

## GOOD TO KNOW

This is a short list of required documents and activities you need to do before and upon your arrival to Sarajevo. For additional information, our International Relations Office is on your disposal. Contact details are given below.

### LIST OF DOCUMENTS:

If you express an interest to be an exchange student at the University of Sarajevo, you need to **prepare** certain documents, **fill them in** and have them **signed and stamped** by your home university representative(s) which is prior to your nomination from your home university.

Application documents for **exchange mobility students** are:

- Learning Agreement** (needs to be filled, signed and stamped by home university)
- Transcript of Records**
- CV (Europass format)**
- Passport (scan)** - **check the validity**
- B/C/S or English Certificate** (to prove your knowledge of Bosnian/Croatian/Serbian or English language in order to receive lessons instructions properly)

Documents are to be scanned and sent by email or by post mail AFTER official nomination from your home university. Before sending, please check with faculty/academy representatives whether there is a need for any additional documents and to determine the way of sending the documents.

**NOTE:** If you apply through mobility program such as *Erasmus+*, *CEEPUS*, *Mevlana*, etc., you will need to upload/send documents and follow instructions that are required by that certain program.

If and when you receive acceptance answer, **you need to bring the next following documents with you** (valid for all exchange students, regardless of the program of mobility category):

- Birth Certificate** (valid document that gives information about your birth data)
- Proof of non-criminal record** (for regulating residence permit)
- Student visa** (if you own a passport that requires visa to Bosnia and Herzegovina, you need to regulate that before entering this country).

## Arrival Check-list

Contact family and friends back home and let them know that you have arrived safely

If applicable **secure accommodation** (check the offer of the students dorm, private accommodation or contact ESN group to help you with it)

Join the **Orientation programme** (check the dates and time table with the International Relations Office)

Get a **local mobile phone** and number (ESN will help you with that)

Find your **local supermarket, health care centre, pharmacy, shopping area**, etc.

Apply for the **Residence permit** (instructions are given in the Study Programmes Guide, pages 28-29)

Get your **Monthly City Transport student card** (this will be good opportunity to use the city transport on special student prices, ESN (this will be good opportunity to use the city transport on special student prices, ESN will help you with that)

Complete your **registration and enrollment** for the University (this will require purchase of needed documents and index book for the enrolment, ESN will help you with that)

Handle your **financial matters** (if you receive an scholarship, check the procedure of securing it)

**Have fun!**

The information provided in this brochure is designed in order to give an overview of the essential exchange programme information for mobility at the University of Sarajevo and should not be considered a comprehensive guide to the Erasmus+ or other mobility programs, nor to your stay at the University of Sarajevo. For more information, please contact us or visit the University of Sarajevo website.

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# UNIVERSITY OF SARAJEVO EXCHANGE STUDENTS



- How to apply • Academic information • Student services
- Before coming to Sarajevo • Living and studying in Sarajevo



This guide is prepared by International Relations Office of the University of Sarajevo in cooperation with European Commission through implementation of Erasmus+ Capacity Building project Strengthening of Internationalization in B&H Higher Education 561874-EPP-1-2015-1-BE-EPPKA2-CBHE-SP. More about this project on <http://stint-project.net/>.



## BEFORE ARRIVAL TO SARAJEVO

*There are few practical matters that one needs to deal with few practical things before his/her arrival to Sarajevo. The list below is an overview of the necessary steps and measures to be taken by you and University of Sarajevo respectively.*

### Are you an exchange student?

Exchange student is a student officially registered at a university or other higher education institution who temporarily lives in a foreign country and attends courses or is involved in other academic activities. The exchange period lasts minimum **6 months** and maximum **10 months**. The exchange student **does NOT receive** a diploma from the host university. However, all academic results will be sent to student's home university (transcript of records).

### How to apply?

After you have shown an interest in order to be nominated for exchange mobility, contact your home university to *officially* nominate. We suggest previous contacts with the University of Sarajevo to be made. Application and supporting documents are needed to be sent to the University of Sarajevo by home university of the student-candidate for mobility. Complete applications will be considered by the University of Sarajevo (and its host member institutions). After the consideration, University of Sarajevo will inform you about exchange. NOTE: if your exchange is a part of any mobility program (i.e. Erasmus+) rules for the whole process of application are applied according to that mobility program/project).

### Learning agreement

This document states the courses that you have agreed to study at the University of Sarajevo. No scholarship holder can study more than 30 credits (ECTS) worth of courses per semester. The learning agreement is to be considered as a binding agreement between three parties (you, your home university and your host university), and its purpose is to ensure credit transfer after the end of the mobility period. The learning agreement must be signed by all parties before the start of your mobility. If you decide to follow modules that are performed at two different member institutions of the University of Sarajevo, you must have two learning agreements, with courses from those institutions.

### Letter of invitation

You will receive this document from the University of Sarajevo which will be your accompanying document for the arrival to Bosnia and Herzegovina and to the University of Sarajevo. A letter of invitation is a document that states the time period that you are committed to study at the University of Sarajevo.

