

UNIVERSITY OF BELGRADE – MOBILITY FACT SHEET 2023

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Key Data on the Institution	
Name of the University	University of Belgrade
Head of Institution	Prof. Dr Vladan Djokic, Rector
Address	Studentski trg 1, 11000 Belgrade
Erasmus + Coordinator	Prof. Dr Ratko Ristic, Vice-Rector for International Relations
General Website	www.bg.ac.rs
Faculties and Institutes	https://bg.ac.rs/en/members/members.php
Incoming mobility	https://bg.ac.rs/en/study-in-belgrade/home.php
Email	kabinet@rect.bg.ac.rs

Erasmus+ Information	
Erasmus + Coordinator	Prof. Dr Ratko Ristic, Vice-Rector for International Relations
ECTS Coordinators at UB faculties and institutes	https://mobion.bg.ac.rs/ub-member/ects-coordinators
RS Erasmus Agency	https://erasmusplus.rs/home-eng/
UB Erasmus Charter	shorturl.at/xzST0
International Relations Office	https://bg.ac.rs/en/international/contacts.php
UB Online Mobility Platform	https://mobion.bg.ac.rs
Required documents & Nomination procedure for incoming candidates:	https://mobion.bg.ac.rs > Erasmus+ > Incoming Candidates

Academic Calendar (lecture periods)		
	Lecture periods	
First term 2021/2022 (winter term)	October 1 st	January 15 th
Exam period	Mid-January – Mid February	
Second term 2021/2022 (summer term)	February 17 th	May 31 st
Exam period	June 1 st – June 30 th	

Admission and registration

Exchange students (credit transfer, non-degree seeking)

At the moment of the application and during the entire stay abroad, the students must be enrolled in an undergraduate or graduate program at their home institution and pay the corresponding tuition fees there, where applicable.

A learning and recognition agreement is mandatory and has to be submitted to the home and host institutions before the start of the stay abroad. Modifications are possible at the beginning of each semester.

Additional requirements

All students and staff coming to the University of Belgrade (RS BELGRAD02) are required to register through the **online application system** at: <http://mobion.bg.ac.rs/> by the dates specified in the Academic Calendar section.

All Erasmus+ KA1 mobility nominations from the University of Belgrade (RS BELGRAD02) must be sent exclusively from the International Relations Office of the UB, duly signed by the Rector, or Vice-Rectors. Those applications and nominations sent directly to host universities by candidates or other Faculties/Institutes of the University of Belgrade should not be accepted and International Relations Office of the University of Belgrade should be informed about it. Please note that the applications received through the above manner will not be financially supported.

Please send the Nomination list to the designated UB IRO coordinator, in accordance to the deadline below.

International Relations coordinators: <https://bg.ac.rs/en/international/contacts.php>

Nomination for Mobility – students and staff from partner universities

Students and Staff	Nomination deadline (with an official Nomination letter sent by the Partner institution to UB)	For Semester 1 (Winter term) and full academic year: April 15 For Semester 2 (Summer term): October 30 ERASMUS+ Exchange program
	Registration (application) deadline at Mobion	Online for Erasmus+ applicants at Mobion http://mobion.bg.ac.rs: For Semester 1 (Autumn semester) and for the full academic year: May 15 For Semester 2 (Spring semester): November 30

		<p>Application documents are uploaded to the Mobion platform: http://mobion.bg.ac.rs according to the above-mentioned Registration deadlines.</p> <p style="text-align: center;">For Students:</p> <ol style="list-style-type: none"> 1. Diploma and diploma supplement of previously obtained degrees; 2. Transcript of Records in the English language; 3. Proof of language skills of relevant language at the host institution (such as copies of course certificates, language tests etc.); 4. CV in the English or the Serbian language; 5. Letter of Motivation in the English or the Serbian language; 6. Passport number; date of issuance; date of validity (passport copy) 7. Erasmus+ Learning Agreement: Signed by the relevant authority at the home institution 8. Recommendation letter in the English or the Serbian language; 9. Photo; 10. Invitation letter for PhD students from the mentor of the Host institution/faculty <p style="text-align: center;">For Staff for teaching and Staff for training:</p> <ol style="list-style-type: none"> 1. Erasmus+ Mobility Agreement (Teaching / Training): Signed by the relevant authority at the home institution; 2. CV in the English or the Serbian language; 3. Invitation letter from the Host faculty/institute in Belgrade; 4. Passport number; date of issuance; date of validity; 5. Photo;
	Contact information	https://bg.ac.rs/en/international/contacts.php
Course information websites		
Study programs	http://bg.ac.rs/en/education/search-study-programs.php	
English study programs	http://www.bg.ac.rs/en/education/enrollment.php	

