



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

I. DOCUMENTS TO BE SUBMITTED	
1.	<p>Filled in and personally signed prescribed long-term visa application form – free of charge, available: https://crovisa.mvep.hr/?lang=en Info Visas: https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/22807</p> <p>For minors below the age of 18</p> <ul style="list-style-type: none">✓ The application form must be signed by both parents/legal guardian✓ A form “letter of Consent” by the parents/legal guardian must be attached✓ Passport copies of parents/legal guardian✓ Birth certificate with an English translation
2.	<p>Valid travel document/Passport:</p> <ul style="list-style-type: none">✓ 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 positioned face-to face used for visas✓ Previous passport if applicable
3.	<p>2 Coloured Photos:</p> <ul style="list-style-type: none">✓ Biometric photo sized 35x45 mm (glued on the application form and live photo captured by VFS)✓ Must not be older than 6 months with white background and frontal view of the face covering 70-80% (32-26 mm) of the photo✓ Clear facial features and eyes – not covered by hair or glasses frame✓ Head coverings are only accepted for religious reasons <p>NOTE: <i>Digitally altered passport photos cannot be accepted</i></p>
4.	<p>Photocopies:</p> <ul style="list-style-type: none">✓ 1 copy of passport pages with personal data and signature of passport holder✓ Copies of previous Schengen visas✓ 1 copy of UAE residence permit (visa copy and Emirates ID) <p>IMPORTANT: <i>valid UAE residence permit (minimum validity up to return to UAE)</i></p>
5.	<p>Travel-health insurance:</p> <ul style="list-style-type: none">✓ Valid for entire duration of period of first stay and valid for all Schengen states✓ Minimum coverage 30,000.00 EUR including repatriation <p>NOTE: <i>Medical insurances linked to credit cards are NOT accepted</i></p>
6.	<p>Flight reservation and accommodation</p> <ul style="list-style-type: none">✓ Valid & confirmed hotel reservation inc. FULL ADDRESS (name of the hotel/apartment, street, city, zip code, contact information, booking ref.)✓ Valid & confirm flight reservation including return trip✓ Travel plan <p>NOTE: <i>Vouchers from travel agencies are not accepted as proof of accommodation</i></p>
7.	<p>Letter of Guarantee, invited by a legal person:</p> <ul style="list-style-type: none">✓ Forms, info: https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas22807/issuance-procedure/letter-of-guarantee/22822✓ Invitation letter from the trade fair/concert, your intent to visit and the ticket for the fair/concert <p>IMPORTANT: <i>If the inviter is a legal entity from Croatia, a Letter of Guarantee is</i></p>

	<p><u>mandatory.</u> <i>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</i></p>	
8.	<p>Letter from local employer (Non-Objection Certificate (NOC letter)) /sponsor (not older than one month) must include:</p> <ul style="list-style-type: none"> ✓ Must be addressed to the Croatian General Consulate and signed by legal representative of the company as per Company registration ✓ Name, postal address, telephone number, position of employee ✓ Salary income of applicant ✓ Attached copy of Company Registration (Trade or Commercial licence/computer card showing legal representative(s)) 	
9.	<p>Proof of financial means of applicant</p> <ul style="list-style-type: none"> ✓ 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) <p><u>NOTE: This is mandatory even if the trip expenses are covered by the employer of inviting company</u></p>	
10.	<p><i>NOTE: Kindly note that the Croatian General Consulate in Dubai reserves the right to request additional documents and/or ask applicant to come for an interview at any time</i></p>	
II.	<p>REMARK to be filled out VFS staff (please tick what is applicable)</p> <ul style="list-style-type: none"> ✓ Applicant travels: <ul style="list-style-type: none"> <input type="checkbox"/> alone <input type="checkbox"/> with family members <input type="checkbox"/> group as (specify e.g. colleague, escort, sponsor...) ✓ Applicant's documents are: <ul style="list-style-type: none"> <input type="checkbox"/> complete <input type="checkbox"/> NOT complete – applicant has been informed of option to withdraw application to avoid possible refusal but wishes to submit application ✓ Applicant's travel date is less than 15 days (at the invitation of a Croatian state authority, a Croatian business partner) <ul style="list-style-type: none"> <input type="checkbox"/> no <input type="checkbox"/> YES – applicant has been informed about the processing time and that he/she might not be able to travel to the intended date 	

III.	<p>SIGNATURES and AGREEMENT:</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>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 of applicant)</p> <p>..... (signature VFS staff)</p>	
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