### Visa process

EU citizens do not require visa to enter Bosnia and Herzegovina. However, you will need to deal with residence permit (in the section *after arrival*). Non-EU citizens will have to check if they need visa to enter Bosnia and Herzegovina. In order to do so, please contact the nearest embassy or consulate of Bosnia and Herzegovina to get specific information regarding the required documents for visa application. You will need to have your letter of invitation in order to apply for visa. NOTE: Be aware that the Visa process normally takes between 6-8 weeks. Therefore, you should start your Visa application process as soon as possible. All costs are to be paid by applicant. For some mobility programs Visa costs might be refunded to the students.

### Accommodation

University of Sarajevo has two student dorms, however, based on previous experiences, exchange students chose private accommodation upon their arrival to Sarajevo. It is possible to establish communication through social media (Facebook) and contact alumni exchange and home Erasmus+ scholars, as well as Erasmus Student Network for more information about accommodation.

### Travel

If you are nominated for an Erasmus+ scholarship, you will receive information about your travel arrangements from the coordinators of the project. Exchange students who are not part of any part of the program, but come as freemovers cover their travel costs. Ways to arrive to Sarajevo: by plane, by train, by bus, by car.

### Boarding passes

The boarding passes prove that you have been on your mobility and are extremely important. It is important to save all your boarding passes and give them to the International Relations Officers of the University of Sarajevo or send them directly to the coordinator.



## IN SARAJEVO

### Mobility period

The scholarship holder has been awarded a scholarship for a specific period of time determined by the level of study. The mobility period is stated in the letter of invitation that the awarded scholarship holder has received from the University of Sarajevo. The mobility period can be changed under certain circumstances, provided that the change is in accordance with regulations of the program coordinators and approved by the University of Sarajevo.

### Scholarship

Each scholarship holder receives a monthly scholarship payment. All scholarship holders will receive their first payment after their *check-in* to the University of Sarajevo's International Relations Office who will notify coordinators. Instruction for payment will be received by the program coordinators.

### Residence permit

All students who are staying in Sarajevo longer than 3 months will need to regulate their residence permit. You can apply for the residence permit upon your arrival to Sarajevo. Instructions are given at the web site [www.erasmus.unsa.ba/residence-permit](http://www.erasmus.unsa.ba/residence-permit). ESN and International Relations Office will help you with needed information.



## ORIENTATION PROGRAM

### Welcome day

International Relations Office of the University of Sarajevo organizes Welcome day for exchange students in specific mobility programs at the beginning of each academic year. Welcome day is a perfect opportunity to meet other students, establish contacts with host students - buddy network, and to get needed academic and administrative information. University of Sarajevo is not a traditional campus university, and if you are used to a campus environment, you may find it very different to study here. The Faculties and Academies are spread at different locations across the capital. The International Relations Office is located in the Rectorate (the central University administration offices, in the same building as the Faculty of Law) and is there to support logistically all incoming students upon arrival and during their stay.

### Local language school

IRO organizes language school for incoming students and staff members called "Let's learn Bosnian". School is organized as intensive course before official academic lessons start (as a part of Orientation program) and as non-intensive courses during first semester. NOTE: these courses do not provide ECTS and cannot be credited.

### Erasmus Student Network

This student organisation will help your in establishing your first contacts with the student life in Sarajevo, from registration, residence permit, communication with professors, timetable for your classes and exams and other academic and administrative requirements.

### Registration

At the University of Sarajevo registration process differs depending on its Faculty/Academy. What candidates will surely need to take from home before arrival is: PROOF OF NON-CRIMINAL RECORD and BIRTH CERTIFICATE. Check for any additional documents with UNSA Faculties or Academies. These documents must be issued by official services (before arrival) and translated in English by the official Court Interpreter. The coordinator at the International Office guides the exchange students through the process of enrollment/registration at the Faculty/Academy Student Service.

### Index or Grade book

An Index-Grade Book is a small, dark blue handbook in which all your grades will be written by professors. Every student has one. When you arrive in Sarajevo, you will need to buy Index-Grade Book at the Faculty/Academy. The Index-Grade Book identifies you as a student at the University and you must remember to bring it when you sign up for and perform your exams.

### Exams

Registration for exams is required by most UNSA Faculties and Academies. When you begin your studies, we recommend that you inquire about how and when to register for exams in the *department(s)* where you are studying. Note that the procedure and deadline may vary. It is extremely important that you register correctly and in due time for exams as you will otherwise not be allowed to take the exam(s). At the University of Sarajevo students are assessed after taking one of the following types of examinations or active participation. In addition, some courses may require the successful completion of written as well as oral assignments during the semester.

### Library

University of Sarajevo has a main national library which can be used for studying and research. Also, every faculty and academy of our university have its own library area with study books and materials. Some of the libraries require previous registration with a fee. Do check with the student services at the faculty/academy upon your arrival.

### Mandatory documents

It is mandatory for all scholarship holders to hold and deliver all documents that they receive regarding their mobility period at the University of Sarajevo (specific documents requested by the project, boarding passes, learning agreement, reports, etc).

### FINAL MEETING

Throughout your mobility period we will organize several meetings with you in order to monitor your academic process, and it will be a good opportunity to ask us any questions related to your stay. Final meeting with us is mandatory in order to hand in any remaining documents and sign documents that confirm your arrival/departure to/from the University of Sarajevo.

