

Both, EU and non-EU nationals are also advised to check for more detailed information the "Entry, stay and employment in Slovakia – guide to administrative duties" published at: www.euraxess.sk/en.

Health Insurance

Incoming scholarship holders from the EU countries use the European Health Insurance Card for health insurance and don't need to apply for public health insurance in Slovakia. In this case it is recommended to consider a commercial supplementary insurance (supplementary insurance is not covered by SAIA, n. o. and is to be paid by the scholarship holder).

As CEEPUS is based on an international agreement, foreign students and PhD students coming to Slovakia (non-EU citizens) within the CEEPUS Programme are publicly insured by law. They are obliged to submit the application for public health insurance within 8 days after their arrival in Slovakia. For the application it is necessary to have a *Confirmation of Stay and Study of Foreign Student* in the Slovak language which will be provided by SAIA, n. o.

In case of teacher mobilities from non-EU countries, the scholarship holder shall contract the health insurance themselves depending on the length of stay. Health insurance can be contracted either in the home country or in Slovakia, but must be valid for the territory of the Slovak Republic during the whole stay. Health insurance costs can be reimbursed by SAIA, n. o., after submitting a written Request for Reimbursement not later than the final day of stay. Enclosed shall be the following documents: copy of health insurance policy (insurance card) and the confirmation of payment.



AT THE END OF THE STAY

1. Scholarship holders are obliged to fill in the **Mobility Report** and **Letter of Confirmation** (with the exact dates of the stay) on-line at www.ceepus.info, print them out and have it confirmed by the coordinator/ respective person from the host institution. They afterwards need to be uploaded in the system, either by the scholarship holder or by the host institution.
2. Scholarship holders are obliged to submit the **Scholarship Stay Final Report** together with obligatory attachments to SAIA, n. o., within 30 days after completion of the stay in Slovakia.

The original copies of the documents also need to be sent to the SAIA office! The scholarship holders are recommended to ask for two original copies of the Letter of Confirmation in case they need one for their home institution or home National CEEPUS Office.

Note: Repeated stays in Slovakia will not be approved unless all documents from the previous stay are submitted to and accepted by the Slovak National CEEPUS Office.

www.ceepus.saia.sk/en

CONTACT

SAIA, n. o.
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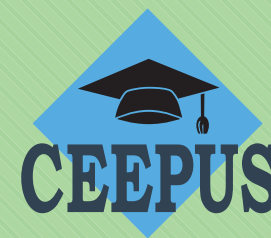
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CENTRAL EUROPEAN EXCHANGE PROGRAMME

FOR UNIVERSITY STUDIES

Information for applicants to Slovakia



Central European Exchange Programme for University Studies



SAIA, n. o.
National CEEPUS Office

WHAT IS CEEPUS?

Central European Exchange Programme for University Studies (CEEPUS) is a multilateral international programme supporting the cooperation between higher education institutions from member countries in the field of education through academic networks. CEEPUS members are **Albania, Austria, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Hungary, Macedonia, Moldova, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia, and universities in Kosovo.**

In Slovakia the programme is financed by the Ministry of Education, Science, Research and Sport of the Slovak Republic. SAIA, n. o., is the National CEEPUS Office.

WHO CAN APPLY

FOR A SCHOLARSHIP?

Students, PhD students and teachers of higher education institutions (universities) eligible for the CEEPUS programme in their home country can apply for stays in Slovakia (check the eligibility at your home National CEEPUS Office). Students within Bachelor degree study need to have completed at least two semesters by the time of their stay. The application procedures vary depending on the type of mobility:

- **network applicants**
– applicants whose university/faculty/department is participating in a network approved within the CEEPUS Programme,
- **freemover applicants**
– applicants who wish to apply for a scholarship, but for a stay not connected to a network approved within the CEEPUS Programme.



TYPES OF STAYS

- **semester stays** for students and PhD students (3–10 months)
- **short-term stays** for students and PhD students working on their theses and dissertations (1–2 months)
- **lecture stays for teachers** (1 month)

It is recommended to submit application for one semester and in case of prolongation just contact Slovak National CEEPUS Office on available months.

HOW TO SUBMIT AN APPLICATION?

Applicants shall apply for scholarship on-line at www.ceepus.info.

Required documents for a stay in Slovakia

Network applicants:

- electronic application only.

Freemover applicants:

- electronic application with the following documents attached (uploaded):

Student application:

- 1 *Letter of Acceptance* – a document from the host higher education institution (university) confirming the acceptance of the student's stay,
- 2 *Letters of Recommendation* – documents from the home higher education institution (university) issued by teachers from the home institution recommending the applicant for a stay in Slovakia.

Teacher application:

- 1 *Freemover Letter Teacher* – a document from the host higher education institution (university) confirming the acceptance of teacher's stay and his/her planned teaching assignment.

