



# Croatia Checklist for Business, Culture, Trade Fair/Concert, Congress/Seminar purpose Visa

<b>I.</b>	<b>DOCUMENTS TO BE SUBMITTED</b>	
<b>1.</b>	<b>Application form online – free of charge</b> <ul style="list-style-type: none"><li>✓ Available: <a href="https://crovisa.mvep.hr/default.aspx?langId=en">https://crovisa.mvep.hr/default.aspx?langId=en</a></li><li>✓ Duly completed (in Croatian or English) and personally signed and dated by the applicant</li></ul>	
<b>2.</b>	<b>General application form</b> <ul style="list-style-type: none"><li>✓ Duly completed (in Croatian or English) and personally signed and dated by the applicant</li><li>✓ Info visas: <a href="https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/22807">https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/22807</a></li></ul>	
<b>3.</b>	<b>Passport</b> <ul style="list-style-type: none"><li>✓ Validity of a minimum of 3 months from the date of expiry of the requested Visa</li><li>✓ Signed by passport holder</li><li>✓ Passport not older than 10 years (issued within the last 10 years)</li><li>✓ A minimum of 2 blank pages to be used for visas</li><li>✓ Previous passport if applicable</li><li>✓ <b>IMPORTANT:</b> valid Ecuadorian residence permit (minimum validity up to return to Qatar/Oman/UAE/KSA)</li></ul>	
<b>4.</b>	<b>One RECENT biometric photo sized 35x45 mm</b> (glued on the application form or live photo captured by VFS) <ul style="list-style-type: none"><li>✓ Must <b>not be older than 6 months</b> with a bright background and frontal view of the face</li><li>✓ Digitally altered passport photos cannot be accepted</li></ul>	
<b>5.</b>	<b>Photocopies</b> <ul style="list-style-type: none"><li>✓ 1 copy of passport pages with personal data and signature of passport holder</li><li>✓ 1 copy of Ecuadorian residence permit</li><li>✓ Copies of previous Schengen visas</li></ul>	
<b>6.</b>	<b>Travel-health insurance</b> <ul style="list-style-type: none"><li>✓ Valid for entire duration of period of first stay and valid for all Schengen states</li><li>✓ Minimum coverage 30,000.00 EUR including repatriation</li><li>✓ Medical insurance linked to credit cards are <b>NOT</b> accepted</li></ul>	
<b>7.</b>	<b>Flight reservation and accommodation</b> <ul style="list-style-type: none"><li>✓ Valid &amp; confirmed hotel reservation inc. FULL ADDRESS (name of the hotel/apartment, street, city, zip code, contact information, booking ref.)</li><li>✓ Travel plan</li><li>✓ Vouchers from travel agencies are not accepted as proof of accommodation</li><li>✓ Valid &amp; confirm flight reservation including return trip</li></ul>	
<b>8.</b>	<b>Letter of Guarantee, invited by a legal person:</b> <ul style="list-style-type: none"><li>✓ Forms, info: <a href="https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/issuance-procedure/letter-of-guarantee/22822">https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/issuance-procedure/letter-of-guarantee/22822</a></li><li>✓ Invitation letter from the trade fair/concert you intent to visit and the ticket for the fair/concert</li><li>✓ <b>IMPORTANT:</b> If the inviter is a legal entity from Croatia, a Letter of Guarantee is mandatory. If the inviter is a foreign legal entity, it is necessary to have an Invitation letter containing the following information: full name of applicant, passport details, period and duration of stay, reason for the trip and information who will bear the cost of the stay</li></ul>	
<b>9.</b>	<b>Letter from local employer/sponsor (not older than one month) must include</b> <ul style="list-style-type: none"><li>✓ Must be addressed to the Croatian Embassy and signed by legal representative of the company as per Company registration</li><li>✓ Name, postal address, telephone number, position of employee</li><li>✓ Salary income of applicant</li><li>✓ Sufficient information to specify the purpose of the business trip (including confirmation of cost coverage during stay if applicable)</li><li>✓ Attached copy of Company Registration/computer card showing legal representative(s)</li></ul>	
<b>10.</b>	<b>Proof of financial means of applicant</b> <ul style="list-style-type: none"><li>✓ Original stamped and signed personal bank statements with salary income (minimum last 3 months and not older than 2 weeks from the day of submission)</li><li>✓ <b>NOTE:</b> This is mandatory even if the trip expenses are covered by the employer of inviting company</li></ul>	
<b>11.</b>	Kindly note that the Croatian Embassy in Chile reserves the right to request additional documents and/or ask applicant to come for an interview at any time	

<b>II.</b>	<p><b>REMARK to be filled out VFS staff (please tick what is applicable)</b></p> <ul style="list-style-type: none"> <li>✓ Applicant travels: <ul style="list-style-type: none"> <li><input type="checkbox"/> alone</li> <li><input type="checkbox"/> with family members</li> <li><input type="checkbox"/> with a group as .....(specify e.g. colleague, escort, sponsor...)</li> </ul> </li> <li>✓ Applicant's documents are: <ul style="list-style-type: none"> <li><input type="checkbox"/> complete</li> <li><input type="checkbox"/> <b>NOT</b> complete – applicant has been informed of option to withdraw application to avoid possible refusal but wishes to submit application</li> <li><input type="checkbox"/> <b>NOT</b> complete – applicant will submit missing documents within 48 hours to VFS</li> </ul> </li> <li>✓ Applicant's travel date is less than 15 days (<u>at the invitation of a Croatian state authority, a Croatian business partner</u>) <ul style="list-style-type: none"> <li><input type="checkbox"/> no</li> <li><input type="checkbox"/> <b>YES</b> – applicant has been informed about the processing time and that he/she might not be able to travel to the intended date</li> </ul> </li> </ul> <p>Remarks:.....</p> <p>.....</p> <p>.....</p>	
<b>III.</b>	<p><b>SIGNATURES and AGREEMENT</b></p> <p>a) For Visa Applicant:  I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE</p> <p>.....  City and Date</p> <p>.....  (signature of applicant)</p> <p>b) For VFS staff  APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT</p> <p>.....  City and Date</p> <p>.....  (signature VFS staff)</p>	