

UNIVERSITY OF NOVI SAD  
Dr. Zorana Đinđića 1  
21000 NOVI SAD  
Republic of Serbia

## **Information to Foreign Students on How to Regulate Their Stay in the Republic of Serbia**

### **Article 1**

These articles contain information explaining the manner of regulating the stay of foreign students included in student exchange and foreign students studying at the University of Novi Sad (hereinafter: foreign students) and define cooperation of the University of Novi Sad and the interior affairs competent body, with an aim of regulating temporary stay of foreign students in the Republic of Serbia in each academic year.

### **Residence Registration (White Card)**

### **Article 2**

All foreign students are obliged to register their residence with an area office of the Ministry of the Interior in charge of affairs relating to foreigners' residence (hereinafter: competent body) within 24 hours from the moment of entering the Republic of Serbia.

### **Article 3**

Foreign students using accommodation in **dormitories** or **hostels**, shall be registered by the dormitory or hostel staff respectively and in that case foreign students are not obliged to register their residence with a competent body.

Upon their arrival to a dormitory, foreign students are obliged to leave their valid passports at dormitory reception desk and on the basis of data they contain, forms required to register residence of foreign students will be filled out.

### **Article 4**

Foreign students who take **private accommodation (accommodation with physical persons)** shall register their respective residence to the competent body located on the following address:

**BULEVAR KRALJA PETRA PRVOG 11 within 24 hours after entering the Republic of Serbia.** Office hours of the office in charge of residence registration of foreigners is Monday to Friday from 7.30 a.m. to 3.30 p.m. (office No. 14, 3rd floor).

Foreign students are advised to go to register their residence accompanied by a student volunteer (buddy) to avoid any misunderstanding due to a potential language barrier.

When registering their residence, foreign students are obliged to have a valid passport with them, as well as to present the original deed of title for the place they stay in (given by the apartment/house owner if the student rents the place) and identity card of the owner of the place to be rented.

### **Article 5**

After registering their residence with the competent body, the foreign students will be issued a white card on the basis of which they may reside in the Republic of Serbia for the following 90 days.

Immediately after being issued the white card, the student is obliged to submit **a copy of it to the International Relations Office of the University of Novi Sad (Dr. Zorana Đinđića 1) or to his/her respective faculty.**

If a foreigner leaves the Republic of Serbia within a 90-day period granted for his/her stay, without applying for temporary residence permit, he/she is obliged to register with the competent body after any subsequent entering the country within 24 hours according to the above described procedure.

### **Article 6**

Foreign students are obliged to register the change of address of their residence in the Republic of Serbia to the competent body within 24 hours.

## ***Obtaining Temporary Residence Permit***

### **Article 7**

The foreigner who has been issued the white card, i.e. who has been approved a 90-day stay, ***is obliged to apply for temporary residence permit within 90 days*** if he/she wants to stay longer in the country.

Foreign students are advised to apply as early as possible, i.e. immediately after being issued the white card and thus prevent possible problems that may arise in the case the documentation required for granting temporary residence permit is incomplete and they do not have time to obtain it.

### **Article 8**

When applying for a temporary residence permit, it is necessary to enclose the following documentation:

- copy of passport with a page bearing stamp with the date of entry in the country and a copy of the white card;
- copy of student's booklet;
- certificate of admission issued by the respective faculty/school;

- document evidencing respective student's healthcare insurance;
- evidence of financial support;
- Form 8 (can be bought at the counter hall in the police department building);
- evidence of title to apartment/house to be rented, copy of rented place owner's identity card;
- evidence of fee paid (amounts and giro-accounts are enclosed to this information sheets)

After submitting an application for temporary residence permit, the foreign student will be issued a confirmation slip evidencing the submission of the application.

Foreign students are obliged to submit **a copy of the confirmation slip** to the International Relations Office of the University of Novi Sad (Dr. Zorana Đinđića 1) or to their respective faculty.

When a foreign student is granted a temporary residence permit, the temporary residence permit shall be affixed in the foreign student's passport (in the form of an appropriate label)

Immediately after being granted a temporary residence permit, the student is obliged **to submit a copy of the part of passport on which his/her temporary residence label is affixed** to, to the International Relations Office or the respective faculty.

#### **Article 9**

An application for the extension of temporary residence period shall be submitted by a foreign student not later than 30 days prior to the expiration of the temporary residence permit.

#### **Article 10**

If a foreign student failed to submit an application for temporary residence permit within 90 days and stays in the Republic of Serbia, his/her stay in the Republic of Serbia shall be deemed illegal and competent bodies may take measures against him/her as provided for by the law.

Temporary residence referred to in par. 1 thereof may be extended for a period not exceeding two years after the expiration of the term prescribed for education, studying, specialisation or practical training.

#### **Article 11**

University of Novi Sad will, prior to the beginning of each academic year, submit a list of all foreign students to the competent body, with the type of scholarship granted to a respective student and period of stay at the University.

#### **Article 12**

When coming to the competent body to apply for a temporary residence permit, foreign students may contact the following person:

- **Emilija Ilić**, Inspector in charge of foreign nationals, office No. 20, contact person for matters relating to temporary residence permit issuance, tel. No. 021/488- 4054

### **Article 13**

#### **Contact persons in the Office for International Cooperation**

Ivana Vujkov, Head of Office

Dubravka Gavrančić, International relations officer

Ivana Đokvučić, Student mobility officer

Nataša Nikolić, International relations officer

Milica Nerlović, International relations officer (TRAIN programme)

Tel.: 021/ 485 2016, 485 2017, 485 2032

e-mail: [iro@uns.ac.rs](mailto:iro@uns.ac.rs)

### **Article 14**

This information will be published on the website of the University of Novi Sad and forwarded to the faculties within the University.

VICE-RECTOR FOR SCIENCE AND INTERNATIONAL COOPERATION

Professor Pavle Sekeruš, Ph.D.