: <http://www.culturenet.hr> >English version
- Ministry of Culture: <http://www.min-kulture.hr> >English
- Croatian cultural heritage: <http://www.kultura.hr> >English
For night-life ideas, consult, among others, the following websites:
- Tulumarka - parties, happenings and night-life in all of Croatia: <http://www.tulumarka.com> (in Croatian)
- Grad Rijeka-Kalendar - cinema, theatres, clubbing in Rijeka: <http://www.rijeka.hr/Kalendar> >English/Italian
- Splitski.kalendar - parties etc. in Split: <http://split.com.hr/kalendar> (in Croatian)

4.6. Moving with children

Validation of foreign elementary and secondary school qualifications

Foreign education qualifications of primary or secondary education are recognized by the Ministry of Science, Education and Sports of the Republic of Croatia, however, there is a formal procedure of validation. Details can be found at the Ministry's website.

- <http://www.mzos.hr> >English>Education

Organized preschool care

There are a large number of public and private preschool institutions in Croatia. Some of the international schools listed below also have preschool programmes.

The majority of public preschool institutions have lengthy waiting lists, therefore, inquiries about placements should be made directly and as soon as possible. Several private international kindergartens and playrooms (all located in Zagreb) are listed here:

- <http://www.fivestars.hr/directory/category/kindergarten> (in English)



Private schools where a foreign language is the main language:

There are several international schools in Zagreb, for example:

(listing is for informational purposes only and does not signify endorsement)

American International School of Zagreb - (International Baccalaureate Diploma)

🔍 <http://www.aisz.hr> (in English)

Deutsche Internationale Schule Eurocampus

🔍 <http://www.deutscheschule.hr> (in German)

Ecole Francaise Eurocampus

🔍 <http://www.ecolefrancaisedezagreb.hr> (in French)

XV Gymnasium (International Baccalaureate Diploma)

🔍 <http://www.mioc.hr/site/generalinformation18/generalinformation18> (in English)

The Learning Tree International Kindergarten

🔍 <http://www.tltkindergarten.com> >English

4.7. Pets

Pets which are being imported, or which are travelling through for non-commercial purposes, in the company on their owner (up to 5 animals), will be allowed to enter the Republic of Croatia only if the following conditions are fulfilled:

- they have a valid international passport or health certificate (veterinary certificate)
- they do not come from an area in which infectious diseases are present and which that particular type of animal can transfer.

In the legal sense, pets are animal species such as: dogs, cats, ferrets (*Mustela putorius*), invertebrates (with the exception of bees and crustaceans), ornamental tropical fishes, amphibians, reptiles, birds (all species with exception of poultry), rodents and domestic rabbits.

Dogs, cats and animals of the marten family must:

- be marked with a clearly legible tattoo or fitted with a microchip;
- have a passport issued by a licensed veterinary surgeon proving they have been vaccinated or re-vaccinated against rabies.

For additional information please contact the Ministry of Agriculture - Veterinary

🔍 administration: <http://www.mps.hr> >English

Download PDF with detailed information about non-commercial movement of pets into the republic of Croatia:

🔍 <http://www.mps.hr/UserDocsImages/publikacije/Import%20of%20pet%20animals-eng%20brochure-ispr.pdf> (in English)









RESEARCH
IN CROATIA

5.1. Research and innovation sector

The Croatian science and technology sector employs 32% of the active population (aged 25-64), which is close to the EU-27 average (40%). On the other hand the total investment into R&D was around 0.73% of the GDP in 2010 and has been fluctuating around 1% in the past 10 years, marking Croatia as one of the most advanced R&D performers in the region, but not at EU level. However, according to ERAWATCH, future projections are more optimistic and suggest a rise of up to 2.5% in 2012. Croatia is also among the most developed in the region in the share of new doctoral graduates per thousand population aged 25-34 (0.8), PCT patent applications per billion GDP (0.88), licence and patent revenues from abroad as percentage of GDP (0.06%) and employment in knowledge intensive activities as percentage of total employment (27.4%). The smallest share of researchers in the labour force by sectors is in the business sector which amounted, as reported by Eurostat in 2009, to 0.08% or only 23.5% of the average in the EU-27 (0.34% of researchers in the business sector labour force)

