

WELCOME DAY FOR INCOMING STUDENTS

UNIVERSITY OF SARAJEVO | INTERNATIONAL RELATIONS OFFICE

18 February 2021 Rectorate of the University of Sarajevo

The bridge between EAST and WEST

lois thim augnit

le

verotas u. h. fulm

CON

02

BUIL

Children and the

- ITODIU

1111



Bosnia and Herzegovina

DID YOU KNOW?

Placed in the heart of Europe with mixture of Mediterranean and continental climate (cold Winters and hot Summers).

Historical overview



1411

I II II II

8









O Tržac

Original Bosnia

Greatest exte



LE REVEIL DE LA QUESTION D'ORIENT La Bulgarie proclame son in

DID YOU KNOW?

B&H has rich history: from Illyrian and Celtic civilizations, Slavics, kingdoms, occupation, annexions, World wars, socializm to modern times.

SOCIALIST FEDERAL REPUBLIC OF YUGOSLAVIA AS OF JANUARI 1991

Montenegro

BELGRADE

Serbia

Macedonia

Slovenia

Croatia

Bosnia and Herzegovina

> Adriatic Sea

arajevo

Placed in the historically rich city often called "European Jerusalem" because of the "open society" policy

DID YOU KNOW?

In B&H live Bosniaks, Croats, Serbs and 17 national minorities Albanians, Montenegrins, Czechs, Hungarians, Macedonians, Germans, Poles, Roma, Romanians, Russians, Russians, Slovaks, Slovenes, Turks, Italians, Ukrainians, and Jews.

ILLIGHT BALLING MANY MANAGER BARANCE The first and oldest university in Bosnia ammin JIL and Herzegovina UNIVERSITAS **DID YOU KNOW?**

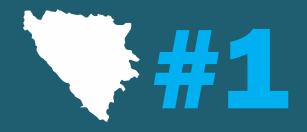
Sarajevo was first placed on the map of academic centres in this part of Europe in 1573, with the signing of the Waqfname (Book of Endowment) by Gazi Husrev-bey. Today, the Gazi Husrev-bey's Library is, as an associate member, the oldest institution within the University of Sarajevo.

It is the largest student city in Bosnia and Herzegovina.

DID YOU KNOW?

15% of Sarajevo's population are university students and 93% are students from the University of Sarajevo

2020 Internationalization



University of Sarajevo is the best higher education institution in the country (in local and international rankings)

ТОР 5 %

We are in the TOP 5% of 30,000 higher education institutions worldwide ^(Webometrics)



We are in the TOP 30 higher education institutions in the Balkans ^(Webometrics) 30 units

App. 28.000 students

 Π

3% international stud<u>ents</u> 150+ outgoing students per semester

> 1485 teaching staff

6+ Summer schools in 2019 over 500 study programs

> Bachelor, Master and PhD degrees

11+ study programmes in full English

> over 300 foreign subjects

Offered study fields

Economics Business Politics International Relations Criminology Law European studies Public administration

Architecture Electro-engineering Transport and Communication Civil Engineering Mechanical Engineering Fine Arts Performing Arts Music

ARTS HUMANITIES MEDICINE NATURAL SCI. SOCIAL SCI. TECHNICAL SCI. Sports Philosophy Education Islamic studies Catholic theology Foreign Languages BCS languages and literature

Health studies Pharmacy Medicine Dental medicine Veterinary medicine

Agriculture Forestry Biology Chemistry Physics Mathematics Geography Genetic Engineering Biotechnology

YOU HAVE ARRIVED! Now what?

UNSA INCOMING CHECK LIST

Contact your loved ones and inform them about your safe arrive!

You have your **accommodation** taken care of!

You have contacted and/or visited your **host coordinator(s)** "to document" your arrival (certificate of arrival)!

You have your local buddy person assigned, met and included in your adventures!

You know about all **COVID19** measures, curfews and instructions in Sarajevo and Bosnia & Herzegovina!

You know where are the best *ćevapi* to eat and *coffee* to drink in Sarajevo!

