Checklist for Tourism

Name: _____ Name of Travel Agent (if any) _____ Passport Number: _____	Contact No.: _____ E-mail Address:_____ Date and place of submission:_____

Supporting documents should be in English or Croatian and shall be presented in the following order.
Originals shall be presented in Visa Application Centre (VAC). Please be prepared to show original documents at the VAC, but submit only photocopies of documents. The Embassy does not return any other documents to applicant than the passport.

Required Documents	Original	Copy	Remarks (if document is missing or if the condition does not meet requirements)
Valid travel document and one photocopy of it. Travel documents issued 10 years prior to the date of submitting the application are not accepted. The travel document must be valid at least three months after the completion of the journey. Travel document must contain two (2) blank pages.			
Schengen visa ONLINE application form duly completed. The printout dated and signed by the applicant.			
Recent colour passport photograph, taken within the past six (6) months, white or light background, neutral face expression.			
Cyprus Residence permit, endorsed in the passport or issued as a Biometrics card, must be valid for more than 3 months beyond the return date of the trip to the Schengen Area; C type Cyprus visitor visa is not acceptable			
Proof of confirmed return ticket(s) : travel ticket for airplane, bus, or boat; registration card and driver's license if travelling by car			
Travel medical insurance, which must be valid for the whole duration of the travel. The minimum amount of the insurance coverage is 30 000 euros and it must be valid in all Schengen countries.			
Proof of accommodation reservation(s):certificate of a paid tourist package;booking of a hotel or other accommodation;private accommodation booking (copy of the decision of the competent office in Croatia approving the renting)day to day itinerary with ensured accommodation for the entire stayproof of ownership or lease of a boat/yacht			

If visiting several towns within one trip, **a travel schedule,** which includes all the places to be visited.			

If the applicant is employed, he/she should attach a recent letter from the employer not older than a month (headed letter with name and position of signatory, date of issue, address, telephone number and registration number in Cyprus) **and /or payslips for the last three months.** **Self-employed should present a recent letter not older than a month** from accountant, banker or solicitor, stating self-employment or business ownership in Cyprus. **Students should present a recent, official and signed letter from Cyprus school, college or university not older than a month,** stating date of issue, name of the applicant and type of studies, number of lessons (hours) per week and attendance record.			
Proof of funds: recent (last three (3) months) Cyprus bank statements. Cash is not accepted. **If the applicant is financially supported by his/her spouse** (e.g. if the applicant does not work), also marriage certificate**(original and copy)** and the spouse's bank statement must be presented.			
Applicant(s) under 18 years: if the minor is travelling alone, with only one parent or with other people than the parents or guardian, then birth certificate and his/her both parents' or legal guardians' formal written consent to travel and copies of the passport(s) must be provided.			

Note: The Embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.

VISA Fee	
Service Fee	
Courier Fee (if any)	
Other Fees	

_____ _____

Name and signature of submission officer Signature of applicant