Language requirements		
Language of instruction A:	Language	Serbian
Please check at the appropriate Faculty at the University of Belgrade about the required Language of instruction for each study program.	Required level	B1/B2 for students
	Accepted certificate (s) <i>Not required for candidates from: Croatia, Bosnia & Herzegovina, Montenegro, North Macedonia</i>	Official language certificate issued by an official language school. Or official confirmation from the sending University.
Language of instruction B:	Language	English
Please check at the appropriate Faculty at the University of Belgrade about the required Language of instruction for each study program.	Required level	B1/B2 for students C1 for staff
	Accepted certificate (s)	Official language certificate issued by an official language school or any other official Authority. Or official confirmation from the sending University.

Student and welcoming services	
Incoming students and staff:	https://bg.ac.rs/en/study-in-belgrade/home.php
Link to student guide	http://www.bg.ac.rs/welcomeguide.pdf
Estimated living expenses	http://www.bg.ac.rs/files/en/international/Additional%20information%20-%20visa%20travel,%20accomodation%20(1).pdf https://bg.ac.rs/en/study-in-belgrade/cost-of-living.php
Accommodation	Accommodation at the Student dormitories in Belgrade is not granted for Erasmus+ students. Private accommodation search: www.cityexpert.rs/en https://www.4zida.rs/izdavanje-stanova https://roommateor.com/izdavanje-stanova/beograd https://izdavanjestanova-beograd.rs/

	<p>Only Staff can apply directly at the following Guest house: Guest house “Kralj Aleksandar I” http://www.sc.rs/sc/index.php?run1=32&run=dom&lang=eng</p> <p>Address: Bulevar kralja Aleksandra 75, 11000 Belgrade Phone:+381 11 401 800 or :+381 11 3400 693 Reservations on: konakkraljaleksandar@gmail.com Transportation: Tram: 2, 5, 6, 7, 12 or 14 Bus: 25, 26, 27, 27l, 32, 65 or 74</p> <p>You will find a Hotel list enclosed to this Fact sheet.</p>
Facilities for students with special needs	<p>Persons with disabilities are asked to visit the following link: http://www.bg.ac.rs/en/members/centers/students-with-disabilities.php</p>
Welcome event / orientation week	<p>Orientation days are organized at the beginning of each semester. OD include a reception of International Students by International Office Staff and Erasmus Student Network representatives (http://belupgrade.esn.rs/). ESN will provide a Buddy for students to help him/her in the first days of their stay in Belgrade.</p>
Language Course(s)	<p>http://learnserbian.fil.bg.ac.rs Mandatory registration till Mid-January or Mid-September: http://learnserbian.fil.bg.ac.rs/admissions.php Free of charge for Erasmus+ candidates! It must be announced in nomination</p>
Health Insurance	<p>Foreign citizens exercise their right to urgent medical care based on certain forms (if such have been prescribed), <u>European Health Insurance Card (EHIC)</u> or on the basis of a <u>specific health insurance document</u> or another <u>international health insurance policy</u> proving valid insurance coverage at the territory of the Republic of Serbia for the whole period of stay.</p> <p>Urgent medical care for domestic and international students in Belgrade:</p> <p>Student Polyclinic Krunska 57, 11000 Belgrade, Phone: 011 / 2430-814, 2433-488, 2436-434, 3440-939</p>
Visa/ Residence Permit	<p>Please be so kind and read before your arrival about the <u>Rights and Obligations of foreign citizens in Serbia:</u></p> <p>http://www.mup.gov.rs/wps/portal/en/information</p> <p>Temporary residence: https://euprava.gov.rs/usluge/6520 http://www.mup.gov.rs/wps/portal/en/information/temporary+residence/temporary+residence</p>

A. International students outside the EU can obtain the Visa in a Serbian Embassy at their country of residence. Please inform yourself at the Serbian Embassy about the conditions and needed documents for Visa application.

B. International students from EU can obtain the Visa 1. In a Serbian Embassy at their country of origin or 2. After arrival in Serbia (Belgrade) by applying for official Residence permit at the Police Department for foreigners, Savska No. 35, Belgrade.