ALL IMPORTANT INFORMATION ARE GIVEN ON THE WEBSITE SPECIALLY DESIGNED FOR YOU

https://international.unsa.ba/eng/

WHAT YOU NEED TO KNOW/DO? COVID19

COVID19 in Sarajevo and Bosnia & Herzegovina:

- no lock down;

- grocery stores, pharmacies, restaurants, and cafes throughout the country are open, along with most other businesses;

- although open make sure to respect sitting arrangement indoors in cafes and restaurants are open;

- curfew from 23:00 pm until 5:00 am the next day;
- masks are obligatory indoors and outdoors;
- more updated information are given at: <u>https://international.unsa.ba/covid19/</u>

WHAT YOU NEED TO KNOW/DO? CALENDAR

- Welcome day: 18 February, 2021
- Classes are starting on 2 March, 2021
- Online classes
- Classes end on 11 June, 2021
- Exam period: 21 June 02 July, 2021 & 05 16 July, 2021
- Dates may vary, so follow the instructions given by student services and professors

WHAT YOU NEED TO KNOW/DO? HOLIDAYS

Public and religion holidays in B&H usually influence on working time of the UNSA:

- 1 March, 2021 Independence day (closed)
- 27 March, 2021 Jewish Pesah (no class activities)
- 04 April, 2021 Catholic Easter (no class activities)
- 1 & 2 May, 2021 Labour Day (closed)
- 04 May, 2021 Ortodox Easter (no class activities)
- 06 May, 2021 Ederlezi Roma holiday (no class activities)
- 13 May, 2021 Eid Ramadan (no class activities)

WHAT YOU NEED TO KNOW/DO? ARRIVAL

Confirmation of arrival is a document stating the begining date of your mobility.

Needed to be sent to your home university (scanned, by email).

Some of you brought your home university's document to be signed, while some didn't – in that case you use ours.

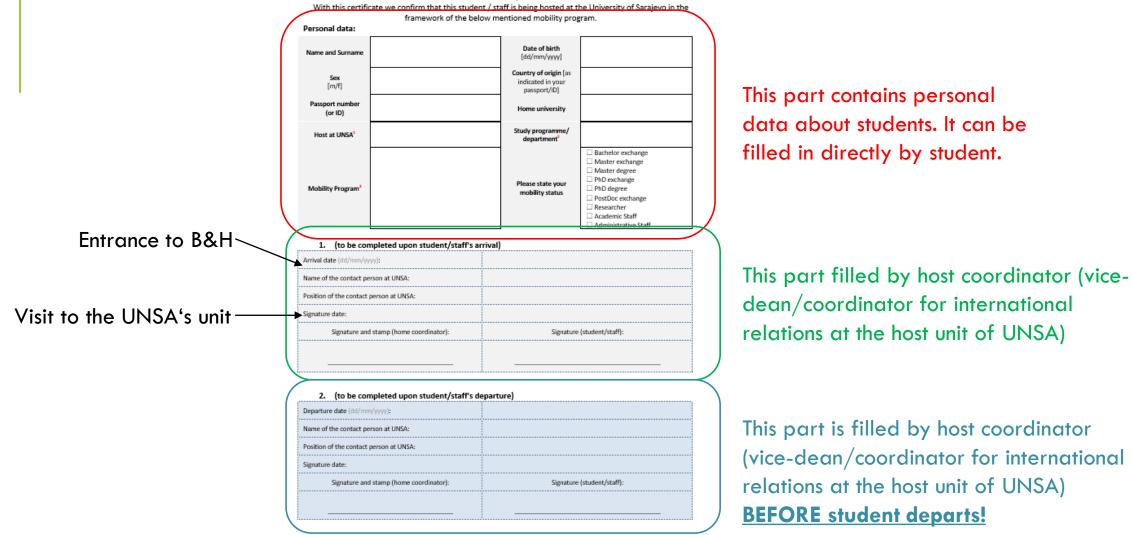
This document is prepared and signed by your host vice-dean and by you.

Documents needs to be sent to your home coordinators.

When they confirm the have accept it, your mobility officially starts!



CONFIRMATION OF ARRIVAL/DEPARTURE MOBILITY



¹ indicate the host institution at the University of Sarajevo (faculty, academy, center, ...)

