

BECOMING AN EXCHANGE STUDENT AT THE FACULTY OF PHILOLOGY AND ARTS IN KRAGUJEVAC (BILATERAL AGREEMENTS ON ACADEMIC COOPERATION – NOT FOR ERASMUS+ STUDENTS!)

DISCLAIMER: The text below describes the process largely carried out outside of the Faculty itself, which is therefore liable to change without any prior notice to the Faculty. Remember to double check using the contact list provided on the Faculty website!

The process should ideally begin at least three months before the day you arrive (October 1st for the winter semester or February 1st for the summer semester)

Before you arrive

1. Once the student is nominated to the Faculty of Philology and Arts, the Faculty requests official approval from the Ministry of Education. This takes up to two months.
2. Once the Ministry's approval is received, the Faculty notifies the Student Center (where foreign students are entitled to food and accommodation). This takes up to a week.
3. The student is informed, and dates of arrival agreed upon. This information is shared with Faculty services (student services, library) and the Student Center.

Once you arrive

1. Once you arrive as a foreign student, you need to apply for residence permit / visa within 24 hours of your arrival. To do that, you need to go to the local "foreign office". If you are staying at the Student Center, an official of the Student Center will take you to it or even apply for you automatically – this depends on which country you come from. The foreign office address is [Trg slobode 3](#): be sure not to take the main entrance, but the entrance on the left side of the building, not visible in the image above, which should be right [here](#):
2. You will likely need to have the following with you (this depends on which country you come from):
 - Passport
 - a form which you must buy, for about 100 RSD (around 0.8 EUR) [here](#): the form is short and simple, but in Serbian, so someone from the Student Center will assist you with it (if you are not staying at the Student Center, you need to ask for help from the department where you will be studying)
3. With the above documents, you will apply for residence permit at the local "foreign office", (address Trg slobode 3): eventually, you will get a temporary residence permit (usually in the form, valid for the period, for example October 1st – March 31st (90 days)

which means that you can continually stay for a maximum of 90 days, starting from the day you enter Serbia, within the above time frame). There may be fees, in the range of about 100-150 EUR. It is important to know that **you must leave Serbia on the day the maximum allowed stay expires, at the latest**. If you leave the country, you can return and get a tourist visa, but you cannot get a tourist visa simply by staying in Serbia after the maximum allowed stay expires. Please be aware of this, because otherwise you might be fined. If you wish to extend your visa, you will need to apply for extension, in the same “local foreign office” **at least one month before the maximum allowed stay expires**).

4. Finally, you will go [here](#), where you will visit Students’ Services, who will give you your class schedule.

You are entitled to a room at the Student Center (dormitory) – address: Branka Radicevica 1, (<http://www.studentskicentar-kg.rs>, no English version of the site, unfortunately). If you are interested, you must notify the Faculty!