



Veleposlanstvo Republike Hrvatske
Embassy of the Republic of Croatia

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VISA / CONSULAR OFFICE

WORKING HOURS - **Monday to Friday** - **10.00 hrs. – 12.00 hrs. (Submission, by appointment only)**
- **15.30 hrs. – 16.30 hrs. (Collection, by appointment only)**

VISAS

A short-stay visa (C-visa) is a permit to transit through, or stay in the territory of the Republic of Croatia for a maximum of 90 days in any period 180 day-period. It is issued for one, two, or multiple entries for the purpose of transit, tourism, business, private or other purposes. The visa alone shall not entitle a visitor to enter or work in the territory of the Republic of Croatia.

IMPORTANT NOTICE :

Pursuant to the Government's Decision, starting with 22 July 2014, the Republic of Croatia applies the Decision No 565/2014/EU. All aliens who are holders of valid Schengen documents, as well as national visas and residence permits of Bulgaria, Cyprus, and Romania do not require an additional (Croatian) visa for Croatia.

Aliens who are holders of:

- **uniform visa (C) for two or multiple entries**, valid **for all Schengen Area Member States**;
- visa with limited territorial validity (LTV visa), for two or multiple entries, issued to the holder of a travel document that is not recognised by one or more, but not all of the Schengen Area Member States, and which is valid for the territory of the Member States recognising the travel document;
- **long-stay visa (D) for stays exceeding three months**, issued by one of the Schengen Area Member State;
- **residence permit** issued by one of the Schengen Area Member State;
- **national visas for two or multiple entries and residence permits of Bulgaria**, listed in Annex I of the Decision No 565/2014/EU;
- **national visas for two or multiple entries and residence permits of Cyprus**, listed in Annex III of the Decision No 565/2014/EU;
- **national visas for two or multiple entries and residence permits of Romania**, listed in Annex IV of the Decision No 565/2014/EU;

do not require a visa for transit or intended stays in the territory of Croatia not exceeding 90 days in any 180-day period.

The Decision No 565/2014/EU is available at:

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014D0565&from=EN>

The period of validity* of the above mentioned Schengen, Bulgarian, Cypriot, and Romanian documents must cover the duration of the transit or stay.

This facilitated entry of aliens is in force until Croatia fully applies the provisions of the Schengen acquis.

The detailed information is available on the webpages of Ministry of Foreign and European Affairs of Croatia

(<http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/>)

***Validity here would mean that the date of expiry of Schengen visa as well as number of days stay and number of entries allowed returning to the Schengen area. The passport has to be valid for at least another three months after the planned departure from Croatia and issued within the previous 10 years.**

PRECONDITIONS FOR TRAVEL / TRANSIT VISA

Applications for Croatian visa are submitted through VFS Centres in India (addresses as below) in New Delhi, Mumbai, Kolkata, Chennai, Bengaluru and Hyderabad as well as in Kathmandu, Nepal.

INDIA

New Delhi : VFS Joint Visa Application Centre, Shivaji Stadium Metro Station, Mezzanine Level, Baba Kharak Singh Marg, Connaught Place, New Delhi- 110001

Mumbai : Trade Centre, 3rd Floor, 'G' Block, Bandra Kurla Complex, Bandra East, Mumbai – 400051

Kolkata : Rene Tower, 5th Floor Building No. 1842, Rajdanga Main Road, Kasba, Kolkata 700107

Chennai : Fagun Towers, Third Floor, No 74, Ethiraj Salai, Egmore, Chennai – 666 666

Hyderabad : 203, Maheshwari Mayank Plaza, Greenlands, Ameerpet, Hyderabad – 500 016.

Bengaluru : Global Tech Park No 11, First Floor O' Shaughnessy Road, Langford Town Bangalore 560025

Contact details of VFS Helpline Number -- +91-22-67866020
Email Id-- infoin.croatia@vfshelpline.com

NEPAL

Kathmandu: Academy of Culinary Arts Building, Ground Floor, Mahalaxmasthan Marga, Lagankhel, Lalitpur, Kathmandu, Nepal

Contact details of VFS Helpline Number -- 18000910122 (tollfree), +9779817011744 (mobile)
Email Id-- info.crnep@vfshelpline.com

IMPORTANT GUIDELINES:

- Personal appearance of the applicant is mandatory at the time of submission of the application. Exceptionally, for justified reasons, an applicant may not have to file the application personally, but shall be required to personally appear at the possible request of the Embassy.
- Nationals of India and other nationals with valid residence permit in India can apply at the Embassy of the Republic of Croatia in New Delhi for through the VFS Centres (details given above). In case of application submission through VFS, the applicant may be called to the Embassy for a personal interview, if required. The applicant will then be obliged to come.
- Nationals of Nepal can apply through the VFS Centre in Kathmandu (address given above). In case of application submission through VFS, the applicant may be called to the Embassy in New Delhi for a personal interview, if required. The applicant will then be obliged to come.
- A visa application can be lodged no sooner than 3 months (90 days) prior to the date of intended trip.
- Visa applications from nationals of Bangladesh, Sri Lanka, Bhutan and Maldives, must present himself / herself at the Embassy of the Republic of Croatia in New Delhi. Exceptionally, for justified reasons, an

applicant may not have to file the application personally, but shall be required to personally appear at the possible request of the Embassy.

- As an exception, the applicants from Sri Lanka and Bangladesh may visit the Croatian Honorary Consulate in Colombo and Dhaka respectively for personal verification. Such applicants, post verification, may apply for a visa through any VFS Centre in India (as listed above) through a representative/travel agent. The visa can be applied and processed only at the Embassy.
- Applications, with all required documents and proof of payment of visa fee, shall only be accepted. Applicants are requested to attach all documents with the application form as mentioned in the list. The date of issuance of all documents attached with the application form, except passport, must not be older than 6 months.
- Processing time - the application will be decided on within 15 days from the date of submission of the application, and this period may be extended to 30 or 60 days for justified reasons. If the application is submitted less than 15 days prior to the planned journey, timely completion of the visa processing cannot be guaranteed.
- Holders of Visa for the Republic of Croatia are required, according to the Croatian Law on Foreigners, to declare the address of their stay at the local Police Station within 48 hours of their arrival in Croatia. The accommodation service provider (Croatian national), however, is obliged to declare the address of stay of the foreign national within 24 hours of providing accommodation.
- As the preferred way of communicating with the Embassy for visa / consular related queries is through email, applicants are requested to communicate only through email.

BASIC REQUIREMENTS:

The applicants are requested to read the basic requirements carefully and conform to the same while submitting the application. The applicant may, however, be asked to provide additional documents, if required, by the Embassy.

1. **Visa application form (attached):** to be filled out (in block letters) in English or Croatian language and signed by the applicant (field no. 37 and last field) or a parent or legal guardian on behalf of minors. The application form can also be filled out online at <https://crovisa.mvep.hr> , printed and signed.
2. **Applicant's passport:** issued within the last 10 years, with expiry date exceeding the expiry date of the requested visa by a minimum of three months, and containing at least two empty pages (back to back). No alteration or handwritten amendment concerning the data page.
3. **Face photograph:** recent, in colour, 35x45 mm; 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.
4. **Travel health insurance:** to cover the possible expenses related to repatriation, for health reasons, urgent medical assistance and/or urgent hospitalization.
 - For single / double entry visa - covering the entire period of stay in Croatia
 - For multiple entry visa - covering the period of first stay in Croatia - The lowest sum insured must be equivalent of Euro 30,000.00
 - The list of approved travel insurance companies for India is attached.
5. **Means of transportation:** return travel ticket or confirmed booking (for air/surface/sea transport)

6. **Proof of residence:** applicants staying temporarily in another state should submit a photocopy of the stay permit
7. **Proof of the purpose of stay in Croatia**

Business visit

- **Original** Letter of guarantee filled out by a guarantor – legal person from Croatia (format enclosed *Jamstveno pismo pravne osobe*)
- Guarantor – legal person must enclose to the Letter of guarantee a document proving its liquidity (“Bon 1”, “Bon 2”, certificate of the commercial court that no liquidation proceedings have been initiated, etc.)
- The Letter of guarantee must be signed by the person authorized to represent the guarantor.

If the original guarantee letter is submitted at the Division for Visas, Ministry of Foreign and European Affairs of the Republic of Croatia in Zagreb, Croatia (against payment of consular fee), copy of the same has to be submitted with the application.

