



Croatia Checklist In Tel Aviv- Business, Culture, Trade Fair/Concert, Congress/Seminar

I.	DOCUMENTS TO BE SUBMITTED	
1.	Application form online – free of charge - Available: https://crovisa.mvep.hr/default.aspx?langId=en - Duly completed (in Croatian or English) and personally signed and dated by the applicant	
2.	Passport - Validity of a minimum of 3 months from the date of expiry of the requested Visa - Signed by passport holder - Passport not older than 10 years (issued within the last 10 years) - A minimum of 2 blank pages to be used for visas - Previous passport if applicable	
3.	One RECENT biometric photo sized 35x45 mm Must not be older than 6 months with bright background and frontal view of the face NOTE : Digitally altered passport photos cannot be accepted	
4.	Photocopies 1 copy of passport pages with personal data and signature of passport holder - Copies of previous Schengen visas	
5.	Travel-health insurance - Valid for entire duration of period of first stay and valid for all Schengen states - Minimum coverage 30.000.00 EUR including repatriation NOTE: Medical insurances linked to credit cards are NOT accepted	
6.	Flight reservation and accommodation - Valid & confirmed hotel reservation inc. FULL ADDRESS (name of the hotel/apartment, street, city, zip code, contact information, booking ref.) - Travel plan - Valid & confirm flight reservation including return trip NOTE : Vouchers from travel agencies are not accepted as proof of accommodation	
7.	Letter of Guarantee, invited by a legal person: - Forms, info: https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/issuance-procedure/letter-of-guarantee/22822 - Invitation letter from the trade fair/concert you intent to visit and the ticket for the fair/concert IMPORTANT: 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	
8.	Letter from local employer/sponsor (not older than one month) must include - Must be addressed to the Croatian Embassy and signed by legal representative of the company as per Company registration. - Name, postal address, telephone number, position of employee - Salary income of applicant - Sufficient information to specify the purpose of the business trip (including confirmation of cost coverage during stay if applicable) - Attached copy of Company Registration/computer card showing legal representative(s)	
9.	Proof of financial means of applicant 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) (This is mandatory even if the trip expenses are covered by the employer of inviting company)	
	Kindly note that the Croatian Embassy reserves the right to request additional documents and/or ask applicant to come for an interview at any time	

II.	REMARK to be filled out VFS staff (please tick what is applicable) Applicant travels: ☐ alone ☐ with family members ☐ with a group as..... (specify e.g. colleague, escort, sponsor...) Applicant's documents are: ☐ complete ☐ NOT complete – applicant has been informed of option to withdraw application to avoid possible refusal but wishes to submit application ☐ NOT complete – applicant will submit missing documents within 48 hours to VFS Applicant's travel date is less than 15 days (<u>at the invitation of a Croatian state authority, a Croatian business partner</u>) ☐ no ☐ YES – applicant has been informed about the processing time and that he/she might not be able to travel to the intended date Remarks:..... 	
III.	SIGNATURES and AGREEMENT a) For Visa Applicant: I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE City and Date (signature of applicant) b) For VFS staff APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT City and Date (signature VFS staff)	