



Erasmus+
Enriching lives, opening minds.



UNIVERSITY OF
KRAGUJEVAC

ERASMUS+ MOBILITY PROJECT – KA171 INCOMING STUDENTS' GUIDE



International Relations Office

University of Kragujevac

erasmusKA107@kg.ac.rs

ERASMUS+ DEADLINES FOR INCOMING STUDENTS



NOMINATION

Your home university should nominate you for an exchange

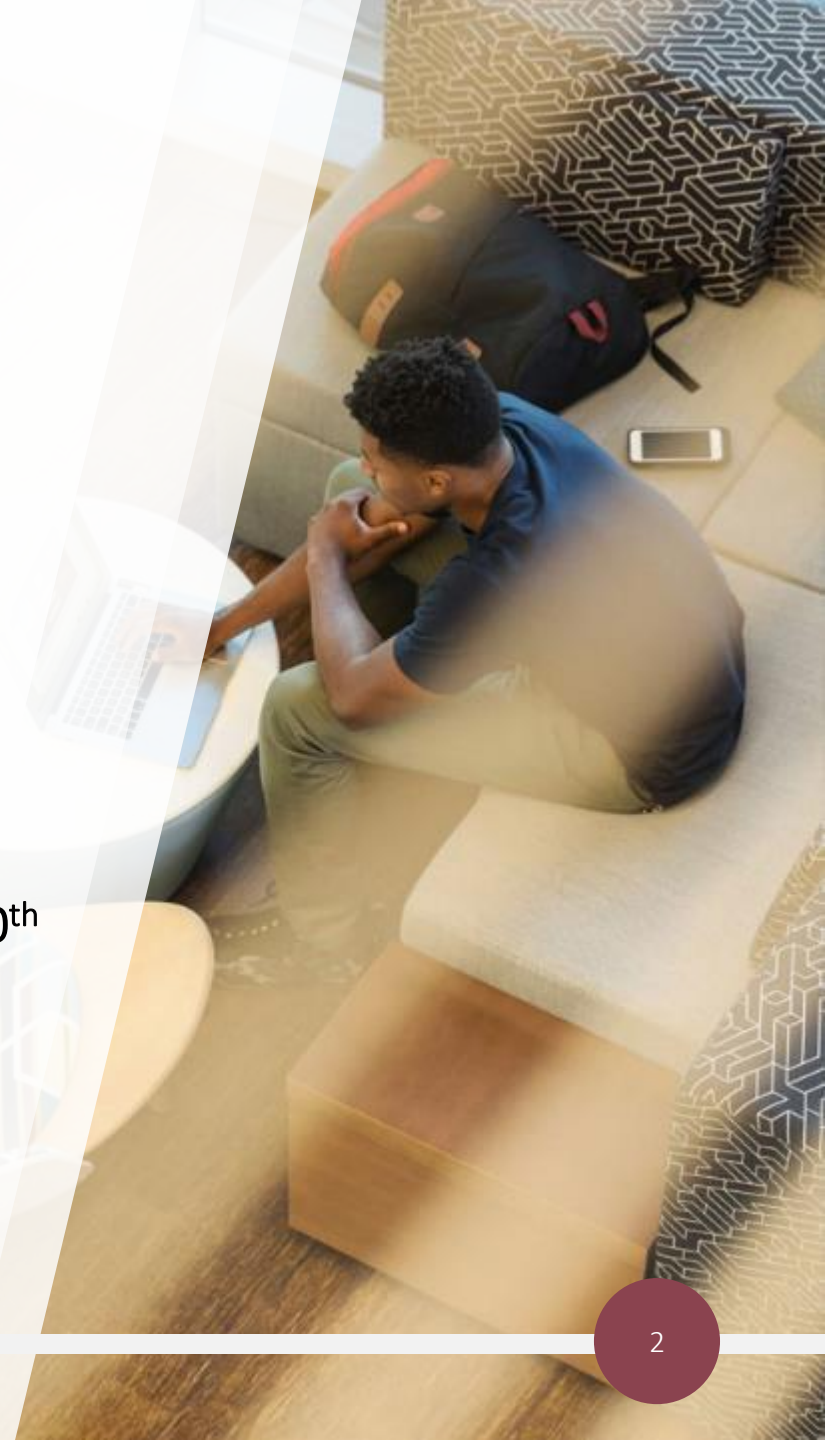
- for winter semester by **May 31st**
- for summer semester by **November 30th**



APPLICATION

The student submits all the necessary documentation listed in the next segment

- for winter semester by **June 30th**
- for summer semester by **December 20th**



Your university should send your nomination to the address erasmusKA107@kg.ac.rs by May 31 (winter semester) or November 30 (summer semester).

