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Central Asia Student International Academic exchange with EU  
EU Erasmus Mundus Partnership (Action 2)

No. 194139-EM-1-2010-1-NL-ERA MUNDUS-EMA21

Dear mobility participant,

welcome to The Faculty of European Studies and Regional Development (FESRD) of the Slovak University of Agriculture in Nitra (SUA). We hope you'll enjoy your study stay here in Slovakia.

It is important for you to perform some necessary steps before you take up your residence in Slovakia and also at the beginning of your stay.

**STEP BY STEP PROCEDURE:**

**Before your arrival in Nitra:**

1. If you are selected (within three months after the deadline of application), you will receive CASIA grant Nomination letter. Please, do not forget to send the Declaration of Acceptance to the CASIA coordinator Mrs. Ewa Wietsma at [Ewa.Wietsma@wur.nl](mailto:Ewa.Wietsma@wur.nl).
2. For the actual offer of ENGLISH courses at the SUA Nitra please see: <http://is.uniag.sk/katalog/index.pl?jak=rozsirene;lang=en>  
Or contact the CASIA Local Coordinator at: **Assoc. prof. Loreta Schwarczová, PhD.**  
at: [Loreta.Schwarczova@uniag.sk](mailto:Loreta.Schwarczova@uniag.sk)
3. Fill in and sign [CASIA Learning Agreement](#) (Word file) and send it to one of the following addresses: [Loreta.Schwarczova@uniag.sk](mailto:Loreta.Schwarczova@uniag.sk) or [Norbert.Floris@uniag.sk](mailto:Norbert.Floris@uniag.sk)
4. Contact the CASIA Local Coordinator at the SUA Nitra on the actual Academic Calendar for the start of courses in winter and summer semester of the appropriate academic year.
5. Apply for Schengen visa personally at:

**Veľvyslanectvo Slovenskej republiky v Taškente / Slovak Republic Embassy in Tashkent**  
38 Kichik Beshyogoch Street, 100070 Tashkent, Uzbekistan  
Tel.: 00998 71 120 68 52, + 998 71 255 55 65  
Fax: + 998 71 120 68 51  
Mobil: +998 97 159 0102, +998 90 972 6509 (pohotovostná služba/Emergency call)  
Email: [emb.tashkent@mzv.sk](mailto:emb.tashkent@mzv.sk)  
<http://www.mzv.sk/taskent>



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Veľvyslanectvo Slovenskej republiky v Astane /Slovak Republic Embassy in Astana  
D.A Kunajeva 1, C 11, 010 000 Astana, Kazachstan  
Tel.: 0077172790688  
Fax: 0077172790689  
Mobil: +7/701/672 5597 (pohotovostný mobil / Emergency call)  
Email: [emb.astana@mzv.sk](mailto:emb.astana@mzv.sk)

Information concerning the visa application in Russian language is available in the pdf format at <http://www.mzv.sk/astana> and in English language at <http://www.mzv.sk/tashkent> Schengen visa application forms are available at [http://www.mzv.sk/sk/cestovanie\\_a\\_konzularne\\_info/konzularne\\_sluzby-formulare](http://www.mzv.sk/sk/cestovanie_a_konzularne_info/konzularne_sluzby-formulare) in various language mutations.

#### Documents necessary for visa issuing:

a)	Schengen visa application form	The form can be downloaded from the embassy website (see above) or sent by embassy employees by e-mail. Point 37 of the form must be completed with Latin characters.
b)	Health insurance	Please apply for the AON insurance certificate prepared by the Wageningen University or bring the international insurance arranged by insurance company in your country. In case you apply for the AON insurance certificate, please contact Mrs. Marthy Boudewijn at <a href="mailto:marthy.boudewijn@wur.nl">marthy.boudewijn@wur.nl</a> and provide her following data: <b>family name and surname; your gender (i.e. male or female), date of birth, country where you come from, country where you go to (i.e. Slovakia), time of stay from ... till ....., your email address</b>
c)	Valid passport	Its validity must be by minimum 90 days longer than the visa expiration date (example: when your visa expires on 30 <sup>th</sup> Jun of relevant calendar year, your passport must be valid until at least 30 <sup>th</sup> September). There must be at least two empty pages in your passport.
d)	2 color photos 3,5 x 4,5 cm	One photo will be glued onto the application form.
e)	Copy of the passport (the page with the photo and personal data)	
f)	Invitation Letter stamped and signed by the SUA Rector	This document will be prepared and sent to the embassy or to your national coordinator as a document supporting issuing your visa. We will prepare it for you after publishing your Nomination Letter by the CASIA Coordinator from the Wageningen University in the Netherlands.



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6. Study the instructions how to get to Nitra, which is easily accessible from the nearest international airports in Vienna (A), Budapest (HU), Prague (CZ) and Bratislava (SK), so there are various possibilities:

**- From Vienna (Austria) - to Bratislava (40 km) - to Nitra (100 km) (total 140 km from Vienna to Nitra):**

Just in front of the Arrivals door at the Vienna airport is the departure point for long distance coaches to Bratislava's "Mlynske Nivy" bus station. Look for Vienna - Bratislava stop. Purchase your ticket in a kiosk inside the arrivals terminal.

