**ADMISSION/ENROLMENT PROCEDURE**

**ADMISSION**

The admission procedure for all prospective applicants comprises of evaluation of the secondary school grades (overall average over the continuum of all years of the secondary school education comprising of all the grades and the final exam (if applicable), together with the specific evaluation of grades in Biology, Chemistry, and Physics).

Applications are received for each term until 10 working days before the Manual Dexterity Test. Applications for the spring term should be sent by April 9, 2021, for the summer term by July 2, 2021, and the autumn term by September 3, 2021.

* **Manual dexterity test** will be held online on the following dates:

1. April 26, 2021

2. July 19, 2021

3. September 13, 2021

The Manual Dexterity Test includes simple tasks and its objective is to determine the candidate’s manual skills. Before the beginning of the test, the candidate will get detailed instructions by e-mail on how to perform tasks. The results of the entrance examination will be published on official faculty websites <https://www.fdmri.uniri.hr/> on:

* April 27, 2021
* July 20, 2021
* September 14, 2021

The appeal period is 24 hours after the results are announced. The fall entrance exam will take place only if there are available places left.

**Documents required:**

1. Completed Application form (fill in the form exclusively by computer, do not enter data manually)
2. Completed Application form for manual dexterity test
3. Originals or certified copies of their secondary school certificates (for all the years of secondary school and the final certificate of education) with an official transcript of grades. Applicants who obtained their high school education abroad must have their high school diploma recognized in Croatia to be eligible for enrollment. For general information, regarding clarification of higher education qualification, you can contact the following authorities: **applications@azvo.hr**, or by phone 00 385 1 627 4844
4. Certificates of higher courses or degrees (college/university) if any
5. Officially attested English translation of their secondary school/ graduation certificates if these have not been originally written in English or Croatian.
6. Curriculum vitae in English (Europass)
7. 4 photographs, 4×6 cm (not older than six months)
8. 250,00 Euro Application fee to be paid directly to the account specified below (not by bank cheque):

***BANK****: Erste&Steiermarkische Bank d.d.*

***ACCOUNT HOLDER****: The University of Rijeka, Faculty of Dental Medicine, Kresimirova 40/42, 51000 Rijeka, Croatia*

***SWIFT****: ESBCHR22*

***IBAN****: HR3824020061400006940*

As payment description please list: Last name

Please write ***reference number 710-04*** so that the payment in favor of Dental Medicine in English study could be automatically recognized.

1. Original medical certificate of general health status (not older than 1 month) issued by an authorized family/general physician (not a family member)
2. Photocopy of relevant passport pages with the data and picture
3. Original or certified copy of the birth certificate (domovnica, rodni list, originals, and copy of your ID for Croatian citizens)
4. A certified financial statement that the applicant or his/her sponsor has adequate financial resources to finance his/her study (bank statement or statement of financial credibility)
5. English language proficiency certificate (TOEFL, IELTS). Cambridge and Oxford English language exams and certificates issued by (foreign) language schools (B2 level) are also accepted, as well as certificates of English language proficiency issued by a secondary school a candidate attended.
6. Form for issuing smartx card

Please send your complete applications to the following address:

*University of Rijeka*

*Faculty of Dental Medicine*

***Dental Medicine in English***

*Kresimirova 40/42*

*51000 Rijeka*

*Croatia*

**ENROLMENT PROCEDURE:**

Selected students will receive an Offer of enrolment, a Letter of Acceptance and Contract. Enrolment will take place in July and September before the winter semester begins. The academic year starts with the winter semester at the beginning of October. Students have two weeks of winter break around Christmas and New Year while the summer break starts at the end of July. Exam terms are at the end of each course and in July and September. All classes in both theoretical and clinical studies are taught in English, however, Croatian language classes are an obligatory part of the curriculum during the first and the second year of study to prepare the students for communication with patients in their clinical lessons.

The tuition fee is 10.000,00 Euro per year; it can be paid in two installments (5.000,00 EUR at enrollment, 5.000,00 EUR by December 31), upon admission.

Admission is possible into the winter semester only.

