

**CROATIA — SCHENGEN VISA (C)
CHECKLIST – P.R. OF CHINA**

克罗地亚-申根签证 (C) -材料审核表

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| <p>Name: 姓名: _____</p> <p>Passport number: 护照号: _____</p> | <p>Purpose of visit: 访问目的: _____</p> <p>Contact no.: 联系电话: _____</p> <p>E-mail address: 邮件地址: _____</p> | | |
| <p>Please be informed that failure to submit the documents listed below may result in application being refused by the Embassy of the Republic of Croatia. The required documents have to be translated into Croatian or English in a separate document according to the instructions below.</p> <p>在递交申请前请按下述清单准备所需材料, 否则您的签证申请可能被克罗地亚共和国驻华大使馆拒签。按照须知规定, 所需材料需另附克罗地亚语或英语翻译。</p> | | | |
| <p>Note: The application materials should be placed in the following order: 备注: 请将申请材料按以下顺序排列:</p> | | | |
| Required documents 所需材料 | Yes 有 | No 没有 | Remarks 备注 |
| <p>1. Visa applications form filled out in Latin alphabet, without blanks, signed by the applicant (in case of a minor, signed by both parents or legal guardians). 签证申请表 无空项, 由申请人以拉丁字母填写签名(未成年人由父母双方或法定监护人签名)。</p> <p>The application form must be filled out <u>online</u>: https://crovisa.mvep.hr/default.aspx?langId=en and print out with the Serial Number. 签证申请表必须在网上填写并打印出带序号的申请表。 https://crovisa.mvep.hr/default.aspx?langId=en</p> <p>All submitted documents must be scanned and uploaded. 所有提交的文件必须扫描并上传。</p> | | | |
| <p>2. One colour photograph (35x45 mm, not older than 6 months, white background, no photoshop) 一张彩色照片(35x45 毫米, 拍摄时间不早于 6 个月, 白色背景, 未经后期处理)</p> | | | |
| <p>3. Biometrics (applicant's fingerprints and digital photo will be collected at VFS Visa Application Centre/Embassy) 生物识别(VFS 签证申请中心或使馆将会采集申请人的指纹信息和数码照片)</p> | | | |
| <p>4. Valid passport or other travel document and one copy of the identification page, copy of the pages with travel records including but not limited to Schengen/Croatian national visas (if issued before) and copy of page with signature on the passport. If the visas were in the previous passport, copy of that passport identification page with signature. 有效护照或其他旅行证件: 身份证明页复印件一份, 过往出行记录包括但不限于申根/克罗地亚国家签证页复印件(如曾签发)和护照签字页复印件一份。如果出行记录在前一本护照上, 请提供该护照签字页及签证页的复印件。</p> <p>Travel document must be: not older than 10 years, valid for at least 90 days after the expiration of visa and containing at least 2 blank pages. 旅行证件须: 不超过 10 年, 有效期至少为签证到期后 90 天, 至少包含 2 页空白页。</p> | | | |
| <p>5. Chinese nationals only: Original ID and <i>hukou</i> with copies of all used pages (no translation) 仅限中国公民: 身份证, 户口本原件及所有使用页复印件(无需翻译)。</p> | | | |