² indicate study programme you are registered at your home university

³ i.e. Erasmus+, Erasmus Mundus, Mevlana, Ceepus, Bilateral, DAAD, Fulbright or other mobility program

WHAT YOU NEED TO KNOW/DO? ADMISSION

In order to be enrolled at UNSA, you need to purchase admission documents:

- Identification document (Index)
- Admission papers

Total fee: **30 KM (BAMs)** or **15 €**

First you need to make a payment, and then collect documents

<u>Payment is done in the post office or bank</u> by filling in *notes for payments* (instructions given at: <u>https://international.unsa.ba/registration/</u>).

After payment, you need to collect admission documents at the Rectorate (bring the bank note).

Your buddy can help you with direction and how to fill it in.

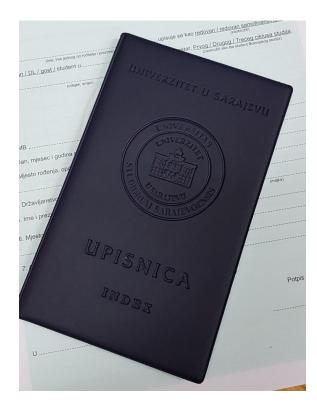
Once filled in, you need to submit it to the student services at the host unit of UNSA.

HOW TO FILL IN BANK NOTE FOR ADMISSION PAPERS

UPLATIO JE (payment by): your name, surname, address in Sarajevo and contact phone SVRHA UPLATE (reason for payment): Index i upisni materijal PRIMALAC (payment to whom): JRT Trezor KS Univerzitet u Sarajevu MJESTO I DATUM UPLATE: Sarajevo and the date of payment RACUN PRIMAOCA (account for payment): 1411965320008475 IZNOS (amount of payment): 30,00 KM BROJ PORESKOG OBAVEZNIKA (your code): leave it empty VRSTA UPLATE: 0 VRSTA PRIHODA: 722631 OPŠTINA (county of Sarajevo): based on your address you can be Stari Grad (109), Centar (077), Novo Sarajevo (079) or Novi Grad (108) POREZNI PERIOD (date of payment): DD/MM/YYYY BUDŽETSKA ORGANIZACIJA: enter 3502001 POZIV NA BROJ: 000000035

DO NOT FORGET TO SIGN ON THE "POTPIS NALOGODAVCA"!

HOW ADMISSION PAPERS LOOK LIKE:

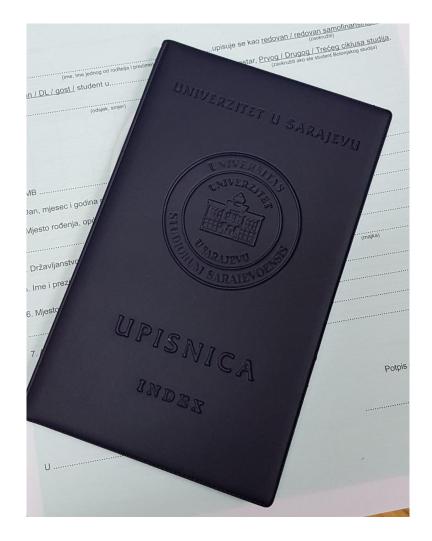


<form></form>	UNIVERZITET U SARAJEVU	UNIVERZITET U SARAJEVU	EXONA INSERSIONA PROVINCIA BODE INSERSOR TEODOR DO REAL PROVINCIA TEODOR DO REAL PROVINCIA TEODOR DO REAL PROVINCIA PRIJAVNI LIST Za upis studentas (Buda godina
	UPISNI LIST	O PRIJAVI SEMESTRA	pediate til miskange bestange programme kalfelger i nyelsen kalfelger og som for att som en
PODACIO STUDENTU 1. Ma 2. Ona mesee: godina andenja 3. Ona mesee	(me. ne yong of notokis i rezme) (yong of no	Vannadan / DL / god/ student u semesare. Prog / Drogo / Traces abias Molife. Comparison on street hormog states Comparison of the state of the states of the st	gegeneouse patrices teo true (adviser, advisers) and adviser installar installar. Jober Antonio Construction and advisers and advisers. (1) UT Construction and advisers advisers and advisers. (1) UT Construction advisers advisers advisers advisers.
1. Meso rodelja, općina, kantor, dziva -	1. JMB	1. JMB	PODACI O STUDENTU Il Additisera traditisera Il Biera greene 110 gen tonocchi 111
image: image: <td>Državljanstvo Nacionalna pripadnost</td> <td>5. Ime i prezime roditelja</td> <td>11: Derailgenber assesses 11: Berlingen 2: Berlingen 2: Stationen 2: Stati</td>	Državljanstvo Nacionalna pripadnost	5. Ime i prezime roditelja	11: Derailgenber assesses 11: Berlingen 2: Berlingen 2: Stationen 2: Stati
teres stanciaria za vrijeme šekcivarija za vrijeme skolovarija za vrijeme skolovarije skolovarije za vrijeme skolovarije skolovari skolovarije skolovarije s	animanje roditelja (esc) (esc)	francesson and a search line of	10 Product damag sciences and Copics Copics Pre-science for an exercise science science of science damages damages and science and pre-science science science science science science science science and science and product science scienc
Popis studenta: Second participation of the second partip	e-mail adresa		Are separate balantia Teadem Te