The integration of the Croatian research community in the ERA, fulfilment of the Lisbon goals, as well as the goals of the Europe 2020 strategy onto the Croatian S&T policy agenda are highly prioritized within the Croatian research community and science policy. The increase in R&D investment in Croatia, as part of the European and global research area is steered towards creating a national research market marked by a high level of mobility, competition and research excellence. These processes are strongly boosted by the accession negotiations of Croatia with the European Union and perspectives of Croatia being closely integrated within the economy and society of enlarged Europe. Accession negotiations for Chapter 25, Science and Research, were both opened and provisionally closed on the 12 June 2006, following the remark that the Croatian R&D system is largely harmonized with the system of the European Union and all important issues had already been resolved in the course of screening.



The science and higher education systems in Croatia have undergone important transformations in the course of the last ten years. Since 2000 the science system has gradually recovered and expanded owing to substantial efforts of the Croatian government to reform the science and higher education sectors according to European standards, with the main aim of strengthening its capacity to contribute to national development.

Links:

Ministry of Science, Education and Sports: <http://www.mzos.hr> >English

Agency for Science and Higher Education: <http://azvo.hr> >English

Council for Science: <http://www.nvz.hr> (in Croatian)

Croatian Academy of Sciences and Arts: <http://www.hazu.hr> >English

Croatian Science Foundation: <http://www.hrzz.hr> > English

5.2. RD&I management and structure

The basic principles and guidelines of science and higher education policy are determined by the Croatian Parliament. The Ministry of Science, Education and Sports (MSES) is the main administrative body responsible for planning, funding and monitoring of the entire science and education system. The highest advisory body for the scientific research system is the National Council of Science (NCS) while the development of the higher education system rests within the National Council for Higher Education (NCHE). The Science and Higher Education Funding Council (SHEFC) provides the expertise and professional assistance on budget planning and expenditures for both councils. The Agency for Science and Higher Education (ASHE) is responsible for setting up a national network for quality assurance in research and higher education sector and for the provision of professional assistance to the NSC and NCHE.

5.3. R&D funding

The Ministry of Science, Education and Sports provides institutional funding and funds for research activities through the competitive-based projects; The Croatian Science Foundation (CSF) funds different programmes, research projects and reforms of universities; The Business Innovation Centre of Croatia (BICRO) creates, implements and finances innovation policy programmes for the commercial application of science; The Science and Innovation Investment Fund (SIIF) is a Fund for allocation of EU IPA IIIc funds for HEI and RTO with the aim of supporting technology transfer and commercialisation of research results. The Unity for Knowledge Fund (UKF) was established by the Croatian government in 2006 to support programmes for fostering cooperation between scientists at home and expatriate. The UKF was supported by a World Bank loan and since the loan has expired in 2010 it is restructuring to provide fellowships co-funded by the FP7 PEOPLE programme.

5.4. Research performers in Croatia

The research performing institutions are: public (state) institutes, universities, other public institutions such as research units within health care institutions, research centres in the private business sector that consist of corporate in-house institutes/units and independent applied research institutes.

The public R&D sector, with universities playing a leading role, is the largely dominant sector in both research manpower (80% of total researchers) and performing research activities (58% of R&D in 2010). As reported by the Croatian Bureau for Statistics in 2010, the business sector employs a modest 19% of total researchers and invests 0.32 of GDP in R&D.

List of R&D organisations in Croatia:

http://pregledi.mzos.hr/Ustanove_Z.aspx (in Croatian)



5.5. Science, technology and innovation policy in Croatia

Research policy in Croatia is mainly generic in character, while sectoral R&D policies or support for specific thematic areas are not very common in policy practice. The main policy instruments for financing scientific research (Research Projects Programme) follow a horizontal approach to assure the balanced development of the six main fields of science which also received an equal budget allocated by the MSES (technical sciences (23%), bio-medical sciences (25%), bio-technical sciences (23%), social sciences and humanities (17%). The biomedical sciences are slightly favoured since their share in the budget for research grants is regularly the largest one.