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| 6. | <p>Foreign citizens in China only: copy of the residence permit or other proof of legal stay in China, valid at least 3 months after the return 仅限在中国的外国公民: 居留许可复印件或其他在中国合法居留的证明, 且自回程之日起至少 3 个月内有效。</p> | | | |
| 7. | <p>In case of family member of Croatian/EU/EEA citizen: Copy of marriage/birth certificate with translation into Croatian/English 如果是克罗地亚/欧盟/欧洲经济区公民的家庭成员: 带有克罗地亚语/英语翻译的结婚/出生证明复印件</p> | | | |
| 8. | <p>Travel medical insurance valid for Schengen/Europe countries, covering the whole trip, covering costs of emergency treatment, repatriation for medical reasons as well as transportation in case of death, written in Latin alphabet, with the insured amount not lower than 30.000 EUR. 旅行医疗保险 适用于申根/欧洲国家的, 涵盖整个行程, 涵盖紧急治疗、医疗遣送以及身故遗体送返等费用, 以拉丁字母书写, 保额不低于 30.000 欧元。</p> | | | |
| 9. | <p>Travel program (full itinerary) with documents proving the purpose of stay in Croatia/Schengen area: 旅行计划(完整行程单)以及证明在克罗地亚/申根地区逗留目的的文件</p> <p><u>Individual Tourism:</u> Full itinerary with all transportation and accommodation bookings (with contacts details, phone numbers and addresses) 旅游: 包含所有交通和住宿预订的完整行程 (及住宿详细的联系方式, 电话及地址)</p> <p><u>Business visit:</u> Letter of Guarantee by Legal Person and Invitation letter signed by responsible person (the original Letter of Guarantee must be deposited at the Division for Visas of the Ministry of Foreign and European Affairs in Zagreb, tel.: +385 (0)1 4569 964) Company letter, on official company paper with stamp and signature, mentioning: 1. full address, email address, telephone of the company 2. name, position, telephone of the countersigning officer 3. name, position, salary and years of employment 4. purpose of the visit 5. confirmation of position after the return 6. confirmation of covering the costs for the trip 7. the person or the entity who will bear the applicant's travel and living costs 商务访问: 邀请函和法人担保函(担保函原件需存放在萨格勒布外交和欧洲事务部签证处, 电话: +385 (0)1 4569 964) 公司正式文件需加盖公章并签字, 并注明以下内容: 1. 公司的详细地址, 邮箱以及联系方式 2. 签署文件负责人的姓名, 职务以及联系方式 3. 申请人姓名、职位、工资和工作年限 4. 访问目的 5. 确认回程后保留其职位 6. 确认支付旅行费用的相关信息 7. 明确承担申请人旅行和生活费用的个人或实体</p> <p><u>Conference/Sport/ Culture</u> Invitation Letter from the organiser of the event of the country of destination On official paper, mentioning: 1. Purpose and duration of the stay. 2. Detailed program and itinerary. 3. Indication of the costs of the study/sport and entity that will pay for them. 4. Indication of accommodation during the period of the stay. Original letter from the Chinese cultural or sports organisation (the letter must be in English or in Chinese and an English translation) on official paper with stamp, mentioning: 1. full address and contacts of the organization 2. name and position of the countersigning officer</p> | | | |

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| | <p>3. name, position, salary and years of employment (only for professionals)</p> <p>4. confirmation of participation</p> <p>5. entity that will pay for costs of travel and living</p> <p>6. copy of business license</p> <p>会议/体育/文化</p> <p>目的国活动主办方的邀请函, 在官方文件中需包含以下内容:</p> <ol style="list-style-type: none"> 1. 停留的目的和期限 2. 详细的计划和行程 3. 指出此次学习/体育活动的费用以及支付费用的实体 4. 预定逗留期间的住宿说明 <p>中国文化或体育组织信函原件(信函必须用英文或中文撰写, 并附有英文翻译件)</p> <p>官方文件需加盖公章, 并包含以下内容:</p> <ol style="list-style-type: none"> 1. 组织机构的完整地址和联系方式 2. 签署文件负责人的姓名和职位 3. 姓名、职务、工资、工作年限(仅限专业人士) 4. 公司确认参与 5. 明确支付旅行和生活费用的实体 6. 营业执照复印件(及英文翻译件) <p>Private visit:</p> <p>Letter of Guarantee by Natural Person signed and stamped by Croatia local Notary office (the original must be deposited at the Division for Visas of the Ministry of Foreign and European Affairs in Zagreb, tel.: +385 (0)1 4569 964)</p> <p>& proof of relationship with the inviting person, eg. A notary certificate of family relationship with sponsor (with Apostille)</p> <ol style="list-style-type: none"> 1.If the sponsor lives in the country of destination: proof of a regular income over the last 3 months 2.If the sponsor lives in China but invites the applicant to travel to country of destination: letter of Guarantee, copy of the residence permit for China, proof of a regular income (letter employer), proof of a residence in the country of destination or invitation to stay with close family <p>私人访问:</p> <p>邀请人出具的担保函需要签字并由克罗地亚当地公证处认证(担保函原件需存放在萨格勒布外交和欧洲事务部签证处, 电话: +385 (0)1 4569 964)</p> <p>&与邀请人关系的证明, 如: 经公证处公证以及海牙认证的与担保人的亲属关系证明</p> <ol style="list-style-type: none"> 1.如果担保人居住在目的国: 提供最近 3 个月的固定收入证明 2.如果担保人在中国居住, 但邀请申请人前往目的国旅游: 提供担保函、中国居留许可复印件、固定收入证明(雇主证明)、在目的国居住证明或与亲属居住的邀请 <p>Study/Research:</p> <p>Contract with University, University Letter of Acceptance, proof of payment for study.</p> <p>Important Note: If the student shall stay in Croatia for more than 90 days, she/he must go to the local Police Station to report physical address (hotel or private accommodation) within 48 hours of entry and to apply for the Temporary Stay in the Republic of Croatia, with all the required documents.</p> <p>学习/研究:</p> <p>与大学签订的合同, 大学录取通知书, 学费支付证明。</p> <p>注意: 如果学生在克罗地亚停留超过 90 天, 她/他必须在入境后 48 小时内到当地警察局报告实际地址(酒店或私人住所), 提供所有必要文件用于申请在克罗地亚共和国的临时居留卡。</p> | | | |
| 10. | <p>Proof of flight reservation and accommodation for the whole duration of intended stay (flight reservation only, hotel bookings, lease agreement, other lending contracts); documents shall contain information about the cost of stay and contacts.</p> <p>覆盖全部停留期间的住宿和航班预定证明(仅需航班预订单、酒店预订、租赁协议、其他租赁合同); 文件应包含有关住宿费用和联系人的信息。</p> | | | |

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| 11. | <p>Proof of financial means: Bank statements from the current account from the last 3 months (fulfilling the requests of country of destination: 70€/per day), no deposits account; a) proof of the solvency of the employing company, if the company pays the costs of travel and living, or b) proof of the applicant's personal solvency, in case personally covering the costs of travel and living. 申请人经济能力证明: 最近 3 个月的银行对账单(满足目的国家对资金的要求: 70 欧元/每天), 无需存款明; a)如果公司支付旅行和生活费用, 需提供雇佣公司的偿付能力证明, b) 如果申请人自行承担旅行和生活费用, 需提供申请人个人偿付能力证明。</p> | | | |
| 12. | <p>For employees: 1. A sealed copy of the business licence of the employing company. 2. Original letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature and date, clearly mentioning: a) address, telephone number and fax numbers/email of employing company, b) the name and position in the employing company of the countersigning officer, c) the name of the applicant, position, salary and years of service, d) approval for leave or absence. 在职人员: 1.由任职公司出具的公司营业执照复印件并盖章。 2.由雇主出具的证明信原件(英文版或中文版附英文翻译), 需使用公司正式的信头纸打印并加盖公章, 签字, 注明日期, 并明确列出下列信息: a)任职公司的地址、电话、传真及电子邮箱, b)任职公司签字人的姓名和职务, c)申请人姓名、职务、收入及工作年限, d)准假证明。 For self-employed or freelancers: Document proving professional activity. 自雇人士或自由职业者: 需提供文件证明其职业。 For retired persons: Proof of pension or other regular income. 退休人员: 养老金或其他固定收入证明。 For unemployed adults: a) If married: Letter of employment and income of the spouse and notary certificate of marriage (with Apostille). b) If single/divorced/widow/widower: Any other proof of regular income. 未就业成年人: a)已婚者: 经公证处公证以及海牙认证的结婚证书, 配偶的在职证明和收入证明。 b)单身/离异/丧偶: 固定收入证明。 For Minors (under 18 years old) : 1.Student card and original letter of the school, mentioning: full address, telephone number of the school, permission for absence, name and function of the person giving the permission 2.Notary certificate of family relationship or proof of guardianship (with Apostille) 3. If the minor travels only with one of the parents: Notary certificate of permission to travel from the other parent (with Apostille) 4. If the minor travels with a third person (not parents): Notary certificate of permission to travel from both parents (with Apostille) 5. Notary death certificate in case of death of a parent or both parents (with Apostille); 6. In case the parents are divorced and one of the parents lost custody of the child: notarized court verdict (with Apostille). 7.If the parent not in China: certificate attested by the relevant authorities in the parent's / legal guardian's country of residence) 未成年人(不满 18 周岁):</p> | | | |

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| | 1.有效学生证原件及复印件,在读证明原件需包含以下内容: 学校的详细地址, 电话号码;请假许可;批准人的姓名和职务 2. 经公证处公证以及海牙认证的亲属关系证明或监护证明 3. 如果未成年人与父母一方旅行, 需提供未同行一方经公证处公证及海牙的出行同意书。 4. 如果未成年人与除父母外的第三方人员旅行, 需提供父母双方经公证处公证及海牙认证的出行同意书。 5.父母一方或双方死亡的, 提交经公证处公证以及海牙认证的死亡证明, 6. 父母离婚且一方失去监护权的, 提交经公证处公证以及海牙认证的法院判决书。 7.若父母/监护人不在中国, 则需提供其居住国有关当局认证颁发的上述出行同意书 | | | |
| 13. | Individual members of an ADS Group For individual members of an ADS Group, general requirements irrespective of the purpose of travel, applies ADS 团体的个人申请 无论出行目的如何, 均适用以上一般条款要求 | | | |
| 14. | Additional notes: optional document Applicants are allowed to submit additional documents that they consider useful to explain and/or justify the trip. 附加说明: 附加文件 申请人可以提交能够说明其行程的解释/证明类附加文件。 | | | |
| NOTE: The Embassy of the Republic of Croatia reserves the right to request additional information/documentation and, if deemed necessary, to interview applicant in person . 备注: 克罗地亚共和国驻华大使馆有权要求申请人提供补充信息/材料。如必要, 申请者将被要求前往大使馆面试。 | | | | |

To be completed by the Inquiry Officer:

由材料审核员填写:

1. The applicant has confirmed that she/he has no other documents to submit.
申请人已经确认她/他没有其他材料提交。
2. The applicant has submitted the supporting documents listed above. I have advised her/him that **failure to submit all necessary documents** may result in the application being **refused**. The applicants has chosen to proceed with the application.
申请人已经提交了上述材料, 我已告知她/他如不能提交所有必要材料可能会导致被拒签, 申请人选择继续申请。
3. I have advised the applicant that **the Embassy does not give back the documents** that are submitted with the application and that the applicant is advised to make an appropriate amount of copies of document that she/he might need in future.

我已告知申请人, 大使馆不退还随申请提交的文件, 并已建议申请人复印数份所提交的文件, 以备将来使用。

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| Visa fee* 签证费 | | Name of travel agent 代理名称 | |
| Service fee 服务费 | | Address 地址 | |
| Courier fee (if any) 快递费 (如选) | | | |
| Other fees 其他费用 | | Telephone no. 电话 | |

***The following are exempt from visa A and visa C fees upon application:**

Family members of a Croatian national (spouse and children);
Family members of citizens of EEA Member States and Switzerland;
Children up to the age of 12;
Holders of diplomatic and service passports travelling in their official capacity;
Pupils, students, postgraduate students and teachers accompanying them when they come to attend school, study and professional training;
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.

***以下申请时免除签证 A 和签证 C 费用：**

克罗地亚国民的家庭成员（配偶和子女）；
欧洲经济区成员国和瑞士公民的家庭成员；
12 岁以下的儿童；
以官方身份旅行的外交和公务护照持有人；
前来就学、学习和专业培训的小学生、学生、研究生和陪同教师；
前来进行考察的人员，根据欧洲议会和理事会 2005 年 9 月 28 日的建议，以促进成员国为开展科学研究为目的的来自第三国的研究人员在欧盟成员国旅行的统一短期签证签发；
非营利组织的代表，年龄不超过 25 岁，参加非营利组织组织的研讨会、会议、体育、文化或教育活动。

Name & signature of Inquiry Officer 资料审核员签名

Date 日期

Applicant's signature 申请人签名