indeks

Admission papers

WHAT YOU NEED TO KNOW/DO? INDEX



After few days of admission procedure, you will receive an **Index** (identification document) that will be needed to have during your classes and exams and without it you will not be able to receive transcript of records at the end.

WHAT YOU NEED TO KNOW/DO? BOSNIAN COURSE

You will be able to attend classes of Bosnian language.

It will last throughout the semester.

Based on the testing at the beginning you will be placed in *beginners* or advanced group.

You will receive 2 ECTS at the end of the course.

It is not obligatory to participate, however if you do, you must attend each course!

More information will be provided to you in the next days.

WHAT YOU NEED TO KNOW/DO? REGULATING STATUS

Residence permit is a official stamp given by the official at the Service for foreing affairs of the Ministry of defence of Bosnia and Herzegovina for the person that entered Bosnia and Herzegovina for non-touristic reasons and presented needed documents.

All is explained at: <u>https://international.unsa.ba/visa-</u> <u>residence-permit/</u>



WHAT YOU NEED TO KNOW/DO? REGULATING STATUS

In order to obtain this permit, you need to collect certain documents and bring it personally to the **Service for Foreigners' Affairs of Bosnia and Herzegovina**.

There are two steps:

STEP 1: WHITE CARD STEP 2: RESIDENCE PERMIT

WHAT YOU NEED TO KNOW/DO? WHITE CARD

This is a first document you need to regulate in first few days of your staying in B&H;

- How to get it:
- If you are staying in the hotel/hostel the White card should be issued at the reception;
- If you are staying at private accommodation, you will need next documents:
 - Copy of passport
 - Copy of ID of the owner
 - Statement from the owner that you (name, surname) are staying at his/her place (address) for the period of your mobility (dates of arrival and expected departure);
 - Proof of payment of tax 10 KM (5 €)

WHAT YOU NEED TO KNOW/DO? WHITE CARD

Statement about your accommodation is done at the Municipality center and you should be accompanied by the owner as he/she are giving the statement.

It is a document which should content next data and verified by the official:

- Name and surname of the owner
- Address in Sarajevo
- ID number of the owner
- Phone of the owner:
- Statement with next text:
- Pod moralnom, materijalnom i krivičnom odgovornošću izjavljujem da će kod mene boraviti _____ (your name) državljanin/ka _____ (your citizenship) broj putne isprave _____ (your passport number)
- Signature of the owner
- Date and place

INSTRUCTIONS ON FILLING BANK NOTE FOR PAYMENT OF THE WHITE CARD

UPLATIO JE (payment by): your name, surname, address in Sarajevo and contact phone

SVRHA UPLATE (reason for payment): Za prijavu boravišta u Službi (White card)

PRIMALAC (payment to whom): JRT Trezor BiH

RAČUN PRIMAOCA (account for payment): 3380002210018390

IZNOS (amount of payment): 10,00 KM

BROJ PORESKOG OBAVEZNIKA (your code): since you are not B&H resident, you put 1111111111111111 (thirteen times number 1)

VRSTA UPLATE: 0

VRSTA PRIHODA: 722101

OPŠTINA (county of Sarajevo): based on your address you can be Stari Grad (109), Centar (077), Novo Sarajevo (079) or Novi Grad (108)

POREZNI PERIOD (date of payment): DD/MM/YYYY

BUDŽETSKA ORGANIZACIJA: enter 0923999

POZIV NA BROJ: 000000000

DO NOT FORGET TO SIGN ON THE "POTPIS NALOGODAVCA"!

