**Pre-application form**

**“Biotechnology for the Life Sciences”**

**University of Rijeka, Faculty of Biotechnology**

**and Drug Development, Croatia**

Please complete the forms on the following pages, and sign the declaration on the final page. Submit this to us by email at [**life.sci@biotech.uniri.hr**](mailto:life.sci@biotech.uniri.hr) no later than midnight on 28th February 2025 (first call) or 31st August 2025 (2nd call, to be issued only if places remain). You may also contact us at the same address if you have any questions concerning the form or the application process.

In section 3, please provide information on your undergraduate degree (BSc or similar) and the University or institution at which it was granted. If you have obtained additional degrees, then you can provide information on these in section 4.

Please enclose with your signed application form the following documents:

1. A scanned copy of your undergraduate degree certificate1
2. A translation of this certificate into English or Croatian, if necessary2,3
3. A scanned copy of your official list of grades or diploma supplement from your undergraduate degree1
4. A translation of the grade list into English or Croatian, if necessary2,3
5. A copy of your CV, written in English using Europass format
6. Your personal letter of motivation, explaining why you wish to enrol in this program, written in English
7. Two letters of reference, at least one of which should be from a member of faculty at the institution where you completed your undergraduate course. These should be written in English, and may either be supplied by the applicant or sent to us directly by the referees using the email address above

*If your application is successful, then this form will also be used to apply for recognition of your previous degrees by the University of Rijeka. This is a requirement for enrolment for all applicants whose undergraduate degree was awarded by a University outside of Croatia4. In this case, we will also require the following from you.* ***YOU DO NOT NEED TO SEND THESE WITH YOUR INITIAL APPLICATION:***

1. *Copies of the official degree certificate and final grade list/diploma certificate, if not provided previously*
2. *Notary certified translations of your undergraduate degree and grade list/diploma supplement into Croatian if necessary3,5 and if not provided previously*
3. *If not detailed in the diploma supplement: official curricula (syllabus) of the undergraduate degree program, with short descriptions of the content of all courses, plus translation if necessary3*
4. *If you have changed your name since graduation: A copy of your birth certificate, plus translation if necessary3*
5. *Proof of your citizenship (or of refugee status) plus translation if necessary3*
6. *For some students6: Proof of payment of an administrative fee of 55.50 EUR. This can also be deducted from your first tuition fee payment by arrangement.*

Notes:

1) Applications may also be submitted if you are in the final year of your undergraduate studies. In this case, please instead supply a confirmation of your enrolment, and a list of grades for all years of study completed to date. In this case, any place on the course will be provisional on the applicant supplying proof of completion of the program and their final grades (transcript) by 23rd September 2025 (for undergraduate programs conducted in Croatia) or 31st August 2025 (programs conducted in any other country)

2) For the initial application procedure, an unofficial translation will suffice. If you are accepted for the course, then a notary certified translation will be required, see item (i).

3) Documents written in English, Croatian, Bosnian or Serbian (Latin alphabet) do not need to be translated.

4) Applicants who completed their undergraduate degree at a University within the Republic of Croatia do not need to undergo this procedure.

5) A translation into English may be provided instead, if translation services into Croatian from your language are not easily available.

6) Courses from some Universities are automatically recognised, and a fee is not required. At the time of writing, we cannot confirm which Universities this will apply to, so please contact us at this stage to find out if the fee is required or not.

**Priznavanje inozemne visokoškolske kvalifikacije**

**Recognition of foreign higher education qualification**

**ZAHTJEV / APPLICATION FORM**

1. **PODACI O PODNOSITELJU ZAHTJEVA / INFORMATION ABOUT APPLICANT**

Ime i prezime (i rođeno prezime) / Full name (including name at birth, if different)

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Datum, mjesto i država rođenja / Date, city and country of birth

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OIB ili broj putovnice / OIB or passport number

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Državljanstvo / Citizenship

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Adresa prebivališta / Residential address

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e-pošta / e-mail

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Spol/sex M F

1. **PODACI O STEČENOJ INOZEMNOJ VISOKOŠKOLSKOJ KVALIFIKACIJI /**

**INFORMATION ABOUTH FOREIGN HIGHER EDUCATION QUALIFICATION**

Naziv visokoškolske institucije na izvornom jeziku / Name of the higher education institution in original language

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Adresa visokoškolske institucije / Address of the higher education institution

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Država / Country

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Naziv studija / Name of the study program

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Naziv visokoškolske kvalifikacije na izvornom jeziku i kako je navedeno u javnoj ispravi / Name of higher education qualification, the recognition of which is requested, in original language as stated in original supporting public document

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Službeno trajanje studija (broj godina odnosno semestara) / Official length of the study program (in years / semesters)

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Datum upisa na studij / Date of enrolment

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Datum stjecanja kvalifikacije / Date of graduation

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1. **PODACI O VISOKOM UČILIŠTU I STUDIJU SVEUČILIŠTA U RIJECI / INFORMATION ABOUT THE HIGHER EDUCATION INSTITUTION AND THE STUDY PROGRAMME AT THE UNIVERSITY OF RIJEKA**

Naziv fakulteta/odjela na kojem se želi nastaviti obrazovanje / Name of the faculty/department where you want to continue your education

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| --- |
| Faculty of Biotechnology and Drug Development |

Službeni naziv studija koji se želi upisati / Official name of the study programme you wish to enter