The main aims of the S&T Policy are the overall increase of investment into science, research and development based on excellence, together with the increase in their individual efficiency, re-organization of the science system, fostering of research partnerships and strengthening the support system for junior and young researchers, creating better links and the establishment of a supportive framework for cooperation between science and business sector, support to measures aimed at technology and innovation development, as well as encouraging involvement of Croatian scientists in EU framework programs.

Over the last few years extensive measures have been implemented to foster the realization of the above mentioned goals, introduce new institutional capacities to the Croatian science and innovation system and to additionally strengthen those already in existence. At the same time, the national network of institutions engaged in the science and research development, transfer, application and financing of new technologies and innovative entrepreneurship is constantly being updated and enlarged.

Croatia, as an EU candidate country, is not obliged to produce a National Reform Programme. Instead, the Strategic Development Framework 2006 - 2013 is the main strategic document for the overall development. It defines ten priority areas for the forthcoming period. Among them, knowledge, education, science and information technologies have a prominent role.



5.6. International cooperation in the field of science

International cooperation of the Republic of Croatia in the field of education, schooling, higher education, science and technology is based upon multilateral international contracts and implementation cooperation programs.

The entire international cooperation of educational, academic and scientific institutions implies an exchange of various forms of scholarships in all categories, implementation of joint (scientific-research) projects, and the organization of international conferences and seminars.

Croatia's scientific cooperation (measured by co-publications) with other European countries is broader and more intense than its technological cooperation (measured by co-patents), providing potential for growing internationalisation of the technology cooperation. The main scientific partner country is Germany, followed by countries such as the United Kingdom, France and Italy. As opposed to technological cooperation, co-publications are intensive with Sweden, Finland, United Kingdom, France, Switzerland and the Netherlands. In the Seventh Framework Programme, in which Croatia is an active Associated Country, the top 3 collaborative links are with Germany, United Kingdom and Italy.

More information on international cooperation programmes at the website of the Ministry of Science, Education and Sports: <http://public.mzos.hr/Default.aspx?sec=3136>.

5.7. Human resources in the Croatian R&D sector

In 2009, the number of **tertiary graduates** (ISCED 5-6) in mathematics, science and technology per 1000 persons aged 20-29 years was 12.8. This is still lower than EU 27 (14.3), but there has been a significant improvement since 2003, when the corresponding figure was 5.6. The number of new **doctorate graduates** (ISCED 6) per 1000 of the population aged 25-34 was 0.9% in 2009 that is only 60% of EU average of 1.5%. However, the trends are positive. In 2006, the number of new doctorate graduates per 1000 population aged 25-34 was 0.7%. The total number of persons engaged in R&D expressed in full-time equivalent (FTE) amounted to 10,076.7 in 2010, while the total number of researchers was 6,596.8.



5.8. Postgraduate (doctoral) university study programmes in Croatia

According to the database of the Agency for Science and Higher Education, there are currently 119 doctoral study programmes registered in Croatia in the fields of Arts, Biomedicine and health, Biotechnical sciences, Humanities, Natural sciences, Social sciences, Technical sciences and in interdisciplinary fields. Postgraduate university study normally lasts three years. Upon completion, students are awarded an academic title of Doctor of Science or Doctor of Arts.

It is important to highlight that at the moment only one postgraduate doctoral university study programme is being fully delivered in English:

-PhD programme in Biomedicine and Health Sciences: <http://cms.mef.hr> >English

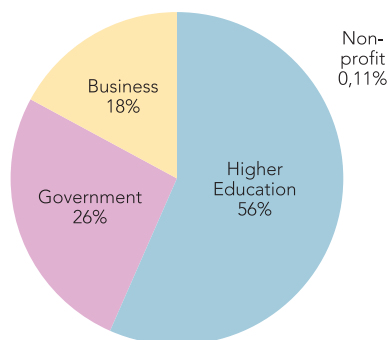
The detailed list of doctoral studies is available on the STUDYINCROATIA website:

🔍 <http://www.studyincroatia.hr/studying-in-croatia/institutions-and-programmes/level-and-subject> (in English).