WHAT YOU NEED TO KNOW/DO? WHITE CARD

With above mentioned documents:

- Copy of passport
- Copy of ID of the owner
- Statement from the owner
- Proof of payment of tax

you need to go to the Foreign Affairs office and apply for white card that is issued on the spot.

PRIJAVA BORAVIŠTA, PRIJAVA I ODJAVA PREBIVALIŠTA, ODNOSNO PROMJENA ADRESI ПРИЈАВА БОРАВИШТА, ПРИЈАВА И ОДЈАВА ПРЕБИВАЛИШТА, ОДНОСНО ПРОМЈЕНА АДРЕСЕ TEMPORARY RESIDENCE REGISTRATION, PERMANENT RESIDENCE REGISTRATION AND DEREGISTRATION, AND NOTIFICATION ON THE CHANGE OF ADDRESS Prezime i Ime Презиме и име Surname and name Datum, miesto i država rođenja Датум, мјесто и држава рођења Date, place and country of birth Državljanstvo Држављанство Citizenship Vista i broj putne isprave ili druge isprave o identitetu kao i važnost isprave Врста и број путне исправе или друге исправе о идентитету као и важност исраве Type and number of travel document any other identity document, as well as its validity period Vrsta i broj vize, mjesto Izdavanja i rok važenja vize Врста и број визе, мјесто издавања и рог важења визе Type and number of visa, place of issuance and period of validity of visa Datum i mjesto ulaska u BiH Датум и мјесто уласка у БиХ Date and place of entry in B&H Ima pravo boravka u BiH do Има право боравка у БиХ до Residence permit in B&H valid until Boravište (prebivalište) i adresa ime i prezime stanodavca Боравиште (пребивалиште) и адреса име и презиме станодавца Temporary residence (permanent residence and full address, first name and sumame of the landlord Osnov boravka Основ боравка Grounds for residence Datum prijave Datum odjave Датум пријаве Датум одјаве Date of registration Date of deregistrati Napomena Напомена Note (Potpis podnosioca/podnosilelja zabijeva //Tormec noneceous sextjeba) (Applicant's signature)

Nº 100603



This is the next document you need to regulate in first 2 months of your staying in B&H.

How to get it?

You are getting it from the Foreign Affaires office by submitting required documents!

- Application (online)
- Administrative fee (150 BAM = 76 €)
- One recent photo, size 35x 45 mm;
- Copy of passport x 2
- White card + evidence on secured accommodation (owner's statement)
- Certificate on enrolment at UNSA;
- Certificate on participation in exchange program at UNSA
- Evidence on provided funds;
- Medical attestation (report);
- Health insurance in Bosnia and Herzegovina;
- NO CRIMINAL RECORD certificate

- You can download it from <u>http://sps.gov.ba/elektronski-</u> <u>obrasci/?lang=en</u> (chose OBRAZAC ZAHTJEVA ZA PRIVREMENI BORAVAK)
- It is available in **Excel** or **PDF**
- <u>When printing, print BOTH</u> <u>SIDES on 1 paper</u>!
- Do not forget to sign it!
- Buddy is crucial in this situation!

Application (online)

Administrative fee (150 BAM = 76 €) One recent photo, size 35x 45 mm; Copy of passport x 2 White card + evidence on secured accommodation (owner's statement)

Certificate on enrolment at UNSA;

Certificate on participation in exchange program at UNSA

Evidence on provided funds;

Medical attestation (report);

Health insurance in Bosnia and Herzegovina;

NO CRIMINAL RECORD certificate

- This administrative fee is paid via bank note in the post office or bank.
- Do not forget to take the copies after payment!
- Proof of payment is needed to be attached with the rest of the documents.
- Instructions on filling the bank note are given on the next slide.

