

CROATIA — NATIONAL LONG-TERM VISA (D)

CHECKLIST- P.R. OF CHINA

克罗地亚-长期居留签证申请 (D)

材料审核表-中华人民共和国

Purpose of visit: Approved Temporary Stay or issued Stay and Work Permit

访问目的：获得批准临时居留或已签发居留和工作许可

Name: 姓名: _____	Contact no.: 联系电话: _____
Passport number: 护照号: _____	E-mail address: 邮件地址: _____

Note: Long-term visa (visa D) application shall be submitted no sooner than three months before and no later than three months after the beginning of validity of temporary stay or the issued stay and work permit in Croatia

注意：长期签证（D 签证）申请应在克罗地亚临时居留或已签发的居留和工作许可有效期开始前三个月内, 至有效期开始后三个月的期间提交

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.

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。

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：

Required documents 所需材料		Ye s 是	No 没有	Remarks 备注
1.	<p>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).</p> <p>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 <i>online</i>: (on page 3/6, purpose of stay is: Aliens act, Article 57, Temporary stay) and print out with the Serial Number. https://crovisa.mvep.hr/default.aspx?langId=en 签证申请表必须在网上填写(第 3/6 页的逗留目的：请选择 Aliens act, Article 57, Temporary stay 按键) 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>			

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)			
3.	Biometrics (applicant's fingerprints and digital photo) 生物识别 (申请人的指纹信息和数码照片)			
4.	Valid passport or other travel document and one copy of the identification page, copy of the pages with Schengen/Croatian national visas (if issued) 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, 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。如果签证在前一本护照上, 请提供该护照带有签名的身份证明页的复印件。 Travel document must be: not older than 10 years, valid for at least 90 days after the expiration of the approved Temporary Stay or issued Stay and Work Permit, and containing at least 2 blank pages. 旅行证件须: 不超过 10 年, 在批准的临时居留或签发的居留和工作许可证到期后至少 90 天有效, 并且至少包含 2 张空白页。			
5.	Chinese nationals only: original ID and <i>hukou</i> with copies of all the pages 仅限中国公民: 身份证, 户口本原件及所有页复印件。			
6.	Foreign citizens in China only: copy of the residence permit or other proof of legal stay in China, valid for at least 3 months after the date of submission of visa application 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, 自递交签证申请之日起至少 3 个月内有效。			
7.	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			
8.	Travel medical insurance valid for 30 days, 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. 有效期为 30 天的旅行医疗保险 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。			
9.	Documents proving the purpose of stay in the Republic of Croatia: 可以证明在克罗地亚共和国逗留目的的文件: a) copy of approved Temporary Stay (for family reunification, secondary school education, study, research, for humanitarian reason,			

	<p>life partnership, work, secondment, stay of another EEA Member State's long-term resident, for other purposes, stay of digital nomads)</p> <p>a) 经批准的临时居留副本 (家庭团聚、中等教育、学习、研究、出于人道主义原因、生活伙伴关系、工作、借调、另一个 EEA(欧洲经济区)成员国的长期居民居留、用于其他目的、数字游民居留)</p> <p>或者</p> <p>OR</p> <p>b) copy of issued Stay and Work Permit</p> <p>b) 已签发的居留和工作许可证副本</p>			
10.	<p>Proof of flight reservation and accommodation for the whole duration of the stay (if applicable)</p> <p>整个逗留期间的航班预订和住宿证明 (如适用)</p>			
11.	<p>Proof of financial means (if applicable):</p> <p>Bank statements from the current account from the last 3 months, no deposits;</p> <p>a) proof of the solvency of the employing company, if the company pays the costs of travel and living, or</p> <p>b) proof of the applicant's personal solvency, in case personally covering the costs of travel and living.</p> <p>申请人经济能力证明: (如适用)</p> <p>最近 3 个月的银行对账单, 无需存款证明;</p> <p>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, 或</p> <p>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 (if applicable):</p> <p>1. A sealed copy of the business licence of the employing company.</p> <p>2. A letter from the employer (in English) on official company paper with stamp, signature and date, clearly mentioning:</p> <p>a) Address, telephone and fax numbers/e mail of employing company,</p> <p>b) The name and position in the employing company of the countersigning officer,</p> <p>c) The name of the applicant, position, salary and years of service,</p> <p>d) Approval for absence.</p> <p>在职人员: (如适用)</p> <p>1. 由任职公司出具的公司营业执照复印件并盖章。</p> <p>2. 由雇主出具的证明信 (英文版), 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:</p> <p>a) 任职公司的地址、电话、传真及电子邮箱,</p> <p>b) 任职公司签字人的姓名和职务,</p> <p>c) 申请人姓名、职务、收入及工作年限,</p> <p>d) 准假证明。</p> <p>For self-employed or freelancers (if applicable):</p> <p>Document proving professional activity.</p>			

	<p>自雇人士或自由职业者：（如适用） 需提供文件证明其职业。</p> <p>For retired persons (if applicable): Proof of pension or other regular income.</p> <p>退休人员：（如适用） 养老金或其他固定收入证明。</p> <p>For unemployed adults (if applicable): a) If married: Letter of employment and income of the spouse and notarized certificate of marriage, legalized by the MFA. b) If single/divorced/widow/widower: Any other proof of regular income:</p> <p>未就业成年人：（如适用） a)已婚者：经公证处公证，外交部认证的结婚证书，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。</p> <p>For students (if applicable): Certificate from school/university and valid student's ID card and one copy.</p> <p>学生：（如适用） 在读证明，有效学生证原件及复印件</p>			
13.	<p>Minors traveling alone or with one parent: 1. Notarized birth certificate, legalized by MFA; 2. Notarized certificate of permission to travel from both parents or legal guardians, legalized by MFA (in case the parents are not in China: certificate attested by the relevant authorities in the country of residence); 3. Notarized death certificate in case of death of a parent or both parents, legalized by MFA; 4. In case the parents are divorced and one of the parents lost custody of the child: notarized court verdict, legalized by MFA.</p> <p>未成年人单独旅行或者和单方家长旅行时： 1.经公证处公证及外交部认证的出生证明， 2.经公证处公证及外交部认证的双方家长或法定监护人出具的出行同意书（若父母不在中国，则需提供其居住国有关当局认证颁发的上述出行同意书）， 3.父母一方或双方死亡的，提交经外交部认证的死亡证明， 4.父母离婚且一方失去监护权的，提交经外交部认证的法院判决书。</p>			
14.	<p>Additional notes: optional document Applicants are allowed to submit additional documents that they consider useful to explain and/or justify the trip.</p> <p>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。</p>			
<p>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。</p>				

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。

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 long-term visa (visa D) fees upon application:**

1. children up to the age of 12,
2. family reunification – exempted in the case of family members of a Croatian national: spouse, children)
3. third-country nationals who have been granted the temporary stay for the following purposes:
 - a) secondary school education
 - b) university studies
 - c) research
 - d) humanitarian grounds.

***以下申请免除长期签证（D 签证）费用：**

1. 12 岁以下的儿童，
2. 家庭团聚——(克罗地亚国民的家庭成员: 配偶、子女)
3. 出于以下目的获准临时居留的第三国民：
 - a) 中等教育
 - b) 大学学习
 - c) 研究
 - d) 人道主义理由。

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

Date 日期

Applicant's signature 申请人签名