After receiving nomination from your home university, we will contact you directly via email provided by your home university in order to start the application and selection process here. To do that we would need a few documents:

1. **APPLICATION FORM:** our application form will be attached

2. **LEARNING AGREEMENT** fill in the form we have sent you. Please, check out our Course catalog which contains courses available for international students → <http://www.kg.ac.rs/eng/courses.php>
For students coming from neighboring countries → complete academic offer in Serbian language is also available for exchange students. Please, check the website of the respective host faculty.

3. **ENROLLMENT CERTIFICATE:** issued by your home faculty, confirming your student status.

4. **TRANSCRIPT OF RECORDS:** send us your latest Transcript of Records (list of passed exams) in original language and translation in English language (your Transcript doesn't have to be officially translated by a court translator, you can translated it by yourself, but we will be needing the original document as well).
For students coming from neighboring countries → due to language similarities no English translation is needed.

5. **LANGUAGE CERTIFICATE** (English language or other language in which you will study during your mobility), proving your language competences are at min. B1 level. We don't require the official internationally recognized certificates (such as TOEFL or IELTS), so you can send us a certificate issued by your faculty. For students coming from neighboring countries → no Language certificate is needed if Serbian is the language of your mobility.

6. **PASSPORT:** send us a copy of your passport

LEARNING AGREEMENT

Before you prepare your Learning Agreement (LA) check the [Course Catalogue](#) (the list of elective subjects for Erasmus students). The requested range is between 20 and 30 ECTS (the maximum number is 30 ECTS per semester)

You should send your Learning Agreement (signed by you and your Coordinator) to the address erasmusKA107@kg.ac.rs by the deadline stated in our initial email.

Once your LA is signed by the Erasmus+ academic Coordinator at your host faculty here, you will get the scan version of this document by email.

VISA / INVITATION LETTER



Whether you need visa or not, you will receive relevant information regarding traveling to Serbia.

Depending on your home country, you will either have to apply for visa, or you will have to apply for residence permit as soon as you arrive to the University of Kragujevac.

For both options, you will receive the Invitation/Acceptance Letter from our side with all relevant information.

ACCOMMODATION



Places in our dormitories are not available for international students, due to limited capacities. All our international students use private accommodation. International Relations Office of the UNIKG will provide assistance and support on this matter.

ONLINE LINGUISTIC SUPPORT AND THE EU ACADEMY



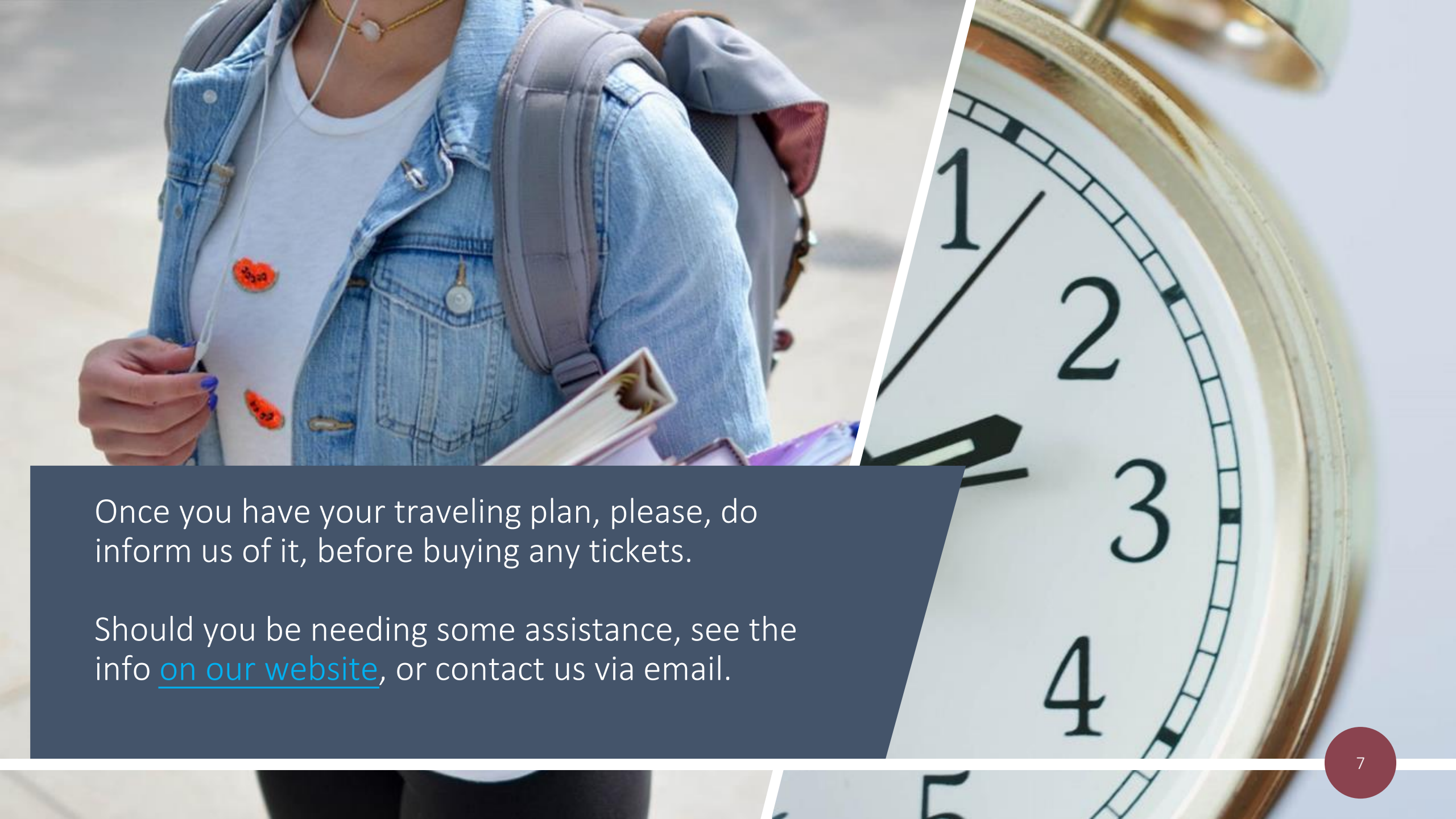
All International students are obliged to take the Placement test on the [EuAcademy portal](#) at the start and at the end of their mobility. The partaking in the course itself after finishing the placement test is also highly recommended. After finishing the test, you are to send us the pdf version of the certificate that can be downloaded upon completion via e-mail - erasmusKA107@kg.ac.rs

Please note that the said certificate cannot be used in place of the Language Certificate which is necessary during your application procedure.



European Union

eu|academy



Once you have your traveling plan, please, do inform us of it, before buying any tickets.

Should you be needing some assistance, see the info [on our website](#), or contact us via email.

When you arrive and get settled, come to our Office for a cup of coffee.

We will once again go through the administrative and scholarship matters and provide you with the Confirmation of Arrival.

Our Office is located in the Rectorate building on the 2nd floor

Liceja Kneževine Srbije 1A, Kragujevac
Location info available [HERE](#).

Office hours from 10 to 14

ERASMUS+ KA171 - REMINDER AND CHECK LIST



TRAVEL

You arrange your travel to Serbia

We provide a refund of your travel costs based on the distance between your home and host destination

You may calculate your distance using the Erasmus + program [distance calculator](#)

IMPORTANT

SAVE all your travel documents (tickets, invoices, boarding passes) as you will have to provide them to our Office



SCHOLARSHIP

The University of Kragujevac, as your host – institution provides you with the Erasmus+ scholarship so you can cover your stay in Serbia during your mobility.

The scholarship amount is 800 Euro/month

Once you get here, you will sign the Grant Agreement



INSURANCE

According to the Erasmus+ program rules you are obliged to have an appropriate insurance during your mobility in Serbia.

Your policy should cover at least health and travel insurance, but accident and liability insurance is strongly recommended.

Appropriate insurance is mandatory for:

Visa and Residence permit
signing the Grant Agreement
(insurance policy number must be stated in the GA)



WE LOOK FORWARD TO WELCOMING YOU AT
THE UNIVERSITY OF KRAGUJEVAC

E-mail: erasmusKA107@kg.ac.rs; phone +381 34 300 425



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the European Union