Application (online)

Administrative fee (150 BAM = 76 \in)

One recent photo, size 35x 45 mm;

Copy of passport x 2

White card + evidence on secured accommodation (owner's statement)

Certificate on enrolment at UNSA;

Certificate on participation in exchange program at UNSA

Evidence on provided funds;

Medical attestation (report);

Health insurance in Bosnia and Herzegovina;

NO CRIMINAL RECORD certificate

Instructions for Payment of taxes for Residence permit

UPLATIO JE (payment by): your name, surname, address in Sarajevo and contact phone

SVRHA UPLATE (reason for payment): odobrenje privremenog boravka

PRIMALAC (payment to whom): JRT Trezor BiH

RAČUN PRIMAOCA (account for payment): 3380002210018390

IZNOS (amount of payment): 150,00 KM

BROJ PORESKOG OBAVEZNIKA (your code): since you are not B&H resident, you put 111111111111111 (thirteen times number 1)

VRSTA UPLATE: 0

VRSTA PRIHODA: 722191

OPŠTINA (county of Sarajevo): based on your address you can be Stari Grad (109), Centar (077), Novo Sarajevo (079) or Novi Grad (108)

POREZNI PERIOD (date of payment): DD/MM/YYYY

BUDŽETSKA ORGANIZACIJA: enter 0923999

POZIV NA BROJ: 000000000

- The required picture format is similar for the passport.
- If you do not have recent photo, you can do it somewhere in Sarajevo (app 5 €).
- Make sure you have two copies of the passport for the residence permit.
- We recommend to always have addiitonal copy of your passport with you.

Application (online) Administrative fee (150 BAM = 76 \in)

One recent photo, size 35x 45 mm; Copy of passport x 2

White card + evidence on secured accommodation (owner's statement)

Certificate on enrolment at UNSA;

Certificate on participation in exchange program at UNSA

Evidence on provided funds;

Medical attestation (report);

Health insurance in Bosnia and Herzegovina;

NO CRIMINAL RECORD certificate

- You already got the White card.
- While getting the white card, you had to provide owner's statement that you are living on their place (check instructions for white card).
- That statement is crucial and required, so make sure you have additonal copy for the residence permit.

Application (online) Administrative fee (150 BAM = 76 €) One recent photo, size 35x 45 mm; Copy of passport x 2

White card + evidence on secured accommodation (owner's statement)

Certificate on enrolment at UNSA;

Certificate on participation in exchange program at UNSA

Evidence on provided funds;

Medical attestation (report);

Health insurance in Bosnia and Herzegovina;

NO CRIMINAL RECORD certificate

- This document will be provided by the host vicedean/coordinator at the UNSA's unit.
- It will be on local language stating all required information about you.
- Covers your personal data, admission, duration and funds.
- If not Erasmus+, make sure to provide proof of funding.

Application (online) Administrative fee (150 BAM = 76 €) One recent photo, size 35x 45 mm; Copy of passport x 2 White card + evidence on secured accommodation (owner's statement)

Certificate on enrolment at UNSA;

Certificate on participation in exchange program at UNSA

Evidence on provided funds;

Medical attestation (report); Health insurance in Bosnia and Herzegovina; NO CRIMINAL RECORD certificate