For all required documents prescribed forms must be used, which can be downloaded at www.ceepus.info.

All applicants (both, network and freemover applicants) with citizenship of other than a member country shall upload a so called *Equal Status Document* (a confirmation of studies at the home university/full-time working contract with the home university).

APPLICATION DEADLINES

Network applicants:

- 15 June for winter semester
- 31 October for summer semester

Freemover applicants:

- 30 November (application submission starts in general at the beginning of July)

As a rule, stays of network applicants are approved first. Afterwards the free scholarship months can be granted to freemover applicants.

OBLIGATIONS OF THE SCHOLARSHIP

HOLDER

- **students and PhD students**
 - minimum length of stay:
 - in case of 1-month stay – 21 days,
 - in case of 2-month and longer stay – the applicant is obliged to finish his/her stay not earlier than on the 16th day of the last month of the mobility.
- **teachers:**
 - obligatory minimum length of stay is 5 working days and teaching or supervising activities lasting at least 6 hours a week (5 working days). The application will be approved only after providing the list of lectures planned (part Motivation in the application form).

SCHOLARSHIP PAYMENT

Scholarship rates in Slovakia

- student: 280 €/month
- PhD student: 470 €/month
- teacher: 470 €/month

Every scholarship holder is obliged to announce the exact date of his/her arrival. This has to be done by e-mail (to ceepus-incoming@saia.sk) not later than one week before the start of the stay. After having started the mobility, within 5 days at the latest from the starting date,

it is necessary to deliver to the SAIA office the *Confirmation on the beginning of the stay* and ask for the scholarship payment. The confirmation (document on the letterhead of the host university confirmed by the mobility coordinator or the International Office) must contain: scholarship holder's name and surname; the exact date of the beginning of the scholarship stay; name, surname, position and contact details of person who issued and signed the confirmation (the signature must be original, not a copy or scan).

The scholarship is paid in monthly rates, at the beginning of each started month. With regard to the scholarship payment rules, it is recommended to bring a necessary amount of money to ensure a comfortable start of the stay and to cover all necessary expenditures at the beginning (accommodation, administrative fees and food for the first few days).

Important rules of payment

- **Students and PhD students:**
 - 1-month stay – 75% of the scholarship will be paid at the beginning of the stay and the rest after requested length of the stay (at least 21 days) and submitting the *Letter of Confirmation* confirmed by the mobility coordinator.
 - 2-month and longer mobility – in the last month 50% of the monthly rate will be paid at the beginning of the month and the rest after requested length of the stay (at least 16 days) and submitting the *Letter of Confirmation* confirmed by the mobility coordinator.
- **Teachers:**
 - 1-month stay – for scholarship to be paid, it is necessary to provide at least 6 lectures within 5 working days.

Methods of scholarship payment

1. Bank transfer

Scholarship can be paid via bank transfer if the scholarship holder has a bank account within the SEPA system and in EUR currency (with assigned IBAN). Scholarship holder should send the SAIA office bank account information (the form to download at www.ceepus.saia.sk/en), together with the *Confirmation on the beginning of the stay*.

2. Payment by the host university

In some case the scholarship can be paid scholarship by the host university. It is necessary to ask the coordinator if this is possible.

3. Payment by the Slovak National CEEPUS Office (SAIA, n.o.)

Scholarship holders can receive the scholarship in person at SAIA, n.o. in Bratislava, or at SAIA regional offices in Banská Bystrica, Košice, Nitra, and Žilina. In this case it is necessary to arrange in advance the exact date with the respective person in one of SAIA offices.

Every scholarship holder is obliged to have his/her ID/passport, and the *Confirmation on the beginning of the stay*.

OTHER USEFUL INFORMATION

As soon as the applicants are granted a CEEPUS scholarship for a stay in Slovakia, they will obtain the *Letter of Award* (a document confirming the granted scholarship) and other necessary information about the stay by e-mail from SAIA, n.o.

Accommodation

After an application has been approved by SAIA, n.o., it is necessary to contact the mobility coordinator at the host university in order to arrange the accommodation. The accommodation shall be paid from the scholarship, no special allowance is granted.

Visa, residence permit

EU citizens do not need visa or residence permit to enter or stay in Slovakia, but have some registration duties according to the law.

Foreign nationals (non-EU) may be required to have valid visa to enter Slovakia and/or furthermore may need a residence permit if their stay lasts longer than 90 days (note: all stays in Slovakia within a period of 6 consecutive months counted together must not exceed 90 days). The foreign nationals are urged to contact the territorially competent Slovak embassy/consulate general in order to receive detailed and up-to-date information on visa requirements. Entry conditions always depend on the country of origin of the scholarship holder.