International students can enter Serbia **with a valid passport** and need to submit a Residence permit application (**you are not a tourist, you are a foreign student**) at the **Police Department for foreign citizens, Savska 35, Belgrade**.

The first **mandatory obligation after arrival at the territory of the Republic of Serbia is to register within 24 hours at the nearest Police station in Belgrade together with the landlord of the rented apartment where you will get the Confirmation of Registration.**

In case the student is staying in a student dormitory, the student dormitory will take over the obligation of registration at the nearest Police station.

The Residence permit costs in Belgrade are according to the last check about **18.000,00 RSD (approximately 140 Euro) for a stay up to 6 months.**

Please provide your CV in the Serbian language since the **Police Department for foreign citizens in Belgrade** is asking for it when you are applying for the Residence permit.

Please provide a Certificate from your home university stated you got a stipend during the stay in Serbia, or credit card or foreign currency account statement. The Police is asking for **proof of sufficient financial means during your stay in Serbia**.

Please provide the **Health Insurance Policy with Covid** for your stay in Belgrade (EU and Non-EU students should provide this Health insurance Policy).

Please provide the **Confirmation of Registration** and the **Certificate on Enrollment** at the appropriate Faculty.

	<p>Mandatory documentation for temporary residence approval (on every grounds):</p> <ul style="list-style-type: none"> • a valid personal or official passport • proof of means of subsistence during the planned temporary residence • registration of either short-term or residential address in the Republic of Serbia • proof of health insurance during the planned residence • proof of prescribed administrative fee payment • two photos (35x45mm, color, full face) • filled out application form • proof of prescribed administrative fee payment <p>Please make an appointment to submit the Residence permit application at upravazastrance@mup.gov.rs or on the phone 011/3618-972 between 7-15 Monday-Friday</p> <p>You can ask for completing the Application form No. 8 in 3 copies at the Police station.</p> <p>International staff residing up to 90 days do not need a Visa/Residence permit unless they are hired on the basis of an employment contract.</p>
<p>Transportation Card BusPlus</p>	<p>After arrival in Serbia/Belgrade international students will be supplied with detailed information and document for the Transportation card at the International Relations Office of the University of Belgrade, (Rectorate Building), Studentski trg 1, 11000 Belgrade, Serbia, first floor, Office No. 23.</p> <p>Monthly transportation card for students up to 26 years: Euro 15 Monthly transportation card for students older than 26 years: 27 Euro Single ticket: 0,70 Euro Day ticket: 2,20 Euro</p>
<p>Student Cafeteria Card (Mensa Card)</p>	<p>After arrival in Serbia/Belgrade international candidates will be supplied with detailed information and document for the Student Cafeteria card at the International Relations Office of the University of Belgrade, (Rectorate Building), Studentski trg 1, 11000 Belgrade, Serbia, first floor, Office No. 23.</p> <p>The Student Cafeteria Card for students should be obtained at the following address: Student Center Svetozara Markovica No. 56, 11000 Belgrade Phone: +381 11 363-7299</p>

Buddy support	<p><u>Belgrade ESN network</u> Assistance to foreign students in Belgrade.</p> <p>This network can provide a buddy for helping students during their stay in Belgrade and make their start easier and less stressful.</p> <p>office.belupgrade@esn.rs</p> <p>www.belupgrade.esn.rs</p> <p>Ms. Anja Vlačić <i>Vice President of ESN BelUPgrade</i> vicepresident.belupgrade@gmail.com</p>
Useful Websites for your social and cultural life in Serbia	<p>Belgrade Guide In Your Pocket: http://www.inyourpocket.com/data/download/belgrade.pdf</p> <p>Tourist Organization of Belgrade: https://www.tob.rs/en</p> <p>Tourist Organization of Serbia: http://www.srbija.travel/en</p>

International Office / Student Service Center / Visitors' Service

Mailing address	Studentski trg 1, 11000 Belgrade, Serbia	
Phone	+381 11 3207453	
Website/ email	http://bg.ac.rs/en/international/contacts.php https://bg.ac.rs/en/study-in-belgrade/home.php	
Working hours with students and staff	Every Working day 10.00 – 13.00 First floor, Office No. 23	
Student and Staff Exchange	Incoming	Jovana Ilic jovana.ilic@rect.bg.ac.rs
	Outgoing	

On the following pages you will find the **EXCHANGE STUDENT INFORMATION SHEET WITH A MAP** with necessary information about administrative obligations you have to perform in Belgrade, like photos, CV, various charges... for the official Authorities in Belgrade when obtaining Residence Permit, Transportation and Student ID Card.

