

VFS SINGAPORE - CROATIA

Document Checklist - to be submitted with the application
TRANSIT OF SEAFARERS

Please indicate submitted documentation by <input checked="" type="checkbox"/> . Submit the Document Checklist together with your application and supporting documentation in the following order to the Visa Application Centre or Embassy.	Yes	No
1. Applicant applied in person	<input type="checkbox"/>	<input type="checkbox"/>
2. Schengen Visa Application Form duly completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
3. Travel document: issued in the last 10 years, 2 empty pages, expiry date exceeding requested visa by 3 months.	<input type="checkbox"/>	<input type="checkbox"/>
4. One recent (not older than 6 months) passport photo, attached to the top right corner of the application form. Size 35x45 mm with plain light colour background	<input type="checkbox"/>	<input type="checkbox"/>
5. Fingerprints – 10 fingers (Persons whose fingerprints have been collected within the previous 59 months should not have the fingerprints collected again. If, during the processing of the visa application, the consulate establishes that the applicant's fingerprints are not stored or are of low quality, the applicant shall be called to have his fingerprints collected).	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of the applicant's passport identify page (incl. extension date if applicable) and copy of documentation on former travels abroad; if relevant an old passport should be attached the application and copy of pages with previous or valid visas to the Schengen area, USA, Canada, UK and Australia – including entry and exit stamps	<input type="checkbox"/>	<input type="checkbox"/>
7. Foreign nationals in Singapore: Proof of legal residence in Singapore, valid for at least three months beyond the intended date of departure from the territory of the Member States	<input type="checkbox"/>	<input type="checkbox"/>
8. For minors (person under 18 travelling alone or with only one parent): <ul style="list-style-type: none"> - An authorisation to travel (alone or with one parent) indicating the purpose of the trip and signed by both parents/legal guardians or from the parent/guardian who does not travel, with copy of their passports or national identification cards. The signature(s) should be legalised by a notary office, or if parents are not in Singapore their written consent should be legalised by the relevant embassy, in the place of residence of the parents/legal guardians. - the minor's birth certificate (photocopy). 	<input type="checkbox"/>	<input type="checkbox"/>
9. Proof of socio-economic situation (one or more of the following documents): <ul style="list-style-type: none"> - Job letter indicating the duration of recruitment, responsibility and salary - A letter from the applicant's employer confirming the holiday grant - For pupils - School/University certificate - Proof of registered commerce for individual entrepreneurs, etc. - Students must provide proof of enrolment at a Singapore educational institution (university or school). 	<input type="checkbox"/>	<input type="checkbox"/>
10. Proof of financial means (one or more of the following documents): <ul style="list-style-type: none"> - Recent personal bank statement with transaction's list the last three months - Pay or pension slips and/or bank account statements for the last 3 months, proof of scholarship, etc. Persons without their own resources: statement on sponsorship with proof of the sponsors' financial funds. Funds must be equivalent to EUR 70 per day of the visit. If the visitor has submitted a proof of ensured accommodation, he/she must possess amount equivalent of EUR 30 per day of the visit. Exception: if stated in the letter of guarantee, that guarantor is covering all expenses. - International credit card with a photocopy of the applicant's bank statements associated to that credit card. 	<input type="checkbox"/>	<input type="checkbox"/>
11. Plane ticket: booking for a round-trip airline ticket.	<input type="checkbox"/>	<input type="checkbox"/>

12. Travel itinerary including hotel accommodation reservation or similar confirmation of accommodation for the entire trip	<input type="checkbox"/>	<input type="checkbox"/>
13. Evidence of travel itineraries if visit in several Member States are planned. Confirmation of the reservation of an organised trip or any other appropriate document indicating the envisaged travel plans	<input type="checkbox"/>	<input type="checkbox"/>
14. Travel health insurance: valid for the Schengen area, covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage for medical treatment EUR 30.000	<input type="checkbox"/>	<input type="checkbox"/>
<p>15. Proof of the stay – Transit of seafarers</p> <ul style="list-style-type: none"> – Seaman's book, with a minimum validity of 6 months, if relevant. – Letter from the maritime agency of the Member State where the seafarer will embark. The letter must be signed and stamped by that agency and include the following data: <ul style="list-style-type: none"> – Personal data: seafarer's name and family name, place and date of birth, passport number (date of issue and date of expiry), – the seafarer's position on the ship (if there are several sailors, this information may be included in an attached signed and stamped list), – name of the ship, – full itinerary: <ul style="list-style-type: none"> – date and airport of entry into the territory of the Member States, – port of embarking, – duration of the seafaerer's stay on the boat, – port of disembarking, if applicable, – date of return to Singapore, if applicable. <p>The maritime agency shall also indicate the name and address of the Singaporean agency that it collaborates with, which will be in charge of submitting the visa application or, that will be in charge of transporting the seafarer to the seaport upon arrival in the Member State where he or she is to board.</p> <ul style="list-style-type: none"> – If the visa application is to be submitted by an Indonesian maritime agency: letter issued by the Singaporean agency that confirms the seafarer(s) employment on the ship. – The seafarer's work contract (photocopy) 	<input type="checkbox"/>	<input type="checkbox"/>
16. Visa Fee	<input type="checkbox"/>	<input type="checkbox"/>
17. REMARK		

Submitting a visa application, including all the required documents, does not automatically mean that the visa will be issued. During the examination of an application, the Embassy may request additional documents, and may call the applicant for an interview to the Embassy of the Republic of Croatia in Jakarta.

Name of VFS official

Signature of the applicant

Date:
