

Checklist for Application

Name e Surname: _____ Passport No: _____		Purpose of visit: _____ Telephone No: _____ E-mail: _____		
Requested Documents		Yes	No	Note
1	Visa Application form duly filled online in English and signed by the applicant. (for minors under age of 18: signed by both of parents or legal guardian) https://crovisa.mvep.hr/default.aspx?langId=en			
2	Two recent passport photographs (white background). Any alteration (like Photoshop etc.) is strictly forbidden.			
3	Valid passport at least 2 pages with validity of at least 90 days after expiration of visa requested and valid for at least six months from the date of the submission.			
4	Round Trip air ticket booking: - Document must be in English - Document must be from the airline or travel agency - Document must report full name of applicant and flight details.			

5	For applicants invited by Croatian friends/family/organization/company in Croatia: - Invitation Letter has to be legalized at the Ministry of Foreign Affairs and signed by the natural/legal person in Croatia. Please download form: http://www.mvep.hr/en/consular-information/visas/forms/ - Please refer to http://www.mvep.hr/en/consular-information/legalization-of-documents/ - If the host in Croatia is an EU/EEA/Switzerland/Croatia citizen: ID / Passport copy including signature page - If the host in Croatia is a non-EU/EEA/Switzerland/Croatia citizen: Passport copy including signature page and Croatian residence permit copy - If the host in Croatia is a family member, family relationship must be proved (Birth certificate, House registration) - If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy is required.			
6	Hotel booking: - Document must be in English - Reservations must cover the whole duration of the trip - Document must report hotel name, hotel address, period of stay, and name of all applicants			
7	Complete itinerary must report: - Dates - Cities - Transports used to move across the city or territory - If travelling to country during the same trip, transport means are needed.			
8	Proof of economic situation in the country of residence: - Statement of the last three months updated to maximum 30 days before date of submission with stable transactions. - Name of applicant shown on the statement must be the same on passport - Savings and current accounts with positive balance only. - No Fixed accounts only.			

9	Evidence of applicant's employment: - Headed paper company's original approved letter should report: . Full name of applicant . Job position of applicant . Salary of applicant . Period of leave . Years of service in the company . Company stamp . Signature of manager . Full address of company . Telephone number of company . Letter's date of issue must be within 30 Days to submission date. - If applicant is business owner: . Business license (from DBD) valid for 90 days together with English translation.			
10	For applicants with insufficient finances: - Sponsor letter from close relative only (parents, siblings, son and daughters) - Proof of family relationship with sponsor (original Birth Certificate or House Registration or Marriage and translation in English) - If submitting documents to prove family relationships from countries other than Thailand is required. - Statement of last three months, updated to maximum 30 days before submission, of sponsor's account - Savings and current accounts with positive balance only - No fixed accounts			
11	Change name certificate (if applicable) - Original and copy - Translation in English			
12	If students applying: Original letter from the school dated within 30 days from the date of the submission must report: - Full name of applicant - Full name and address of school - Telephone number of school - Permission for absence - Signature of person giving permission.			

13	Only for applicants married or related to Croatia/EU/EEA/Switzerland citizens: - Original Thai marriage certificate /birth certificate and copy, together with a translation in English - Certificate to be registered in Croatia or in another EU/EEA/Swiss country			
14	Overseas Medical Insurance: - Must cover all period of stay - Must be valid for worldwide or Croatia - Minimum coverage of Euro 30,000 for urgent hospitalization or repatriation expenses - To be shown in original and photocopy - The stamp and the signature of the insurance company are mandatory			

15	Only for Non-Thai citizens: - Original and copy of work permit - Re-entry stamp from Thai Immigration, valid for 3 months after coming back from Croatia. - If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy is required.			
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16	For Minors applying: If applicant is under 18 and travelling with one of the both parents: - Original consent letter, from District, to travel by the both parents who is not traveling together with the minor, translated in English, Birth Certificate (copy and original plus translation in English), House registration (copy and original plus translation in English). - If one of the both parents has exclusive parental power, the Court Decree ordering it, duly translated in English. If minor is travelling alone: - Original consent letter from the District to travel abroad, Birth Certificate, House			
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	Registration (all in original, copy and translation in English), declaration letter from both of applicant's parents, passport and flight ticket copies of the person who is travelling with the minor. If one of the parents passed away, death certificate in original, copy plus translation in English.			
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17	2 copies of applicant's passport and copies of previous passport/visas (UK, Schengen, USA , Canada, Australia, New Zealand) pages from the former and current passport.			
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IMPORTANT NOTES:

- After applying for the Visa, the applicants will not be able to collect their passports from the Embassy. The processing time for a Visa application is maximum 15 – 30 calendar days according to Visa Croatia. Need of interviews or other issues might extend this period.
- All documents must be translated in English and dated not earlier than 1 month before the date of submission. The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.

Dear Applicant,

***A complete application is a crucial step for a fast processing of your visa.
If the Visa Application Centre asks to present anything you do not have at the moment of the submission, you can neither choose to provide nor submit, but please remember that our staff is addressed by the Croatian Embassy in Jakarta NOT to accept incomplete documentations/applications.***

I, the applicant declare that I have also received back all my Original documents, which I had showcased as evidence to the VFS counter staff.

Signature of Applicant: _____

Date: _____

Signature of Applicant: _____

Name of VFS Staff: _____