

Registration and enrollment steps for candidates enrolling their 1st year of undergraduate studies

Upon the roll call for the selection of study program direction (track) in line with the announced schedule, you need to take the following steps:

1. At the **INFORMATION DESK** (Faculty's ground floor) obtain the Registration form and the CARNet form.
2. Go to the **READING ROOM** and fill out the Registration and CARNet forms (those who have not done it prior to coming) and glue on your photograph.
3. While you are in the **READING ROOM**, a Faculty officer will enter you in the Registration Book, assign you your registration number and confirm your selection of the study program direction.
4. Go now to **Office no. 3** (Library lounge) where you will be assigned your Academic Citizen Unique ID Number (JMBAG) which will enable you to continue your enrollment.
 - All courses envisaged by the curriculum for the first year of studies, both winter and summer semesters i.e. – 60 ECTS credits will be registered.
 - The payment of tuition costs will be recorded only based on a **presented confirmation of payment**.
 - Any additional confirmations giving the student more rights for subsidized meals will be entered in the file.
5. You should then return to the **READING ROOM** to be photographed.
6. Once your photograph has been taken, a Faculty officer will open your file and will hand you your **Learning Agreement** to be signed.
7. **By signing your Learning Agreement, you have successfully completed your registration and enrollment and become a student of the Faculty of Economics and Business in Rijeka.**

NOW THAT YOU ARE A STUDENT, YOU CAN OBTAIN CONFIRMATION OF STUDENT STATUS VIA STUDOMAT. Certified and printed out certificates may be obtained at the Information Desk.