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| --- |
| Biotechnology for the Life Sciences |

1. **DOKUMENTACIJA KOJU JE POTREBNO PRILOŽITI UZ OBRAZAC ZAHTJEVA /**

**ENCLOSURES TO THE APPLICATION FORM**

* Izvornik ili ovjerenu presliku javne isprave (završne svjedodžbe/diplome prijediplomskog odnosno diplomskog studija) stečene u inozemstvu uz overeni prijevod na hrvatski ili engleski jezik / *Original or a certified copy of final certificate/diploma obtained abroad with translation into Croatian or English language by a certified court interpreter.*
* Izvornik ili ovjerenu presliku dopunske isprave o studiju ili prijepisa ocjena za kandidate koji nisu završili studij prema bolonjskom procesu uz ovjereni prijevod na hrvatski ili engleski jezik / *Original or certified copy of a diploma supplement or transcript of grades for those who did not finish their studies according to the Bologna process with a translation into Croatian or English language by certified court interpreter*
* Preslike prethodno stečenih visokoškolskih kvalifikacija, ako postoje. / *Copies of previously acquired higher education qualification(s), if any.*
* Potvrda o državljanstvu, statusu izbjeglice ili prognanika u preslici./ *Certificate of citizenship (e.g. copy of passaport), certificate of refugee status or status of exile.*
* Rješenje o promjeni imena i/ili prezimena, rodni list ili vjenčani list u izvorniku ili ovjerenoj preslici za osobe koje su promijenile ime i/ili prezime. */ Original or a certified copy of the* *birth certificate, marriage certificate or an official decision of the competent authority (for those applicants who have changed their first and/or last name)*.
* *Potvrda o uplati naknade za troškove postupka/* *Proof of payment of administrative fees.*

**Napomene / *Notes***

* Dokumente izdane na engleskom, kao i bosanskom, srpskom i crnogorskom jeziku, ako su na latinici, nije potrebno prevoditi. */ Documents issued in English, Bosnian, Serbian and Montenegrin languag*e *(in Latin alphabet) do not have to be translated.*
* Preslike izvornika inozemnih dokumenata u Republici Hrvatskoj ovjerava javni bilježnik. / *Only certified copies issued by an authorized notary public are accepted.*
* Službeni prijevod na hrvatski jezik u Republici Hrvatskoj vrši stalni sudski tumač za jezik na kojemu je izdana inozemna isprava. */ Only certified translations made by court interpreters certified for the language in which the documents are issued are accepted.*
* Ured zadržava pravo naknadno potraživati dodatne dokumente. / *The Office reserves the right to additionally request some documents.*
* Dokumentaciju za priznavanje inozemne kvalifikacije u Pdf format pošaljite e-poštom na e-adresu [recognition@uniri.hr](mailto:recognition@uniri.hr) / Send the documentation for the recognition of the foreign qualification in PDF format by e-mail to the e-mail address [recognition@uniri.hr](mailto:recognition@uniri.hr).

Dajem suglasnost Sveučilištu u Rijeci za prikupljanje dodatnih informacija od strane inozemnog visokog učilišta koje je izdalo moje obrazovne dokumente, kao i provjeru vjerodostojnosti tih dokumenata./ *I grant the University of Rijeka the permission to make inquiries about my educational document(s) at the foreign educational authority responsible for issuing these documents and permission to investigate the authenticity of these documents:*

DA/*YES* NE/*NO*

**Podnositelj zahtjeva svojim potpisom odgovara za točnost podataka. / *The applicant is liable for the accuracy of the information given in this document.***

U / In \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(grad /city) (datum / date) (potpis podnositelja zahtjeva / applicant's signature)

**Sveučilište u Rijeci se obvezuje da će s Vašim osobnim podacima postupati u skladu s Općom uredbom o zaštiti podataka (GDPR) uz primjenu odgovarajućih tehničkih i sigurnosnih mjera, zaštite osobnih podataka od neovlaštenog pristupa, zlouporabe, otkrivanja gubitka ili uništenja.Sveučilište u Rijeci čuva povjerljivost Vaših osobnih podataka te omogućava pristup i priopćavanje osobnih podataka samo onim svojim zaposlenicima kojima su isti potrebni radi provedbe njihovih poslovnih aktivnosti, a trećim osobama samo u slučajevima koji su izričito propisani zakonom.**

**Sveučilište u Rijeci ne snosi odgovornost za bilo kakvu izravnu ili neizravnu štetu ili gubitak koji mogu nastati radi gubitka podataka ili prihoda, a koji proizlaze iz neovlaštenog pristupa, upotrebe ili odavanja podataka nastalih uslijed „hakerskih napada“ na informatički sustav Sveučilišta. /** *University of Rijeka shall treat your personal data in accordance with the General Data Protection Regulation (GDPR) with the application of appropriate technical and security measures, the protection of personal data against unauthorized access, misuse and detected loss or destruction.*

*University of Rijeka maintains the confidentiality of your personal data and allows access to and disclosure of personal information only to those employees who need the said information and data in the conduct of their business activities, while it shall allow access to and disclosure of personal information to third parties only in cases expressly provided by law. University of Rijeka is not responsible for any direct or indirect damage or loss that may result from data or revenue loss arising from unauthorized access, use or disclosure of information resulting from any "hacking attacks" targeting the Agency's information system.*