The list of bilingual (English and Croatian) postgraduate programmes at the University of Zagreb is available in the International Student guide of the University of Zagreb:

🔍 http://international.unizg.hr/international_students (in English).

🔗 R&D human resources by sector of employment



Source: Croatian Bureau of Statistic

5.9. Charter & Code

The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers were adopted by the European Commission as a Recommendation to the Member States. The 'Charter & Code' address researchers as well as employers and funders in both the public and private sectors. The Charter provides a framework for the career management of researchers, while the Code promotes open and transparent recruitment and appraisal procedures. Together they are aimed at developing an attractive, open and sustainable European labour market for researchers.

Human Resources Strategy for Researchers

To facilitate the implementation of the Charter & Code, guidance is provided by the "Human Resources Strategy for Researchers incorporating the Charter & Code". This mechanism is put into action on a voluntary basis, and is as simple as possible, avoiding cumbersome procedures and respecting the variety of situations across institutions.

The "HR Excellence in Research" logo is awarded to research institutions and funding organizations that have been acknowledged by the European Commission for having made significant progress in implementing the Charter & Code.

Five reasons to choose an employer or funder who has earned the right to use the "HR EXCELLENCE IN RESEARCH" logo:

1. Your rights as a professional are recognized and enhanced
2. Your mobility experience is valued
3. Your work-life balance is respected
4. Your recruitment will follow a transparent process
5. You join a truly pan-European network consisting of research organizations and researchers

Croatian research organizations with the "HR EXCELLENCE IN RESEARCH" acknowledgement:

- 🔍 University of Rijeka: <http://www.uniri.hr>
- 🔍 Juraj Dobrila University of Pula: <http://www.unipu.hr>
- 🔍 University of Zadar: <http://www.unizd.hr>
- 🔍 University of Dubrovnik: <http://www.unidu.hr>
- 🔍 Institute for Migration and Ethnic Studies: <http://www.imin.hr>
- 🔍 Institute for Medical Research and Occupational Health: <http://www.imi.hr>
- 🔍 Institute of Economics, Zagreb: <http://www.eizg.hr>
- 🔍 Institute for Anthropological Research: <http://www.inantro.hr>
- 🔍 Institute for Social Research: <http://www.idi.hr>

 Ancient Roman Amphitheater, Pula







BEFORE
DEPARTURE
FROM
CROATIA

Check list:

- Residence/stay cancellation - If you leave Croatia much sooner than the expiration of your residence/stay, you have to report to the appropriate police department or police station. The procedure is the same as for the registration, only on the form **8a** fill the field for cancellation.
- Health insurance cancellation - If you leave Croatia much sooner than the expiration of the agreement period, we advise you to report to the nearest office of the Croatian Institute for Health Insurance (**HZZO**).
- Pension insurance cancellation - If you leave Croatia much sooner than the expiration of the agreement period, we advise you to report to the nearest office of the Croatian Pension Insurance Institute (**HZMO**).
- You can ask for the certificate from the Croatian Pension Insurance Institute proving your pension rights in Croatia (*Potvrda o stečenom radnom stažu*).
- Closing your bank accounts - do not forget to do so, but for the procedure you only need to take your Foreigner's identity card or your passport.
- Possibly: annual tax statement.
- Also make sure to cancel: deed lease, internet, telephone etc.







7.1. EURAXESS

EURAXESS - Researchers in Motion is a programme established by the European Commission in 2004. The main goal of the programme is to enhance the mobility of researchers and to help develop research and science in the EU. Croatia joined the Euraxess programme in June 2008 and established the Euraxess Service Centre at the Agency for Mobility and EU programmes.



EURAXESS Jobs replaces the European Researcher's Mobility Portal, which was created in 2003. Through the Jobs portal, a researcher can find a wealth of constantly updated information on job vacancies, funding opportunities and fellowships throughout Europe. Researchers can post their CVs online. A company or a research institute can post job vacancies and search for CVs of international researchers. All services are free of charge.



EURAXESS Services is the new face of the ERA-MORE Network, launched in 2004. It is a network of more than two hundred centres located in 38 European countries. These centres assist researchers and their families in relocating to another country.



EURAXESS Rights provides information regarding the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. It was launched in 2005. The Charter describes the rights and duties of researchers, as well as research and funding institutions. The Code aims at ensuring equal treatment of all researchers in Europe and increasing transparency in their recruitment.



EURAXESS Links is a networking tool for European researchers working outside Europe. It has thus far been launched in the USA, Japan, China, India and Singapore. It provides information about research in Europe, European research policy, opportunities for research funding, for international collaboration and for trans-national mobility. Membership is free.

For more information about EURAXESS, please visit the European EURAXESS Portal:
<http://ec.europa.eu/euraxess> (in English/French/German/Italian/Spanish).

ABOUT US

SOLUTIONS FOR RESEARCHERS



Changing a job is easier when you have a pan-European network to back you up. Our website offers numerous opportunities for work, international collaboration and funding opportunities for researchers in Europe. And more than 200 EURAXESS Services Centres throughout Europe help you and your family relocate to another country, for free. Discover a world of opportunities at

<http://ec.europa.eu/euraxess>



7.2. Agency for Mobility and EU Programmes

Following increased awareness on the importance of lifelong learning and aiming to create a society based on knowledge and to strengthen the competitiveness of Croatian citizens in the European labour market, the Government of the Republic of Croatia established the Agency for Mobility and European Union Programmes. As such, the Agency promotes the idea of mobility in education as a way to improve professional skills and knowledge, as well as to broaden personal horizons. The Agency's main task is to implement the two largest European Community programmes in the field of formal, non-formal and informal learning - the Lifelong Learning Programme and the Youth in Action Programme. The Agency is also entrusted with the implementation and promotion of other Community initiatives and programmes - Europass initiative, Eurodesk, Euroguidance, Croatia expert group on the Bologna process, The working group of experts for the ECVET, CEEPUS, FP7 Cooperation and People, Erasmus Mundus, as well as with the running of the EURAXESS Service Centre.



AGENCY FOR
MOBILITY AND
EU PROGRAMMES

Mobility in education means spending a period of time abroad with the aim of acquiring new knowledge, skills, experiences and qualifications. Therefore the Agency became the central hub for mobility activities in the Republic of Croatia, known for its quality, transparency and responsiveness to the needs of the education system and the labour market.

By implementing the European Union programmes we offer the possibility of an international experience and additional training to Croatian citizens. We believe that at this point in time it is essential to encourage the cooperation of the Croatian and the European education systems. This consequently contributes to the development of a society based on knowledge, tolerance, multiculturalism and social inclusion and prepares participants to become competitive and employable in the European labour market. This links education activities with the business sector, thus contributing to the sustainable progress of the Croatian society.

It is our pleasure to see that our programmes have been widely recognized and used as an instrument for further professional and personal development.

Tina Šarić, director

🔍 Agency for Mobility and EU Programmes: <http://www.ampeu.hr> >English



Lifelong
Learning
Programme



Youth
in Action
Programme



7.3. EURAXESS Service Centre Zagreb

The objective of the EURAXESS Service Centre (ESC) is to assist researchers and their families during their period of mobility, in all matters relating to their professional and daily lives, helping them to reach adequate services for their needs, as well as to assist the core contact points (science managers) in research institutions and inform a wider group of contact points about matters of interest to mobility.

Contact us and ask for information and customized assistance on the following topics:

- accommodation
- day-care and schooling
- intellectual property rights
- language courses
- recognition of qualifications
- salaries and taxation
- social and cultural aspects
- social security, pension rights and healthcare
- visas
- work permits

ESC Zagreb staff

Ms Vesna Babaja, Head of Euraxess Service Centre
Mr Alan Kečkeš, Assistant for legal issues
Ms Ana Grdović, Assistant for financial issues
Ms Bojana Grubišić, Senior advisor

Euraxess Service Centre Zagreb

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7.4. EURAXESS Local Service Points



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