



UNIVERSITY COLLEGE „CEPS – CENTRE FOR BUSINESS STUDIES“ KISELJAK

FACT SHEET

I CONTACT INFORMATION

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| NAME OF HEI | University College „CEPS – Centre for Business Studies“ |
| OFFICIAL NAME OF HEI | Visoka škola „CEPS – Centar za poslovne studije“ |
| NAME OF DEPARTMENT | The International Relations and Career Development Office |
| CONTACT PERSON | Mirza Kulenović – Referent in the IRO |
| MAILING ADDRESS | Josipa bana Jelačića bb, 71250 Kiseljak, B&H |
| TELEPHONE | +387-30-870-870 |
| EMAIL ENQUIRIES | iro@ceps.edu.ba |





II ADMISSION REQUIREMENTS

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| APPLICATION DEADLINES | Autumn Semester: 15 JULY Summer Semester : 15 NOVEMBER |
| ENGLISH LANGUAGE PROFICIENCY REQUIREMENT | B2 level |
| OTHER ELIGIBILITY REQUIREMENTS | Minimum one years' study at home institution at University level education for all degree level programmes. |
| REQUIRED DOCUMENTS | <ul style="list-style-type: none">- Incoming Application Form- Learning Agreement- Official University Academic Transcript- Scanned copy of Passport Photograph <p>Signed and scanned versions to be sent to iro@ceps.edu.ba</p> |

III ACADEMIC INFORMATION

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| CREDITS | Students can not take more than 30 ECTS credits per semester and more than 60 ECTS credits per year. |
| COURSES | List of courses is available in the CEPS ECTS Catalog (http://www.ceps.edu.ba/Files/PDF/ECTS%20Katalog.pdf) |
| ADDITIONAL INFORMATION | Course registration will be realized by IRO after the arrival of students according to the course list and signed learning agreement provided by the students. |

IV LOCATION

University College „CEPS – Centre for Business Studies“ Kiseljak is located in the city of Kiseljak, 30 km away from the capital city of Sarajevo. All study programs are held at the same location. (Google map: <https://goo.gl/maps/x5EWTfuoVMHejecV7>)

V ACCOMODATION AND OTHER FEATURES

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| ACCOMODATION | University College CEPS does not have a students dormitory, but we can always help students with the accomodation. Students should not only look at city of Kiseljak, but can also easily find accomodation in Sarajevo. Websites for accomodation: <ul style="list-style-type: none">- www.airbnb.com- www.booking.com- www.olx.ba |
| TUITION FEES | Students participating in this exchange are not required to pay any tuition fees to University College |

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| | „CEPS – Centre for Business Studies“ Kiseljak |
| LIVING COSTS | The approximate cost of living per month (including rent) is between 350-450 EUR. This is only an estimate. As all accommodation is self-catering you will find very reasonably priced shops close to the University. |
| TRANSPORTATION | If the student is living in Sarajevo he will have no problem attending classes in Kiseljak. There is a public bus that goes every day, every 2 hours from Sarajevo to Kiseljak and vice versa. More information can be found on the website: http://www.centrotrans.com/domestic-lines |

VI VISA AND RESIDENCE PERMIT

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| VISA REQUIREMENTS | <p>Visa-free stay is a right to stay in Bosnia and Herzegovina of an alien who comes from a country with a visa-free regime. Aliens who are exempt from visa for entry into the territory of Bosnia and Herzegovina, have the right to enter and stay in the country for a total of up to 90 days over a period of six months from the date of first entry.</p> <p>Upon arrival to Bosnia and Herzegovina aliens are required to register their residence and inform the Service for Foreigners' Affairs - Field Offices or the competent organizational unit of the Ministry of the Interior.</p> <p>Decision on Visas determines the list of countries whose citizens do not need visas to enter and stay in Bosnia and Herzegovina (Article 2 of the Decision on Visas).</p> |
| RESIDENCE PERMIT | <p>Temporary residence permit may be issued for a period of up to one year, unless otherwise determined by the residence permit. Permanent residence is a right of residence in Bosnia and Herzegovina for an indefinite period of time.</p> <p>Documents needed for stay more than 90 days: http://sps.gov.ba/dokumenti/dokumentacija/en/PB-2.3.pdf</p> |



VII OTHER INFORMATION

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| TRANSCRIPT OF RECORDS | After completing the mobility, students will receive transcript of records. It will be given to them by hand or send via post and email. |
| SOCIAL MEDIA | Official webpage: http://en.ceps.edu.ba/ Facebook: https://www.facebook.com/CEPS.Kiseljak Instagram: https://www.instagram.com/ceps_kiseljak/ |