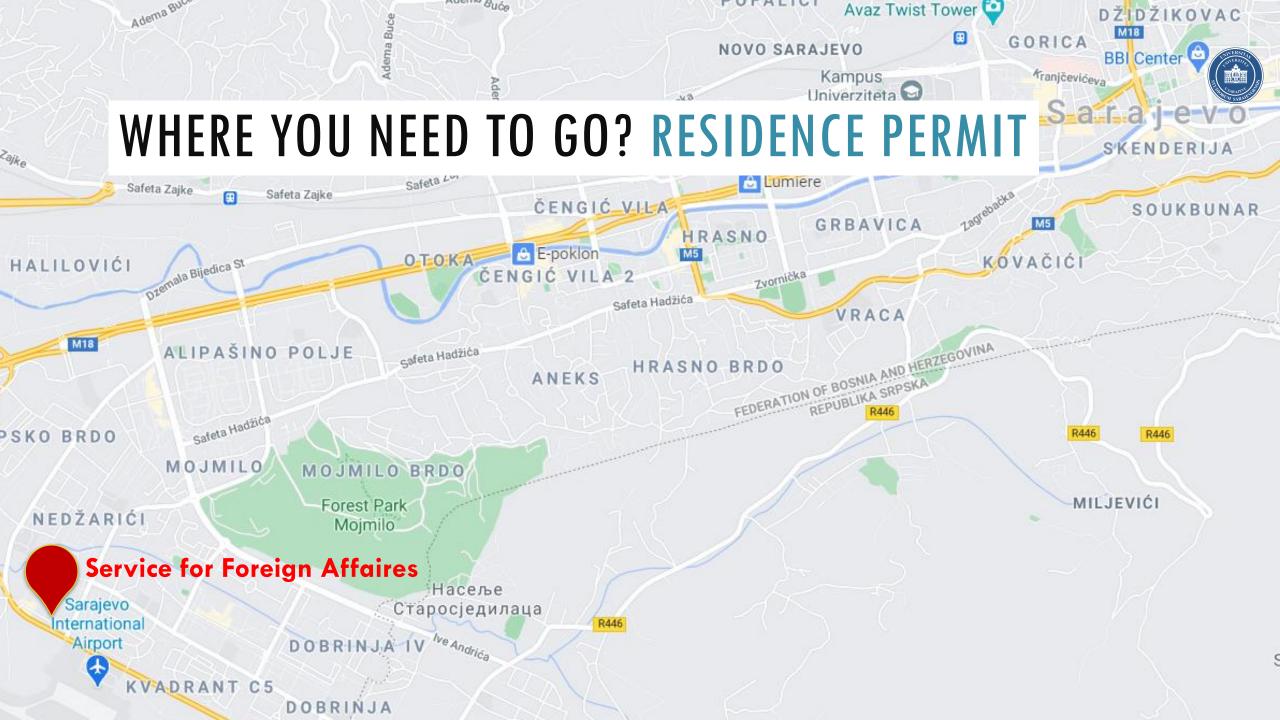
- Medical check up
- Done at one of the clinics in Sarajevo
- Estimated price 30-40 €
- Keep the results
- It will be issued on local language
- Buddy is crucial in this situation to help you where to go.

Application (online) Administrative fee (150 BAM = 76 \in) One recent photo, size 35x 45 mm; Copy of passport x 2 White card + evidence on secured accommodation (owner's statement) Certificate on enrolment at UNSA; Certificate on participation in exchange program at UNSA Evidence on provided funds; Medical attestation (report);

Health insurance in Bosnia and Herzegovina; NO CRIMINAL RECORD certificate

- These documents were required to <u>bring from your</u> <u>home country</u>.
- Foreign Affaires Office insists on having these (and other documents) in local language, or translation in the local language.

Application (online) Administrative fee (150 BAM = 76 \in) One recent photo, size 35x 45 mm; Copy of passport x 2 White card + evidence on secured accommodation (owner's statement) Certificate on enrolment at UNSA; Certificate on participation in exchange program at UNSA Evidence on provided funds; Medical attestation (report); Health insurance in Bosnia and Herzegovina; NO CRIMINAL RECORD certificate



DURING MOBILITY

You need to spend your mobility at the host university, which means classes, tutorials, research and other academic activities are needed to be performed at the University of Sarajevo.

Make sure to be in contact with your host coordinators.

Make sure you are in contact with your home coordinators, especially if changes are needed regarding your mobility.

STAY SAFE and respect introduced COVID19 regulations and instructions!!!

BEFORE DEPARTING TO HOME

Before departing, make sure to contact your host coordinator and our office to confirm your end of your mobility (and **sign confirmation of departure**).

Student who followed classes and took exams will receive transcript of records with their achieved results (after submitting the index to the student services).

For students who did not take exams, but did research for their final work, a specilized form needs to be filled in (Final report) about student activities and research and have it signed by needed coordinators (all explained in the Final report template).





CONTACT DETAILS

UNIVERSITY OF SARAJEVO

INTERNATIONAL RELATIONS OFFICE

Obala Kulina bana 7/II, 71000 Sarajevo, BiH

Phone: +387 33 565 116

Dr. sci. Jasna Bošnjović, head of office, jasna.bosnjovic@unsa.ba

Mr. sci. Adnan Rahimić, senior officer <u>adnan.rahimic@unsa.ba</u>

Web site for international students at UNSA: <u>www.international.unsa.ba/eng</u>

Find us on Facebook: **UNSA INCOMING** – offical FB group for incoming students

List of academic coordinators at each unit: <u>https://www.unsa.ba/istrazivanje-i-</u> <u>saradnja/medunarodna-saradnja/kontakti-medunarodna-saradnja</u>

FROM SARAJEVO WITH LOVE

-

1 1