



Visa Application Centre for Croatia
Check list for Croatian Visa

EDUCATION (STUDY) / CULTURAL / SPORTS

Applications must be submitted at least 15 days before the departure date.

		YES	NO
1	Application form (Application for Croatian Visa): is to be duly completed and signed: filled out online at https://crovisa.mvep.hr/ , printed and personally signed by the applicant (or by parent(s)/guardian(s) for minors). All documents and photographs to be submitted during the application must be uploaded to the 5th page of the application form. Documents should be uploaded section by section, not in bulk – such as bank, business papers, insurance etc and the total size of the documents should not exceed 15 MB.		
2	Passport: valid for at least three months beyond intended stay in Croatia, issued within the last 10 years and must contain at least 2 blank pages.		
3	Copy of passport: copy of all used pages of current passport and, if applicable, of previous passports (personal information pages, pages with visas or stamps, etc.). If applicable, copies of previously obtained visas for Schengen countries, United Kingdom, Ireland, Japan, Australia, United States and Canada – including entry and exit stamps.		
4	Two (2) recent photographs (taken in past six months): 34x45 in colour, biometric and with white background (glued on the application form). The person is to be captured with neutral facial expression, with his/her eyes open and mouth closed. The photograph of a person, who for religious or medical reasons is wearing a head cover, must show the person's cheeks, chin and forehead.		
5	Travel health insurance: To cover the possible expenses related to repatriation, for health reasons, urgent medical assistance and/or urgent hospitalization, with the minimum coverage of EUR 30.000. It needs to be valid for the Schengen area for the entire stay. The applicant requesting a multiple-entry visa must have travel health insurance policy that covers the period of the first visit to Croatia, and he/she is obliged to fill out the declaration on travel medical insurance for subsequent visits.		
6	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 Embassy/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).		
7	Proof of accommodation: Hotel reservation/ dormitory confirmation/ rental contract for private houses ("rješenje o iznajmljivanju") or if staying with a family member or friend, proof of private accommodation (Guarantee Letter by a Private Person) from the host. Confirmed accommodation, hotel reservation(s) valid for entire stay or travel plan (in case of multi destination trip). The dates of the hotel reservation should correspond to the entry/exit dates.		
8	Flight reservation or proof of intended transport: reservation for return flight or supporting documents for other means of travel with itinerary (vehicle registration, driving license, car insurance/green card, bus ticket, etc.) The applicant will have to show proof of return travel when entering the Schengen Area. Travel itinerary. 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.		
9	Proof of means of subsistence: Evidence of how applicant intends to finance his/her trip and support himself/herself for the duration of the visit. Bank account statement showing the movements for the last three months, bank letter confirming the balance of the account, title deeds, rent contracts, ownership of vehicle(s) or financial documents of sponsor. For minors and persons without their own resources, an authenticated certificate shall be submitted stating that a parent or other person shall cover the expenses, with a proof of the social and professional status of the person offering to cover the expenses and a proof that such a person has the resources.		

10	<p>For cultural events/conferences: Invitation from the organiser of the event or/the contract concluded by the cultural service provider or/invitation to a creative work containing the following: – purpose and length of the stay;</p> <ul style="list-style-type: none"> – details on cooperation between the inviting party and the applicant; – information on who will cover the cost of the stay; – contact details and position of the person signing the invitation; – date and signature. 		
11	<p>For sporting events: Invitation from the sports club/sports federation or/accreditation confirming the participation in the sport event., containing the following:</p> <ul style="list-style-type: none"> – information of the level of the sporting event; – purpose and length of the stay; – details on cooperation between the inviting party and the applicant; 4 – information on who will cover the cost of the stay; – contact details and position of the person signing the invitation; – date and signature. – supporting document from the Turkish sports club or sport federation. 		
12	<p>For study purposes: Confirmation of booked courses or matriculation letter from the school or university (original and copy). If not already mentioned in the confirmation of booked courses: confirmation of tuition and other fees payment (original and copy) or statement on sponsorship or other proof of financial means. If applicable, confirmation of participation from Turkish educational establishment.</p>		
13	<p>For EU education / training / research programmes: original letter of invitation from the university or research centre. Letter of Turkish National Agency (Centre for EU Education and Youth Programmes) or TUBITAK, confirming that participant receives support from an EU-programme. If applicable, confirmation of participation from Turkish educational establishment. Letter from employer and/or approval for leave if the applicant is employed as a teacher or professor.</p>		
14	<p>Group applications: For those who travel in a group, invitation from the relevant federation in Croatia and explanatory letter from the federation in Turkey</p>		
15	<p>If applicant is employed: letter of employer and approval for leave, on official paper, bearing the seal of the workplace, indication the address and contact telephone number. Pay slips for the last three months. SGK (social security) registration document and SGK "hizmet dökümü"/payment of premium.</p> <p>If applicant is employed by or owner of a private company: signature circular, company registration in chamber of commerce, bulletin of the trade register, tax registration certificate of the company.</p> <p>If the applicant is retired: proof of pension (either bank account or pensioner booklet).</p> <p>If the applicant is a farmer: farmer certificate issued by the Chamber of Agriculture.</p> <p>If the applicant is a student: student certificate ("öğrenci belgesi").</p> <p>If the applicant is a minor/under age 18 and travelling alone or with one parent or legal guardian only: an authorization translated (into Croatian or English) and signed by the parents/ legal guardian in front of a public notary, submitted with copy of parent(s)/guardian(s) ID (this condition shall not apply if the travelling parent is a single parent or holds the parental authority alone).</p>		
16	<p>For Turkish citizens: Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği).</p> <p>For third country nationals: copy of Turkish residence permit for non-Turkish applicants ("ikamet").</p>		
17	<p>For children under age 18 years of age and persons deprived of legal capacity: birth certificate, if the parents are the legal guardians, or the decision of the competent authority on appointing the legal guardian. Copy of the valid</p>		

	Croatian visa of the parent/legal guardian travelling together with the child, if the parent/ legal guardian submits his/her application not at the same time.		
18	<p>Visa Fee: in accordance with the Law on Administrative Fees of the Republic of Croatia or respective visa facilitation agreement with EU.</p> <p>Pupils, students, postgraduate students and teachers accompanying them when they come to attend school, study and professional training (education/study) <u>are exempted from paying a visa fee.</u> Also, researchers coming to conduct research, as provided for by the Recommendation of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries travelling within the Community for the purpose of carrying out scientific research, representatives of non-profit organizations up to the age of 25, who are to attend seminars, conferences, sport, cultural or educational events organized by non-profit organizations are exempted from visa payments.</p> <p>Visa fee for adults for cultural and sporting events is 90 EUR, while for minors under the age of 12 and family members of EU or Swiss citizens it is free of charge.</p>		
Remarks by VFS staff:			
<p>Please be informed that submitting a visa application, including all the required documents, does not automatically mean that the visa will be issued. The Embassy of the Republic of Croatia has the right to ask for any other additional documents it considers necessary and may call the applicant for an interview. In case of refusal, the visa fee is not refundable. Documents should not be older than three months. The Embassy of the Republic of Croatia in Ankara does not return the original documents submitted with the application.</p>			
Name, surname and signature of applicant :		Name, surname and signature of VFS staff :	