Information package for incoming students
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Dear Students,

welcome to the University of East Sarajevo. This Information package is designed to help you in getting basic information and answers on practical questions about living and studying at our University. This information will be useful for you to prepare yourself for studies and also you will get some tips on how to make the most of your time with us. The University of East Sarajevo is very unique higher education institution with culturally diverse campuses in ten different university towns covering an area of outstanding natural beauty from far north to the south of Republic of Srpska and Bosnia and Herzegovina. The University of East Sarajevo has mission to offer possibilities for students to acquire good education and research. The University also provides unforgettable possibilities for social and sport activities, which will stay in memories of students for ever. Special mission of our University is to keep young people in small towns in this part of the country, so social component is very important to us. You will be able to face warm hospitality and friendship from people in different towns as you prepare for a promising future in your chosen profession. You will have the opportunity to broaden your horizons in ways you never dreamed possible.

We employ around 900 staff, there are modern equipment and facilities, and we are large enough to offer all programs you'd expect to study. By studying at our University you are joining a community of 13000 students, including many students from surrounding and remote countries.

It is our great pleasure to have you here. We wish you a safe journey and we are looking forward to supporting you in becoming one of our best students.

Thanks for choosing the University of East Sarajevo for studying or for your exchange program and we wish you a successful stay at our University.

Vice Rector for International Cooperation

Prof dr Dejan Bokonjic
ABOUT THE UNIVERSITY

The University of East Sarajevo, under the name of the University of Sarajevo, Republic of Srpska, was established on 14 September 1992 by the decision of the National Assembly of Republic of Srpska. This decision confirmed the earlier decision of authorities of Republic of Srpska that the University of East Sarajevo is the successor of the University of Sarajevo (1949 - 1992), which, due to the outbreak of civil war in BiH in 1992, hundreds of teachers and staff, as well as thousands of students of Serbian nationality was forced to leave. Thanks to the enthusiasm and patriotism of Serbian teachers and staff from these three universities, as well as the expressed will of the people and Government of the Republic of Srpska, faculties and academies were established in Pale, Zvornik, Bijeljina, Brcko and in Trebinje and revitalized - teaching, scientific research, spiritual and artistic activity in all major municipalities in the eastern part of the Republic. Today, these faculties and academies are the foundation and pillars of the integrated University of East Sarajevo. University of East Sarajevo heritages the tradition of the first institutions of higher education established in BiH. This is primarily related to the Sarajevo Seminary, founded in 1882 which, as the first Serbian high school in BiH, it is a kind of stem of the University of East Sarajevo.

Today the courses at the integrated University of East Sarajevo have been attended by approximately 13,000 students in 10 towns where 17 organizational units of the University are located, while the Rector’s Office, as an administrative center, is located in East Sarajevo. There are 56 academic programs of the first cycle, 47 of the second cycle 47 and 8 of the third cycle of studies. Study programs of the University follow modern scientific trends and scientific knowledge, and we strive to harmonize them with current developments in the labor market and with the needs of the economic environment. The University of East Sarajevo is the first accredited public higher education institution in Bosnia and Herzegovina, and in 2018 it will enter the process of re-accreditation. Considerable resources have been invested in the modernization of laboratories and IT equipment, especially in the 7 research centers at the University of East Sarajevo, thus enabling the practical application of knowledge and giving impetus to the development of science. The University of East Sarajevo, as a partner or coordinator, has been actively involved in major projects and programs such as IPA, Erasmus + (including former Tempus program), Horizon 2020, providing improvement of academic community, exchange of teaching staff and students, volunteering or work abroad, cooperation with industry in order to commercialize innovative products or services, improvement of infrastructure etc. The University traditionally organizes high-quality scientific meetings with a very
Due to good scientific results achieved by most scientific conferences, the University of East Sarajevo and its conferences have been classified as a prominent international scientific institution by numerous strict categorization. The University of East Sarajevo is a member of the European University Association - EUA, Danube Rectors’ Conference, Alpe-Adria Rectors’ Conference, and the Rectors’ Conferences of Bosnia and Herzegovina and Republic of Srpska. The University is committed to development of cooperation with other universities in BiH and abroad, as well as with international organizations dealing with higher education, which provides the possibility of mobility of students and teachers. Mobility is achieved through CEEPUS program, Erasmus + program, national programs of the Ministry of Education and Culture of Republic of Srpska, as well as through bilateral cooperation of certain organizational units with related institutions of higher education from abroad. In the field of international and inter-university cooperation, the University has 55 signed general cooperation agreements with higher education institutions in the country, region, Europe and the world, as well as 119 special agreements defining the cooperation of organizational units with related universities, commercial enterprises, institutes and agencies. We develop the University as responsible, autonomous and leading research, educational, scientific and artistic institution in Republic of Srpska, BiH and Europe. Taking into account the fact that initiators of social progress can only be staff who possess the appropriate knowledge and are willing to take responsibility for the development of the society, we will try to raise the quality of education offered by the University of East Sarajevo to a higher level in the future. Along with raising the quality of study programs, we will work to raise the quality of teachers, professors because they are a key factor in the education of young people. They are required to contribute to the economic, cultural, scientific and educational life, and it is necessary to strengthen the reputation of this profession.
UNIVERSITY PROFILE

The University of East Sarajevo is an association of a large number of institutions: 15 faculties and 2 academies.

The majority of courses and study programmes are in Serbian language. However, there are cases where some study programmes are in English (such as the programmes offered by Faculty of Philosophy – English language and literature and Chinese language). Also certain courses can be provided in English. Please contact the administration of the faculty you are interested in, and ask for course descriptions and language requirements. The faculties of East Sarajevo member institutions offer a variety of study programmes within the Bachelor, Master, and Doctoral level of studies. Here are the contact information for all faculties and the University’s associated member institutions. Unfortunately, most of the websites do not have English translations yet.
Academy of Fine Arts

WEB: www.alutb.ues.rs.ba

I cycle
Visual Arts – 240 ECTS, 4 years – Bachelor in Visual Arts – Painter
Visual Arts – 240 ECTS, 4 years – Bachelor in Visual Arts – Sculptor
Visual Arts – 240 ECTS, 4 years – Bachelor in Visual Arts – Graphic Artist
Visual Arts – 240 ECTS, 4 years – Bachelor in Visual Arts – Designer
Visual Arts – 240 ECTS, 4 years – Bachelor in Visual Arts – Graduated Graphic Designer

II cycle
Visual Arts, 60 ECTS, 1 year – Master in Painting – 300 ECTS
Visual Arts, 60 ECTS, 1 year – Master in Sculpture – 300 ECTS
Visual Arts, 60 ECTS, 1 year – Master in Graphics – 300 ECTS
Visual Arts, 60 ECTS, 1 year – Master in Graphic Design – 300 ECTS

Address: Stepe Stepanovića bb Trebinje
Phone: +387 59 240-021
Fax: +387 59 240-021
E-mail: dekanat@alutb.ues.rs.ba
Faculty of Mechanical Engineering

WEB: www.maf.ues.rs.ba

I cycle
Mechanical Engineering, 240 ECTS, 4 years – Bachelor in Mechanical Engineering

II cycle
Mechanical Engineering, 60 ECTS, 1 year – Master in Mechanical Engineering 300 ECTS
Production Engineering, 60 ECTS, 1 year
Engineering Design and Applied Mechanics, 60 ECTS, 1 year
Thermodynamics and Process Engineering, 60 ECTS, 1 year

Address: Vuka Karadžića br. 30 Lukavica
Phone: +387 57 340-847
Fax: +387 57 340-847
E-mail: dekanat-maf@ues.rs.ba
Faculty of Orthodox Theology „St. Vasilije Ostroski“

WEB: www.bogoslovski.ues.rs.ba

I cycle
Orthodox Theology, 240 ECTS, 4 years – Graduated Theologian
Theological – Pastoral, 240 ECTS, 4 years – Graduated Theologian

II cycle
Theology, 60 ECTS, 1 year – Master in Theology

Address: Velečevo bb Foča
Phone: +387 58 220-060
Fax: +387 59 220-067
E-mail: dekanat@bogoslovski.ues.rs.ba
Music Academy

WEB: www.mak.ues.rs.ba

I cycle
Vocal-instrumental Study Program:
1. Piano – 240 ECTS, 4 years, Bachelor in Music Art - Pianist
2. Accordion – 240 ECTS, 4 years – Bachelor in Music Art – Pianist
3. Guitar – 240 ECTS, 4 years – Bachelor in Music Art – Guitarist
4. Flute – 240 ECTS, 4 years – Bachelor in Music Art – Flutist
5. Violin – 240 ECTS, 4 years – Bachelor in Music Art – Violinist
6. Viola – 240 ECTS, 4 years – Bachelor in Music Art – Violist
7. Solo Singing – 240 ECTS, 4 years – Bachelor in Music Art – Solo Vocalist

Musical – Pedagogical and Theoretical study program:
1. General Music Pedagogy – 240 ECTS, 4 years – Bachelor in Music Art – Music Educator
2. Composition – 240 ECTS, 4 years – Graduated Composer
3. Church Music and Singing – 240 ECTS, 4 years – Bachelor in Music Art – Church Musician (Educator, Vocalist, Conductor of the Church Choir)

II cycle
Vocal-instrumental study program:
1. Piano – 60 ECTS, 1 year – Master Pianist – 300 ECTS
2. Accordion – 60 ECTS, 1 year – Master Accordionist – 300 ECTS
3. Guitar – 60 ECTS, 1 year – Master Guitarist – 300 ECTS
4. Flute – 60 ECTS, 1 year – Master Flutist – 300 ECTS
5. Violin – 60 ECTS, 1 year, Master Violinist, 300 ECTS
6. Solo Singing – 60 ECTS, 1 year – Master Solo Vocalist – 300 ECTS
Musical-Pedagogical and Theoretical Study Program:
1. General Music Pedagogy – 60 ECTS, 1 year – Master in Music Pedagogy – 300 ECTS
2. Composition – 60 ECTS, 1 year – Master in Composition – 300 ECTS
3. Church Music and Chanting – 60 ECTS, 1 year, Master in Church Chanting – 300 ECTS

Address: Vuka Karadžića br. 30 Lukavica
Phone: +387 57 342-125
Fax: +387 57 342-125
E-mail: info@mak.ues.rs.ba
Faculty of Economics Pale

WEB: www.ekofis.ues.rs.ba

I cycle
Economics, 240 ECTS, 4 years – Bachelor in Economics

Tourism and Hotel Management – 240 ECTS, 4 years – Bachelor in Economics and Hotel Management

II cycle
Finance, 60 ECTS, 1 year – Master in Economics, 300 ECTS

Business Management, 60 ECTS, 1 year – Master in Economics, 300 ECTS

Macroeconomics, Reforms and Business, 60 ECTS, 1 year – Master in Economics – 300 ECTS

Economic Development of B&H, 60 ECTS, 1 year – Master in Economics – 300 ECTS

Quantitative Economics, 60 ECTS, 1 year – Master in Economics – 300 ECTS

Tourism and Hotel Management, 60 ECTS, 1 year – Master in Economics - Tourism and Hotel Management – 300 ECTS

Address: Alekse Šantića 3, Pale
Phone: +387 57 224-945
Fax: +387 59 226-188
E-mail: dekanat@ekofis.ues.rs.ba
Faculty of Medicine

WEB: www.mef.ues.rs.ba

I cycle
Medicine, 360 ECTS – Medical Doctor
Dentistry, 360 ECTS – Dentistry Doctor
Health Care, 240 ECTS – Graduated Nurse
Special Education and Rehabilitation, 240 ECTS, two profiles:
1. Graduated Speech Therapist – Speech Pathology and Surdoaudiology
2. Graduated Special Educator and Rehabilitator – Developmental Disorders

