



CROATIA EMBASSY IN SERBIA

VISA APPLICATION CHECKLIST SERBIA – ALL CATEGORIES

All documents in Cyrillic must be accompanied by a translation into English or Croatian

No supporting documents can be older than 6 months

All applicants must submit the documents personally

Name, Surname: _____

Purpose of visit: _____

Passport Number: _____

Contact Number: _____

Contact e-mail: _____

<p>I. Required documents for all applications for Schengen-visa to Croatia from Serbia</p> <p>All requirements mentioned in section 1 must be presented by all applicants (excl. III.).</p>	<p>VFS:</p>	<p>For VFS: Comment</p>
<ul style="list-style-type: none"> • Application form-https://crovisa.mvep.hr • original passport and a copy of ID-page, copy of temporary/permanent residence, entry/exit stamps from previous used visas, copies of Schengen visas in the previous three years, current passport must be valid for at least three months longer than intended stay in Croatia and must have at least 2 blank pages • one recent face photograph in colour, 35x45 mm, glued on the application form 		
<p>1. Proof of sufficient funds to cover the trip (proof of means of subsistence)</p> <p>➤ according to specific categories of applicants (choose the one categories below relevant for you and provide all documents mentioned)</p>		
<p>1.1 For employees:</p> <ul style="list-style-type: none"> • Employment contract • Proof of salary for the last 3 month (bank statement) • Vacation confirmation by employer 		
<p>1.2 For company owners</p> <ul style="list-style-type: none"> • Certificate of business registration, • Tax statement for the last 3 month 		

<p>1.3 For students</p> <ul style="list-style-type: none"> • Student card or copy of the registration at the university / registration • Confirmation letter or the student index signed and stamped by university • Proof of sufficient personal funds or your parent's sufficient funds for the entire stay, or provision of guarantee form 		
<p>1.4 For farmers and unemployed</p> <ul style="list-style-type: none"> • Proof of property ownership 		
<p>1.5 For pensioners</p> <ul style="list-style-type: none"> • Proof of pension over the last 3 months 		
<p>2. Original travel and medical insurance</p> <ul style="list-style-type: none"> ➤ must cover the entire Schengen area for minimum amount of euro 30.000 for the entire period applied for 		
<p>3. Proof of transport</p> <ul style="list-style-type: none"> ➤ copy of the return travel ticket for airplane, bus, car/rent-a-car or boat, driving licence/vehicle registration 		
<p>4. Proof of accommodation in Croatia</p> <ul style="list-style-type: none"> ➤ evidence of hotel booking or other proof of accommodation for the entire trip 		
<p>5. Civil status certificates (not mandatory for official visits)</p> <ul style="list-style-type: none"> • Original birth certificate, • Original joint household certificate, • Original marriage certificate and/or death certificate 		
<p>6. Minors</p> <ul style="list-style-type: none"> ➤ For minors under 18 years and travelling alone or with one parent or legal guardian only <ul style="list-style-type: none"> • Written consent approved by public notary by the non-travelling parent (s)/legal guardian(s) or proof approved by public notary of sole custody of the travelling parent/legal guardian (ex. birth certificate of the minor (indicating only one parent) death certificate • Divorce agreement or custody agreement • Copy of passport of both parents ➤ For all school-children <ul style="list-style-type: none"> • Certificate that child is attending school • Certificate that the school allows absence for the period of travel 		

II. Mandatory documents according to purpose of travel

choose the one category below relevant for you and provide all documents mentioned

1. For visiting family or friends

- **Letter of Guarantee by Natural Person (*Jamstveno pismo fizičke osobe*)**
 - original (copies are accepted only when the original is deposited at the MFEA in Zagreb), duly completed, signed and notarized
- the guarantor-natural person must enclose proof of permanent source of income (pay slip, pension slip) in the last three months or adequate proof of having funds in a bank
- if visiting family proof of family ties (ex. birth certificate or marriage certificate of the reference person)

2. For travelling on business, sports, cultural

- **Letter of Guarantee by Legal Person (*Jamstveno pismo pravne osobe*)**
 - original (copies are accepted only when the original is deposited at the MFEA in Zagreb), duly completed, verified by the signature and stamp
- the guarantor shall also enclose a **proof of solvency** (BON 1 or BON 2 or certificate of the Commercial Court that no liquidation process has been initiated)

EXCEPTION: No letter of guarantee is needed if the event is sponsored by a Croatian national authority, i.e. Croatian Government, President or Croatian Ministry.

3. For conference purpose and training

- written invitation, with the official stamp and signature of the company/organization, containing the following information; full name and date of birth of the invited person, exact length of the visit, information about address of residence in the hosting country, information on the entity to cover the cost of the stay, certificate of the organization registration in the hosting country, Croatian contact number of the responsible person in the hosting country
- If the company who is organizing the conference/training is from Croatia, then the Letter of Guarantee has to be submitted from point 2.-follow the instructions from above

EXCEPTION: No letter of guarantee is needed if the event is sponsored by a Croatian national authority, i.e. Croatian Government, President or Croatian Ministry.

4. Tourist

- travel itinerary – Travel plan with specific dates and places
- proof of accommodation (hotel booking confirmation) and booking details and travel plan for the holiday

5. Official

- **Letter of invitation**
 - A foreign citizen coming to Croatia at the **invitation of a Croatian national authority** to attend an international conference of public

<p>interest or to participate in an event held under the auspices of the Croatian Parliament, the Croatian President and the Croatian Government, shall submit a Letter of Invitation of the Croatian national authority or the organizer of the international event with the visa application.</p> <p>➤ The Letter of Invitation shall include:</p> <ul style="list-style-type: none"> • Information about the foreign citizen: name, date and place of birth, citizenship, passport number, place of issue and expiry date • Purpose of the visit, period in which the foreign national will be staying in the Republic of Croatia, and information about his/her accommodation, • Information about who is covering the expenses of the foreign citizen's stay in the Republic of Croatia, • First name, family name, title (position, job), address and telephone number of the contact person who can provide relevant information about the foreign citizen. 		
<p>6. Medical treatment reason</p> <ul style="list-style-type: none"> • Medical documentation • Proof of appointment from health institution in Croatia • Proof of financial arrangements for costs 		
<p>III. Immediate family members of Croatian citizens</p>		
<p>➤ spouses and underaged children of Croatian citizens (citizens of EEA/Switzerland) travelling with or joining their EU family member VISA FEE GRATIS (For all other travel purposes, i.e. when they are not travelling with or joining a family member who is an EEA/Swiss citizen, short-term visa application procedure is standard, and visa fee is charged)</p> <p>Minimum documentation: application form, valid passport, photo, and proof of family relationship with a citizen of EEA/Switzerland – CROATIAN (or EU) marriage certificate.</p>		

I have been informed of the documents I have not submitted and understand that my application may be rejected if I do not submit all the required documents.

Data: Signature:

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For VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE.
THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT

.....
City and Date

.....
Signature of VFS staf