**- From Bratislava to Nitra:**

From Bratislava's main bus station "Mlynske Nivy" take a bus to Nitra bus station (approx 80 min.). There are many departures during the working days, little bit less during the weekends. For more information on timetables check [www.cp.sk](http://www.cp.sk) or [www.slovaklines.sk](http://www.slovaklines.sk). Purchase your ticket from the bus driver.

**- From Budapest, Hungary - to Nove Zamky (120 km) - to Nitra (35 km):**

From the Budapest airport go to West (Nyugati) railway station or East (Keleti) railway station. Take the train to Nove Zamky in Slovakia. In Nove Zamky, change to the local train to Nitra. (Cost about 3 000,-HUF). In Nitra the railway station is close to the bus station.

**- From Prague (Czech Republic) - to Bratislava, Slovakia (320 km) - to Nitra (100 km):**

From Prague's main bus station, "Florenc", there is a direct bus that leaves every night at 22,30 (10:30 p.m.) to Nitra, arriving at 5:30 a.m. The cost is about 400,-CZK. During the day, you will have to take a bus from Prague to Bratislava, and then change to the bus to Nitra.

7. Prepare following documents to bring with you to Slovakia:

- Passport
- Criminal record in Russian or English including apostile
- Health insurance valid for the territory of Slovak Republic and for the whole period of the stay in Russian or English
- 2 photos of passport size (3,5 x 4,5 cm) – real ones and also in electronic format (JPEG, PDF,...)
- Some considerable amount of cash in Euro necessary for the beginning of your stay until you will receive your first scholarship to cover you life costs, to pay for the translation of the documents and to pay some fees (see the information below "STEP BY STEP after your arrival")

### After your arrival in Nitra:

In the following part there is information on steps necessary for your registration in the University Information System (UIS) and for your Temporary Residence Permit issuing by the Department of Foreign Police of the SR in Nitra:

1. **Contact SUA Dormitory** (on the exact address and name of the Dormitory you will be informed in the „Letter of Invitation“ sent by the Slovak University of Agriculture in Nitra) - they will register you automatically at the Immigration Police Office. However **you must register yourself personally within 3 days after your arrival in Slovak Republic at the local Immigration Police Office** (Oddelenie cudzineckej polície), Address: Kalvárska 2, 949 01 Nitra in the following office hours:



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Monday	7:30-12:00	13:00-15:00,
Wednesday	7:30-12:00	13:00-16:30,
Friday	7:30-12:00	

The Slovak University of Agriculture in Nitra offers accommodation for all international exchange students usually in its dormitory **Polnohospodár, Vihorlatská Street 10, Nitra**.

There are units of double and triple rooms sharing a bathroom together. Cooking facilities are available on the floor. The monthly rent is 90 EUR (subject to change) and is to be paid cash at the reception until the 15th day of each month.

#### ROOM EQUIPMENT:

There are 2+2 units, that means 2 double rooms sharing toilet and bathroom with shower. Pillows, blankets and sheets are provided.

#### COOKING FACILITIES:

There is shared kitchen on the floor with electric cooker, fridge and kitchen sink. No pots, pans or cutlery are provided.

#### COMPUTER FACILITIES:

Cable internet connection is available in the rooms upon registration of you and your PC to the university information system (UIS).

#### LAUNDRY:

A set of clean bed sheets is provided at the beginning of your stay. These can be exchanged for clean sheets every two weeks in the laundry room located near the Reception. For washing your own clothes washing machine is available on the 1st floor for free. Iron and vacuum cleaner can be borrowed from the Reception.

### HOW TO GET TO THE DORMITORY POLNOHOSPODAR:

#### From Nitra bus station

Use the [City Public Bus "MHD" transport](#). Purchase the ticket from the driver. The bus stop is a short walk down Druzstevna Street, to Stefanikova Street. Cross to the other side for the bus stop to downtown. Take buses number 14, 15, 19 and 25 and get off at Poliklinika Chrenova. Walk towards the LIDL supermarket and soon on your left you will see a green field, the dormitory Polnohospodar is across this field.

#### From Nitra railway station

Use the [City Public Bus "MHD" transport](#). Purchase the ticket from the driver. The bus stop is in front of the station building. Take buses number 14 or 19 and get off at Poliklinika Chrenova. Walk towards the LIDL supermarket and soon on your left you will see a green field, the dormitory Polnohospodar is across this field.

You can also use a taxi. Most companies offer a one way journey within Nitra for 2,50 EUR, some even have a discount for students.

2. **Contact CASIA Local office: Assoc. prof. Loreta Schwarczová, PhD. and Ing. Norbert Floriš at +421 37 641 5080**
3. **Proceed the registration in the University Information System** for what you will need to:
  - a) bring photo (passport size), electronic format (JPEG, PDF...)
  - b) pay 13 EUR deposit for Student's Card (this deposit will be given back when the student gives the card back before his departure) in the room n.106, pavilion AE, 1st floor, Mrs. Zdenka Bednárová, Mo-Thur 9:00 -12:00



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c) go to Card Office - room n. 14, pavilion AZ, ground floor, Mrs. Gabriela Hvizdova with the receipt of the payment and passport size picture in .jpg form

4. **Get Internet connection in your room** for what you will need to:

- a) pay the fee 10 EUR/ per semester - room n.106, pavilion AE, 1st floor, Mrs. Zdenka Bednárová, Mo-Thur 9:00 -12:00, keep the receipt of your payment
- b) bring and present the proof of your payment at our office of Centre of International Programmes
- c) have a cable to connect your PC with socket at your room

5. **Open a bank account** for scholarship receiving (as the bank account opening is a process that takes some time and due to some time reserve until your first scholarship is credited to your bank account, we strongly recommend to have some cash in Euros before taking up the residence in Slovakia)

6. **Apply for the Residence Permit at Immigration Police Office** (Oddelenie cudzineckej polície), Kalvárska 2, 949 01 Nitra for what you will need:

- a) 2 x photo 3,5 x 4,5 cm (passport size)
- b) 4,50 EUR stamp (you can buy it at every post office in Slovakia)
- c) document on insurance, its official Slovak translation (translation is possible at our university for minimum 20 € for page)
- d) criminal record, its official Slovak translation (translation is possible at our university for minimum 20 € for page)
- e) documents required in Slovak language (prepared by SUA) – Nomination Letter, Invitation Letter, Confirmation on accommodation, Confirmation on grant – all these documents will be prepared by CASIA Local Office
- f) medical check – each mobility participant has to attend it in hospital in Nitra (approx 150 EUR)

During your mobility at the SUA in Nitra please follow the next recommendations:

- for all organizational questions and questions regarding your mobility please contact [Loreta.Schwarzczova@uniag.sk](mailto:Loreta.Schwarzczova@uniag.sk) or [Norbert.Floris@uniag.sk](mailto:Norbert.Floris@uniag.sk). It is possible to contact us by e-mail or personally during office hours – **every Thursday from 13:30 – 15:30. In urgent cases it is possible to contact us anytime.**
- In case you visit a Doctor and you have expenses regarding the treatment – it is necessary to inform the CASIA Local Office **IMMEDIATELY**. This is important due to the claim. Further information on necessary steps to be taken will be given to you by the CASIA LOCAL OFFICE.

During your CASIA mobility – any publication, paper, article, seminar work, thesis is worked out – please note that it needs to be published in ENGLISH language and it must be published with a notice that it was worked out **under the support of the CASIA programme.**

**After you finish your mobility:**

1. Your Temporary Residence Permit Card needs to be **returned back to the Foreigners Police Office 3 days before your departure**. Instead of the card you will be given a document which **substitutes the card for the rest of your stay. You will need it at the return to your home country.**
2. Return the STUDENT card and the receipt of the payment to collect the deposit back in the same office where you paid (room n.106, pavilion AE, 1st floor, Mrs. Zdenka Bednárová, Mo-Thur 9:00 -12:00)
3. CLOSE your bank account in Slovakia after the transfer of your last Scholarship.



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4. After your return to your home country please send the **original boarding passes and travel documents (to be reimbursed)**, as well as your bank account data in home country to the address:

The Slovak University of Agriculture in Nitra  
The Centre of International Programmes  
Faculty of EU Studies and Regional Development  
Ing. Norbert Floriš  
Tr. A. Hlinku 2  
94976 Nitra  
SLOVAKIA

5. Fill in the **“CASIA REPORTING DOCUMENTS”** (available at: <http://www.fesrr.uniag.sk/en/casia/> ) of **your mobility** within 10 days after your arrival in home country and send it to **ALL of the following e-mail addresses**:

[ewa.wietsma@wur.nl](mailto:ewa.wietsma@wur.nl)

[Loreta.Schwarczova@uniag.sk](mailto:Loreta.Schwarczova@uniag.sk)

[Norbert.Floris@uniag.sk](mailto:Norbert.Floris@uniag.sk)

If you have any questions, please, don't hesitate to contact us at:

[Loreta.Schwarczova@uniag.sk](mailto:Loreta.Schwarczova@uniag.sk)

[Norbert.Floris@uniag.sk](mailto:Norbert.Floris@uniag.sk)

tel.: +421 37 641 5080, +421 37 641 5081

For more practical information see **Slovak EURAXESS portal** [www.euraxess.sk/en](http://www.euraxess.sk/en), which provides information and assistance to foreign **researchers, teachers and students**, helps them to plan and organise their move to a foreign country, providing assistance in all matters related to mobility and which contains practical information concerning professional and daily life.

Kind Regards,

*CASIA Local Coordination Office*