II Cycle
Health Care, 300 ECTS – Master in Health Care
Special Education and Rehabilitation, 300 ECTS, 1 year, two profiles:
1. Master in Speech Pathology – Speech Pathology and Surdoaudiology
2. Master in Developmental Disorders

Address: Studentska br. 5, Foča
Phone: +387 58 210-420
Fax: +387 58 210-007
E-mail: office-mf@ues.rs.ba
Faculty of Economics Brcko

WEB: www.efb.ues.rs.ba

I cycle
Study Program Economics, Department of Management, 240 ECTS, 4 years – Graduated Economist
Study program Economics, Department of Accounting and Finance, 240 ECTS, 4 years – Graduated Economist

II cycle
Study Program Financial and Banking Management, 60 ECTS, 1 year – Master in Economics – 300 ECTS
Study Program Marketing and Management, 60 ECTS, 1 year – Master in Economics – 300 ECTS

Address: Studentska br. 11, Brčko
Phone: +387 49 234-940
Fax: +387 49 234-942
E-mail: studentska.efb@gmail.com
Faculty of Pedagogy

WEB: [www.pfb.ues.rs.ba](http://www.pfb.ues.rs.ba)

**I cycle**
Class Teaching, 240 ECTS, 4 years – Graduated Professor of Class Teaching
Pre-school Education, 240 ECTS, 4 years – Graduated Teacher of Preschool Children
Tehnical Education and Information Sciences, 180 ECTS, 3 years – Graduated of Technical Education and Informatics

**II cycle**
Class Teaching, 60 ECTS, 1 year – Master in Class Teaching
Pre-school Education, 120 ECTS, 2 years – Master in Pre-school Education

**III cycle**
Methodology of Class Teaching, 180 ECTS, 3 years

Address: Semberskih ratara bb, Bijeljina
Phone: +387 55 415-400
Fax: +387 55 210-007
E-mail: ucitelj@pfb.ues.rs.ba
Faculty of Electrical Engineering

WEB: www.etf.ues.rs.ba

I cycle
Study program Power Engineering – 240 ECTS, 4 years – Graduated Electrical Engineer – Power Engineering
Study program Automatics and Electronics – 240 ECTS, 4 years – Graduated Electrical Engineer – Automatics and Electronics
Study program Computer Science – 240 ECTS, 4 years – Graduated Electrical Engineer – Computer Science

II cycle
Study Program Power Engineering – 60 ECTS, 1 year – Master in Electrical Engineering – Power Engineering – 300 ECTS
Study Program Automatics and Electronics – 60 ECTS, 1 year – Master in Electrical Engineering – Automatics and Electronics – 300 ECTS
Study program Computer Science – 60 ECTS, 1 year – Master in Electrical Engineering – Computer Science – 300 ECTS

Address: Vuka Karadžića br. 30 Lukavica
Phone: +387 57 342-788
Fax: +387 57 342-788
E-mail: kontakt@etf.ues.rs.ba
Faculty of Agriculture

WEB: www.pof.ues.rs.ba

I cycle
Study Program Agriculture, 240 ECTS, 4 years, three courses:
1. General Course – Graduated Agricultural Engineer
2. Crop Production – Graduated Agricultural Engineer
3. Livestock – Graduated Agricultural Engineer
Study program Forestry, 240 ECTS, 4 years – Graduated Forestry Engineer

II cycle
Agriculture, 60 ECTS, 1 year – Master in Agriculture
Forestry, 60 ECTS, 1 year – Master in Forestry

III cycle
The Management of the Food Chain, 180 ECTS, 3 years

Address: Vuka Karadžića br. 30 Lukavica
Phone: +387 57 340-401
Fax: +387 57 342-701
E-mail: office@pof.ues.rs.ba
Faculty of Philosophy

WEB: www.ff.ues.rs.ba

I cycle
Philosophy, 240 ECTS, 4 years – Graduated Professor of Philosophy
Sociology, 240 ECTS, 4 years – two modules:
1. Bachelor in Sociology
2. Sociologist – Social Work
Journalism, 240 ECTS, 4 years – Bachelor in Journalism
Political Science and International Relations, 240 ECTS, 4 years – two modules:
1. Bachelor in Political Sciences
2. Bachelor in Political Sciences – International Relations
History, 240 ECTS, 4 years – Graduated Professor of History
Pedagogy, 240 ECTS, 4 years – Bachelor in Pedagogy
Psychology, 240 ECTS, 4 years – Bachelor in Psychology
Serbian Language and Literature, 240 ECTS, 4 years – Graduated Professor of Serbian Language and Literature
Russian and Serbian Language and Literature, 240 ECTS, 4 years – Graduated Professor of Russian and Serbian Language and Literature
English Language and Literature, 240 ECTS, 4 years – Graduated Professor of English Language and Literature
Chinese and English Language and Literature, 240 ECTS, 4 years – Graduated Professor of Chinese and English Languages and Literature
German Language and Literature, 240 ECTS, 4 years – Graduated Professor of German Language and Literature
General Literature, Theatrology and Library Science – 240 ECTS, 4 years – Bachelor in Comparative Literature and Theatrology
Geography, 240 ECTS, 4 years – Bachelor in Geography
Mathematics and Computer Science, 240 ECTS, 4 years – Graduated Professor of Mathematics and Computer Science
Mathematics and Physics, 240 ECTS, 4 years / Graduated Professor of Mathematics and Physics

II Cycle
Philosophy, 60 ECTS, 1 year – Master in Philosophy – 300 ECTS
Sociology, 60 ECTS, 1 year – Master in Sociology – 300 ECTS
Journalism, 60 ECTS, 1 year – two modules:
1. Master in Journalism – 300 ECTS
2. Master in Communicology – 300 ECTS
History 60 ECTS, 1 year – Master in History – 300 ECTS
Pedagogy, 60 ECTS, 1 year – Master in Pedagogy – 300 ECTS
Psychology, 60 ECTS, 1 year – Master in Psychology – 300 ECTS
Serbian Language and Literature, 60 ECTS, 1 year – Master in Serbian Language and Literature – 300 ECTS
Russian and Serbian language and Literature, 60 ECTS, 1 year – Master in Russian Language and Literature – 300 ECTS
English Language and Literature, 60 ECTS, 1 year – Master in English Language and Literature – 300 ECTS
Chinese and English Language and Literature, 60 ECTS, 1 year – Master in Chinese and English Language and Literature – 300 ECTS
General Literature and Library Science, 60 ECTS, 1 year – two modules:
1. Master in Library Science – 300 ECTS
2. Master in Comparative Literature – 300 ECTS
Geography, 60 ECTS, 1 year – Master in Geography – 300 ECTS
Mathematics and Computer Science, 60 ECTS, one year – two modules:
1. Master in Mathematics – 300 ECTS
2. Master in Informatics – 300 ECTS
Mathematics and Physics, 60 ECTS, 1 year – two modules:
1. Master in Mathematics – 300 ECTS
2. Master in Physics – 300 ECTS

III cycle
Philology, 180 ECTS, 3 years:
1. PhD in Philology – Serbian language – Linguistics
2. PhD in Philology – Serbian language - Literature
3. PhD in Philology – Russian Studies - Linguistics
4. PhD in Philology – Russian Studies - Literature
5. PhD in Philology – German language – Linguistics
6. PhD in Philology – German language - Literature
7. PhD in Philology – English language - Linguistics
8. PhD in Philology – English language – Literature

Address: Alekse Šantića bb, Pale
Phone: +387 57 223-479
Fax: +387 57 223-479
E-mail: dekanat@filozof.org
Faculty of Law

WEB: www.pravni.ues.rs.ba

I cycle
Study Program Low, 240 ECTS, 4 years – Bachelor in Law

II cycle
Study program Low, 60 ECTS, 1 year, three profiles:
1. Public Laq – Master in Law
2. Civil Law (two modules: Civil Law module and Civil Law – Commercial Law module) – Master in Law
3. Criminal Law – Master in Law

Address: Alekse Šantića bb, Pale
Phone: +387 57 226-609
Fax: +387 57 226-892
E-mail: dekanat@pravni.ues.rs.ba
Faculty of Physical Education and Sports

WEB: www.ffvis.ues.rs.ba

I cycle
Physical Education, 240 ECTS, 4 years – Graduated Teacher of Physical Education
Sports, 180 ECTS, 3 years – Graduated Coach (selected branches of sport: sports recreation, football, basketball, volleyball, handball, alpine skiing, biathlon, judo, karate, kick boxing, athletics)

II cycle
Physical Education, 60 ECTS, 1 year – Master in Physical Education – 300 ECTS
Sports, 120 ECTS, 2 years – Study program has two orientations:
1. Sports – Master in Sport – 300 ECTS
2. Sports Recreation – Master in Sport Recreation – 300 ECTS

III cycle
Physical Education, 180 ECTS, 3 years

Address: Stambulčić bb, Pale
Phone: +387 57 226-836
Fax: +387 57 227-495
E-mail: dekanat@ffvis.ues.rs.ba
Faculty of Traffic Engineering

WEB: www.sf.ues.rs.ba

I cycle
Study program Traffic, 240 ECTS, 4 years, with profiles:
1. Road and Urban Traffic – Graduated Traffic Engineer – Road and Urban Traffic
3. Logistics – Graduated Traffic Engineer – Logistics
5. Roads – Graduated Traffic Engineer – Roads
7. Motor Vehicles – Graduated Traffic Engineer – Motor Vehicles

II cycle
Study program Traffic, 60 ECTS, 1 year, with the following profiles:
1. Road and Urban Traffic – Master in Traffic - Road and Urban Traffic – 300 ECTS
3. Logistics – Master in Traffic – Logistics – 300 ECTS
5. Roads – Master in Traffic – Roads – 300 ECTS
III cycle
Study program Traffic, 180 ECTS, 3 years – PhD in Technical Sciences – Traffic
Study program Information Systems in Communications and Logistics

Address: Vojvode Mišića br. 52, Doboj
Phone: +387 53 200-100
Fax: +387 53 200-103
E-mail: dekanat@sf.ues.rs.ba
Faculty of Business Economics

WEB: www.fpe.ues.rs.ba

I cycle
Business Economics, Foreign Trade, Taxation and Customs, 240 ECTS, 4 years – Bachelor in Economic
Business Economics, Department of Finance, Banking and Insurance, 240 ECTS, 4 years – Bachelor in Economics
Business Economics, Business Informatics, 240 ECTS, 4 years – Bachelor in Economics

II cycle
International Economics, 60 ECTS, 1 year – Master in Economics – 300 ECTS
Finance, Banking and Insurance, 60 ECTS, 1 year – Master in Economics – 300 ECTS
Digital Economics, 60 ECTS, 1 year – Master in Economics – 300 ECTS

Address: Semberskih ratara bb, Bijeljina
Phone: +387 55 415-200
Fax: +387 55 415-201
E-mail: dekan@fpe.unssa.rs.ba
Faculty of Technology

WEB: www.tfzv.ues.rs.ba

I cycle
Study program Chemical Engineering and Technology, 240 ECTS, 4 years with four modules:
1. Chemical Process Engineering and Technology – B. Sc. in Chemical Engineering
2. Environmental Engineering – B.Sc. in Environmental Protection
3. Food Technology – B.Sc. in Food Engineering
4. Occupational Safety and Fire Protection – B.Sc. in Occupational Safety

Study program Biology, 240 ECTS, 4 years – Graduated Biology Professor

II Cycle
Study program Chemical Engineering and Technology, 60 ECTS, 1 year, with 4 modules:
1. Chemical Process Engineering and Technology – Master in Chemical Engineering – 300 ECTS
2. Environmental Engineering – Master in Environmental Engineering – 300 ECTS
3. Food Technology – Master in Food Technology – 300 ECTS
III cycle

Study program Chemical Engineering and Technology, 180 ECTS, 3 years – PhD in Chemical Engineering

Study program Food Chain Management, 180 ECTS, 3 years – PhD in Food Chain Management

Address: Karakaj br. 1, Zvornik
Phone: +387 56 261-072
Fax: +387 56 260-190
E-mail: sekretar@tfzv.ues.rs.ba
ADMISSION CRITERIA

Admission criteria for exchange students depend on certain exchange program requirements and individual faculty requirements. Student exchange has to be registered at the Student Services Office (Studentska služba) of their host faculty upon their arrival. It is important to keep in mind that exchange students are not registered at the University level, but at the level of the faculty which has previously agreed to accept them (after reviewing their files during application period). According to the Admission Criteria for Exchange Students, an exchange student is a student (officially registered at a university or other higher education institution) who temporarily lives in a foreign country and attends courses, or is involved in other academic activities. The exchange period for ECTS gathering lasts 1 to 2 semesters. During the exchange period student does NOT get a diploma from the host university. However, all academic results will be sent to his/her home university. Tuition fee is paid to the home university. Regarding study visits, they can last from 1 to 3 months.

Documents Required:

- Application/registration Form,
- Curriculum Vitae in English,
- Learning Agreement – has to be signed by your home university coordinator References by professors from the home university on English,
- Transcript of Records, and
- Certificate of Enrolment Proof of English language skills or copy from student book of passed English language exam.
REGISTRATION

Each potential incoming student should first register with the International Relations Office using the registration form. This form can be found on the following link: http://www.ues.rs.ba/wp-content/uploads/2018/01/medjunarodna-prijava-eng.doc

At the University of East Sarajevo the registration process differs depending on the faculty requirements. Candidates need to bring with them the following documents:

1. Transcript of records (document issued by the home university);
2. Learning Agreement;
3. ID document (Passport), or

These documents must be issued by official services (before arrival), and accompanied by a certified English translation. Transcript of records issued by host institution will prove student’s accomplishment during exchange period. Taken and passed courses will also be entered in the learning agreement proving student’s activities during exchange period.

VISA

The list of countries whose nationals need a visa to enter Bosnia and Herzegovina can be found at the web pages of the Ministry of Foreign Affairs of BiH. Foreigners can apply for a visa at the nearest BiH Embassy, Consular, or Diplomatic Mission in their home country. More info at: www.mvp.gov.ba

Temporary Residence Permit: for students who are not obliged to possess a visa to enter Bosnia and Herzegovina, they should regulate their First Temporary Stay Permit immediately upon arrival in BiH.
YOU WILL BE ASKED TO PROVIDE THE FOLLOWING DOCUMENTATION:

Temporary residence:

1. Invitation Letter issued by the receiving University
2. Application for issuance of approval/extension of approval of temporary residence in BiH (you may undertake the form at the field office of download from the official website of Service, it has to be duly completed by hand or typed, signed by the applicant of application and printed on one sheet of paper, both sides),
3. BAM 100 of administrative fee for approval/extension of temporary residence,
4. Recent photo, size 35x45mm,
5. Copy of passport- page with data, last entry into BiH, visa for long term residence visa ‘D’- time validation of travel document should be at least three months longer than requested period of approval of temporary residence,
6. Copy of form of registration of foreigners’ residence- ‘white card’ (only when he/she submits application for approval of temporary residence for those staying up to 90 days),
7. Copy of last decision/notice on approved temporary residence or sticker of approval of temporary residence (only when he/she submits application for extension of temporary residence),
8. Certificate on enrollment at the educational institution for current academic year,
9. Certificate certifying that the foreigner participate in program of students exchange or mobility of youth, if he/she is enrolled at the educational institution upon this basis,
10. Certificate on passed exam, to disseminate when is about the extension of residence,
11. Evidence on means for subsistence: • guarantee statement certified at the municipal authority or notary wherein the BiH citizen or an foreigner with approved residence binds that shall bear all costs of stay of alien with evidence on source of income (possession of cash, bank or pension check, work permit, certificate on employment, contract on work, etc.) • possession of cash on bank account, - minimum 400 BAM per month, • scholarship or certificate on provided costs issued by educational institution, or certificate on students exchange wherein is visible that he/she has provided means for subsistence,
12. Medical certificate wherein is visible that the foreigner does not suffer of disease representing threat to public health in BiH, not older than three months, issued by the competent medical institution for conducting medical checks. The medical certificate is not being added on occasion
of residence extension except in extraordinary cases upon the evaluation of competent field office,

13. Evidence on secured health insurance in BiH for foreigner (insurance policy, copy of health card, evidence on registration at the Fund of health, evidence on paid individual or collective travel health insurance, work permit and other evidences),

14. Certificate that there is no criminal proceedings being conduct against the foreigner, and Certificate that the foreigner is not being sentenced for criminal act issued by the competent authority of state, where the foreigner has usual place of stay not older than 6 months, and foreigners who submit application for extension of temporary residence.

15. Evidence that no criminal proceeding is being conducted issued by the competent court in BiH, not longer than 6 months prior to submitting application and certificate on no criminal record issued by competent Ministry of Internal Affairs in BiH, if checks are not disseminated officially (evidence is not being disseminate when it is approval of residence)

16. Evidence on secured accommodation in BiH- evidence on possession of real estate wherein is located apartment or contract on rent of apartment, statement by landlord where foreigner has secured accommodation giving consent for the utilization of apartment with evidence on property or utilization of apartment.

All documents have to be translated into S/B/H languages (by an official court interpreter) and certified by a public notary. Students have to submit the above listed documents to the Ministry of Security of BiH, Service for Foreigners Affairs, at the nearest Field office. List and the addresses of the Field offices can be found on the following link:

- For more info please see the following link: http://sps.gov.ba/dokumenti/dokumentacija/en/PB-2.3.pdf
- International Relations Office of The University of East Sarajevo is at the disposal during this proces.

If the students stay at the dormitory, management of the dormitory will complete the registration Temporary Residence Permit for students.
INSURANCE

We strongly encourage you to purchase general travel health insurance before departure to Bosnia and Herzegovina.

THE FINAL CHECK LIST

Do not forget to take along:

Tickets and insurance documentation;
- Passport (check the validity of the passport; it should be valid for the entire period of your stay in Bosnia and Herzegovina);
- Your ‘Letter of Admission’ and other necessary documents;
- Cash and/or credit card;
- Name and contact details (telephone/fax number, address) of the contact person at your home institution;
- Personal items that will help you feel at home.

STUDENT SUPPORT SERVICE

Incoming students need to check into International Relations Office of The University of East Sarajevo. The University of East Sarajevo is not a traditional campus university, and if you are used to a campus environment, you may find it very different to study here. The faculties are spreaded at different locations across the hole Republic of Srpska. The International Relations Office of the University of East Sarajevo is located in the Rectorate of the University of East Sarajevo (the central University administration offices, located in the building of the Faculty of Electrical Engineering). We will assist you with the issues of admission and housing. Living and studying away from home can be a challenging experience particularly in the beginning of your stay. We will be happy to help you, or to point you in the right direction to where you can get help regardless of whether your questions relate to your study programme, personal problems, or basic practical issues. Feel free to visit our Office at any time during your stay. Our working hours are Monday, Thursday, Wednesday and Friday 7:30 – 15:00 h and Thursday 07:30 – 17:30 h.
The address is: Vuka Karadžića 30.

Also you can contact us on following e-mail addresses:

- iroffice@ues.rs.ba
- nina.licina@ues.rs.ba
Location of our faculties and academies