EXCHANGE STUDENT INFORMATION SHEET WITH A MAP

MINISTRY OF INTERNAL AFFAIRS – TEMPORARY STAY VISA

Police Office for Foreigners

Address: Savska 35

Monday – Friday: 08-13h

Phone: 3618-956 (if called from the cell phone, then: 011 3618 956)

Documents required*:

- **2 photos**
- **Certificate from the University of Belgrade**
- Certificate from the Faculty of the University of Belgrade (school you will be attending)
- Form No. 8 (request for issuing a temporary stay visa – for foreign citizens - in Serbian: *Zahtev za izdavanje boravišne vize – za strance*) 3 copies, printed two-sided
- Proof of Accommodation (a certificate from the housing provider /*hostel, dormitory, etc/*, or personal presence of the flat owner in case of a private accommodation)
- CV in Serbian

***The MIA Office for Foreigners reserves the right to change requirements or to ask for any additional documents, information or payments!**

STUDENT CAFETERIA CARD – STUDENT ID CARD

Student center Belgrade

Address: Svetozara Markovica 56, 011/3637-200

(work days: 8:00-15:00)

Documents needed:

- 1 photo
- certificate from the University of Belgrade

*The list of student restaurants with locations is available at the Student center.

STUDENT TRANSPORT CARD

BUS PLUS

Belgrade City Transport Company

Address: Skender Begova 47 (Downtown POS: Masarikova 5)

Tel. 366-4129, 2629-019

Working hours:

- on work days 8:00 – 17:00
- on Saturdays: 8:00 – 13:30

Documents needed for the students' card:

- certificate of the enrolled year (obtained at the Faculty)
- 1 photo
- 250 dinars

BUS Plus Points of sale:

No.	Address	Working hours	Saturday	Sunday
1.	Masarikova 5	09:00-20:00	10:00-16:00	Closed
2.	Skender Begova 47	07:00-19:00	08:00-15:00	Closed
3.	Trg Republike Shopping Mall	07:00-19:00	08:00-14:00	Closed
4.	Deligradska 10	07:00-19:00	08:00-14:00	Closed
5.	Tempo, Viline vode bb	09:00-21:00	09:00-21:00	09:00-21:00
6.	Tempo, Obrenovacki drum broj 3	09:00-21:00	09:00-21:00	09:00-21:00
7.	Tempo Autoput za Zagreb 35	09:00-21:00	09:00-21:00	09:00-21:00
8.	Bulevar umetnosti 16a	08:00-20:00	08:00-14:00	Closed
9.	Obilićev Venac 2	08:00-20:00	08:00-14:00	Closed

STUDENTS POLYCLINIC

Krunska 57 Street, 11000 Belgrade
2430-814
2433-488
2436-434
3440-939

SPECIAL SERVICES

Police - 192
Fire Department - 193
Ambulance - 194
Exact time - 195
International calls - 1901
Information center - 1985
Express Mail Service (EMS) - 19809
AMSS help on road - 1987
Phone numbers - 1988
Wake-up service - 19811
Various information – 19812

**STUDENTS DORMITORY
RIFAT BURDŽEVIĆ**

Milana Rakića 77
11000 Belgrade
Tel. (011) 2423-029

Transport:

Trams: 5,6,7 and 14
Trolybus: 28 and 40
Bus: 77

Welcome Guide for foreign students and staff (academic information, information on visa, accommodation, costs of living, etc): <https://bg.ac.rs/en/study-in-belgrade/home.php>

Frequently asked questions of the incoming students and staff: <https://bg.ac.rs/en/study-in-belgrade/faq.php>

IRO Contacts: <https://bg.ac.rs/en/international/contacts.php>

Map of the UB members & other points of interest: <http://bit.do/University-of-Belgrade>

UB mobility platform: <https://mobion.bg.ac.rs>

Course catalog at the

UB: <http://bg.ac.rs/en/education/search-study-programs.php>*

*All listed courses are subject to availability and any provided details are subject to amendment. The university reserves the right not to offer any subject for which the number of enrolments or the resources available is insufficient and it reserves the right to restrict the number of enrolments in any subject.

