

APPLICATION AND ENROLLMENT PROCEDURE FOR MASTER DEGREE STUDY PROGRAMS FOR INTERNATIONAL STUDENTS

Faculty of Economics & Business offers the following 1-year graduate study programmes taught fully in English language:

- **Master Degree in Economics (MDiE)**
- **Master Degree in Business (MDiB) with the following majors:**
 - Managerial Informatics
 - Management
 - Trade and International Business
 - Marketing
 - Leadership

Before starting the application process, make sure that you have a diploma from a 4-year undergraduate study program (240 ECTS) in the field of economics or business. This is a necessary precondition for applying for Master Degree in Economics (MDiE) and/or Master Degree in Business (MDiB).

IMPORTANT! If you need help or clarification with any of the steps described below, **our International and registration office can assist you in obtaining all the necessary documents**. Please send an email to kmalesevic@efzg.hr for further instructions.

1. UNDERGRADUATE DIPLOMA RECOGNITION

Before applying, all applicants that finished their undergraduate or graduate degree outside the Republic of Croatia need to have their diploma officially recognized by the University of Zagreb.

The procedure of obtaining this academic recognition can be found [here](#).

- [APPLICATION FORM](#)
- **DOCUMENTS NEEDED:**
 - Original of the foreign qualification (confirmations or substitute documents of foreign qualification are not accepted);
 - Certified Croatian translation of the foreign qualification;
 - Official grade transcript, issued by the higher education institution (original);
 - Certified Croatian translation of the official grade transcript;
 - Official curricula with course of study and short content of each subject (issued from higher institution or printed form official web site of institution) in original and translated (no certified translation required);
 - List of admission requirements (if the official version does not exist, write yourself);
 - Diploma supplement in original, if any;
 - Certified Croatian translation of the Diploma supplement;

- CV in Croatian language pointing out course of education;
- Certified copies of previously acquired higher qualification(s), if any;
- Copy of the marriage certificate, if any;
- Official decision of the competent authority for those applicants who changed their first and/or last name;
- Certificate of citizenship except in the case of a stateless or a person without citizenship;
- One copy of all enclosed documents including the application form, except official curricula.
- Those candidates applying for recognition of Master/Postgraduate study must enclose one (1) copy of their master thesis (hard copy or on CD).

Contact in case you have problems/questions: akadured@unizg.hr or phone: +385 1 4564 272

2. **OBTAINING THE PIN (OIB) NUMBER**

Before enrolling, candidates need to obtain their Personal Identification Number or PIN (OIB) issued by the Tax Administration of the Croatian Ministry of Finance.

The procedure of obtaining PIN (OIB) can be found [here](#).

- [APPLICATION FORM \(with instructions\)](#)
- **DOCUMENTS NEEDED:**
 - Passport (a copy should be attached to the Application)

3. **APPLICATION PROCESS**

For international students coming from abroad, **online applications are open from January and close by the end of October** for each academic year. Please send an email to kmalesovic@efzg.hr or mdie@net.efzg.hr for further instructions.

You will need to enclose the scans of the following documents to apply:

- birth certificate (original, photocopy or e-excerpt)
- certificate of citizenship / domicile (original, photocopy or e-excerpt);
- passport (or ID card for EU citizens)
- undergraduate diploma
- undergraduate course transcript with grades certified by the organization where you obtained it

You will need to show the originals of these documents in person to the registration office before the classes begin.

4. **ENROLLMENT AND REGISTRATION**

After the application procedure is finished, you will be notified by our registration office about the status of your application. If it is successful, you will be asked to come to the registration office to officially enroll and register for the study program.

For the enrollment and registration, you need to be at the Faculty offices in person.

You need to pay the tuition fee before you register, which amounts to **5 000 EUR**. Students are obliged to enclose evidence of payments when registering (receipt must be verified by the bank, while for the online payments the printed bank confirmation is sufficient).

Details for paying the tuition fee:

Payment should be made to IBAN: HR 0723600001101351242

Call Number - PIN (OIB) of the Candidate

Payment Description - "Tuition fee for Master Degree, Academic Year _____"

• **DOCUMENTS NEEDED:**

- Photo for SmartX card (4 × 6 cm)
- Set of enrollment material - Candidates can acquire it at the course material bookshop of the Faculty of Economics & Business - Zagreb after paying the enrollment fee and presenting the proof of payment.
- Proof of academic recognition of your undergraduate diploma (see Step 1)
- Proof of obtaining the PIN (OIB) number from Croatian Tax Administration (see Step 2).

Details for paying the enrollment fee:

Payment in the amount of **66,36 EUR** should be made against

IBAN: HR 0723600001101351242

Call Number - PIN (OIB) of the Candidate

Payment description - enrollment fee