***NOTE***: *Students are obligated to submit a Bianco debit note when enrolling as security of settlement of financial obligations.*

Transfers from Dental Medicine in English program to the Croatian program of the Faculty of Dental Medicine in Rijeka are not possible.

Please make all the necessary arrangements in time (visa, accommodation, PIN number).

### VISA

Visa serves as a permit to enter the country and can be issued for a maximum duration of 90 days. Visa can be obtained from the Croatian Embassy or Consulate before entering the country. To get the student visa you need to present a letter of acceptance from the University. You can check Visa requirements, procedure, and all other details for your country at  <http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/>

[PIN NUMBER (OIB NUMBER)](https://www.porezna-uprava.hr/en/Pages/PIN.aspx) = personal identification number

You will recieve it from the Ministry of internal affairs – Police department when registering your temporary residence in Croatia for the first time or at Tax Administration, Riva 16, 51 000 Rijeka.

OIB field is a mandatory field in the information system and enrolment is not possible without it.

**Documentation necessary for the determination and assignment of PIN (OIB number):**

1.Application for the determination and assignment of PIN number (OIB number)/ <https://mup.gov.hr/UserDocsImages/dokumenti/stranci/2013/Obrazac%208a.pdf>

2. Passport or ID card– the original is to be presented for inspection, and a certified copy thereof should be attached to the Application

### TEMPORARY RESIDENCE PERMIT AND INSTRUCTIONS HOW TO REPORT YOUR STAY IN CROATIA

All prospective students who are not Croatian citizens are obligated to report their staying in the Republic of Croatia to the police(Ministry of internal affairs) within 48 hours upon their arrival. If you are staying at a hotel or hostel, their staff will report for you. Students who are not obligated to possess a visa to enter the Republic of Croatia may stay in the Republic of Croatia for a maximum of 90 days within 6 months, starting from the day of their first entry ( Article 45  (2) and (3) of the Aliens Act (Official Gazette No.  [130/11](https://narodne-novine.nn.hr/clanci/sluzbeni/2011_11_130_2600.html), [74/13](https://narodne-novine.nn.hr/clanci/sluzbeni/2013_06_74_1475.html), [69/17](https://narodne-novine.nn.hr/clanci/sluzbeni/full/2017_07_69_1605.html)  and  [46/18](https://narodne-novine.nn.hr/clanci/sluzbeni/2018_05_46_860.html)).

When applying for the temporary residence permit following documents must be submitted:

1. [Temporary Residence Application Form](http://www.mvep.hr/files/file/dmku/za/privremeni-boravak.pdf) <http://www.mvep.hr/files/file/dmku/za/privremeni-boravak.pdf>
2. [Registration and cancellation of residence or registration of change of address form](https://mup.gov.hr/UserDocsImages/dokumenti/stranci/2013/Obrazac%208a.pdf)

 <https://mup.gov.hr/UserDocsImages/dokumenti/stranci/2013/Obrazac%208a.pdf>

1. Two passport photographs 3×3,5 cm
2. Birth Certificate, for married applicants also Marriage Certificate
3. Valid passport or ID card (original to show and photocopy).  The period of validity of a travel document has to be at least 3 months longer than the period of validity of a temporary stay permit.
4. Confirmation of enrolment at a higher education institution in Croatia
5. Health insurance valid in Croatia for at least 3 months
6. Proof of an assured accommodation in Rijeka (For instance a Contract of Sale of Property, a Tenancy Agreement, a Deed of Ownership)
7. Proof of financial resources for maintenance; (For instance confirmation of earnings by the employers, a bank statement, certified statement of financial support signed by a guardian, family member, or sponsor)

Required documents must be either the originals or notarized copies.

Students who already have the temporary residence permit and need to prolong it, have to submit their requests at a Police Station nearest to a place of residence in Croatia no later than 30 days before the expiry of the current temporary residence permit.

Police Station Rijeka
Ul. Žrtava fašizma 3, 51000 Rijeka, Croatia
WORKING HOURS ( Monday- Friday)**:**8:00 am  – 3:00 pm

***NOTE*:** All documents which are not originally written in the Croatian language need to be translated into Croatian by a certified translator.

These reasons are not legitimate for postponing the beginning of study obligations (late enrolment fee might be applied).