

**FACULTY OF ARTS
COMENIUS UNIVERSITY
IN BRATISLAVA**

**GUIDE FOR VISITING
STUDENTS**

APPLICATION AND REGISTRATION



Dear student,

Welcome at the Faculty of Arts, Comenius University in Bratislava!

Thank you for choosing our faculty as the destination of your study stay. In this guide you will find all necessary information you may need before you come to Bratislava.

The document is divided into several sections/steps based on the phase of the preparation for your mobility. Please check whether you have fulfilled all requirements of the section and only after proceed to the next step in the administration process.

We hope that your experience with the administration of your mobility will be positive and we are looking forward to meet you in Bratislava!



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1ST STEP

APPLY AND SEND US LEARNING AGREEMENT

The first step in the administration is sending us the application form for mobility and your learning agreement – plan of your studies in Bratislava. Along with the application form, please send us also a scan of your photo (jpg format).

At our faculty, **application form + learning agreement is one document**. In the upper part of the document, you will fill in your personal information, in the bottom part you fill in courses you wish to take during your stay in Bratislava. It is expected that you will follow courses at least for 15 credits/semester. The last part of the document is your consent that we may use your personal information for the administration of your studies at our faculty.

Please, fill in the document, sign it and send it along with your photo this email address: maria.gajarska@uniba.sk.

Please check the offer of the courses provided in English language for visiting students on the following web page:
<https://fphil.uniba.sk/medzinarodne-vztahy/erasmus/incoming-students/>.

If you need to contact anybody from the department at which you wish to follow your studies and you cannot find contact on the web page, please contact us on the email address: maria.gajarska@uniba.sk.

Check Box

- Application + Learning Agreement – signed and sent
- Scan of your photo in jpg - sent

2ND STEP

ACCOMMODATION APPLICATION

Accommodation during your stay

During your stay you will be provided by the accommodation at Mlyny dormitories. You can check the web page of the dormitories and find you what services you may use there during your stay. Web page: <https://mlyny.uniba.sk/en/accommodation/>

Please inform the faculty by email as soon as possible, whether you are interested in accommodation at dormitories. Please, be aware of the fact that even though currently no COVID 19 restrictions are valid in Slovakia, it may happen that in Autumn, the situation may change and some preventive measures might be valid before moving into dormitories.

Online application form for dormitories is published here: <https://mlyny.uniba.sk/en/incoming-erasmus/housing-application/>

The person responsible for the accommodation of visiting students is Ms. Zdenka Valockova – zdenka.valockova@uniba.sk

If you do not want to stay at our dormitories, you may check private dormitories in Bratislava.

Check Box

- Application for the accommodation – sent
- Deposit for the accommodation - paid

3RD STEP

STUDENT CARD

While you study in Bratislava you need to have one of our student card.s. You have two options, each of them will allow you to enter dormitories, have a discount for canteens and for public transport.

1. ISIC card with the ISIC license – you pay for the card **20 EUR** and you will receive ISIC card with some discounts for books, fast food restaurants etc.

2. Comenius University Card – you pay for the card **10 EUR**, you have only basic discounts listed above, no additional discounts for books, fast food etc.

Bank transfer information:

- 20 EUR/ 10 EUR (based on your choice, the amount of the payment determines the card you will receive)
- IBAN: SK36 8180 0000 0070 0008 3100
- SWIFT address: SPSRSKBA
- Variable symbol: 27
- Receiver´s bank name: Štátna pokladnica, Radlinského 32, 810 05 Bratislava
- Name of the recipient/beneficiary: Filozofická fakulta, Univerzita Komenského v Bratislave
- Message for the receiver: „your name and name of the mobility/stipend program

Send the confirmation of payment for your ISIC card to the following email, otherwise it is not registered that you paid for it:

maria.gajarska@uniba.sk

Check Box

- Student card paid and confirmation of the payment for ISIC card - sent

4TH STEP

NON EU NATIONAL – TEMPORAL RESIDENCE STAY PERMIT

If you come from non-member state of the EU you will need to apply for VISA for Schengen zone and also for the temporal residence stay permit in Slovakia after your arrival to Bratislava (if your stay lasts more than 90 days).

For this application **several documents** are needed which need to be apostilled or super-legalized and then translated into Slovak language. The translation can be organized after your arrival to Bratislava however you need to bring all apostilled or super-legalized documents to Slovakia from your home countries.

Please **inform the international relations office** about the fact that you are not a national of the EU and we will send you further instructions about the procedure. We also need you to send us a scan of your passport which we need to prepare for you all documents you need.

Check Box

- Confirmation that I come from non-EU country
- Copy of passport
- application for Schengen VISA

YOU ARE NOW REGISTERED – WELCOME!

If you have done everything from the previous administrative steps then you are officially registered for mobility.

In case you come from non-EU country, we will contact you soon and assist you in VISA application procedure. Otherwise, your administrator will contact you approximately **4 weeks** before your mobility and inform you about the further steps.

In the email we send you 4 weeks before the semester starts, you will find out how to get to dormitories, how to organize your studies, how your schedule will look like, how you buy ticket for public transport etc.

In case anything is not clear to you, contact International Relations Office on the following email: maria.gajarska@uniba.sk

See you soon in Bratislava!