Private visit

- **Original** Letter of guarantee filled out by a guarantor – natural person from Croatia (format enclosed *Jamstveno pismo fizičke osobe*)
- Guarantor – natural person may be a Croatian national or a foreigner with granted residence in Croatia, who receives income or has financial means in the Republic of Croatia
- Guarantor – natural person must enclose to the Letter of guarantee a proof of continuous source of income in the Republic of Croatia during the last three months (certificate of salary, certificate of pension) or a corresponding proof of possessing funds in the bank.
- Guarantor’s signature on the Letter of guarantee must be certified by a public notary in Croatia.

If the original guarantee letter is submitted at the Division for Visas, Ministry of Foreign and European Affairs of the Republic of Croatia in Zagreb, Croatia (against payment of consular fee), copy of the same has to be submitted with the application.

Tourist visit

Guaranteed confirmation on applicant’s name of –

- Certificate of a paid tourist package
- Booking of a hotel or other accommodation
- Private accommodation booking (copy of the decision of the competent office in Croatia approving the renting)
- Proof of ownership or lease of a boat / yacht etc.
- Day to day itinerary with ensured accommodation for the entire stay.

All the documents as stated above must have complete address, contact person and phone number in Croatia. The applications for Croatian visa for tourist visit are processed as per actual plan of travel and stay. Any change in travel plan, cancellation / change of accommodations etc. after submission of application will lead to delay in processing of application. Similar changes after issuance of visa (if approved) for the Republic of Croatia might lead to revocation of visa.

Transit visit

- Valid visa for the destination country

Other purposes - LETTER OF INVITATION (Special cases as detailed below)-

A foreign citizen coming to Croatia at the invitation of a Croatian national authority to attend an international conference of public interest or to participate in an event held under the auspices of the Croatian Parliament, the Croatian President and the Croatian Government, shall submit a Letter of Invitation of the Croatian national authority or the organizer of the international event with the visa application.

The Letter of Invitation shall include:

- Information about the foreign citizen: name, date and place of birth, citizenship, passport number, place of issue and expiry date,
 - Purpose of the visit, period in which the foreign national will be staying in the Republic of Croatia, and information about his/her accommodation,
 - Information about who is covering the expenses of the foreign citizen's stay in the Republic of Croatia,
 - First name, family name, title (position, job), address and telephone number of the contact person who can provide relevant information about the foreign citizen.
- 8. Ensured accommodation** for the stay in Croatia: hotel booking, private or other accommodation, real estate title deed or lease, proof of ownership or lease of a boat etc., guaranteed and confirmed on applicant's name with complete address, contact person and phone number in Croatia. Accommodation can be provided by the guarantor if so indicated in the Letter of Guarantee.
- 9. Minimum funds to cover estimated stay in the Republic of Croatia are –**
- Euro 70 per day - to support oneself during the stay in Croatia and to return to the state of residence or to travel to a third state
 - Euro 30 per day - for an applicant holding business / private visit guarantee letter from Croatia OR proof of fully paid hotel booking or a similar document
- Supporting documents as proof of sufficient funds –**
- Six months bank statement (saving and current a/c, as applicable), in original - duly signed and stamped by authorised official of the respective bank, and
 - Three years Income Tax returns (personal and company, as applicable), and
 - Copy of international credit card with three months credit card statement
 - Endorsement on passport / receipt of purchase of foreign exchange (if required)
- 10. Proof of current social and professional status in native country**
- Service – Letter issued by the employer on company's official letterhead establishing position of the employee in the company, years in service and grant of leave
 - Business/self-employed – Visa request letter on official letter head with company registration papers
 - Student – Letter from school / university for grant of leave and copy of the valid ID
- 11. Covering letter** -detailed covering letter by the applicant explaining purpose of the intended visit to the Republic of Croatia
- 12. For minors and persons deprived of legal capacity –** visa application shall be submitted by a parent(s) / legal guardian(s), including-
- birth certificate of the minor, if the parents are the legal guardians, or
 - the decision of the competent body designating the legal guardian.

If a minor is traveling without a parent/legal guardian, (s)he must carry a notarized consent of a parent(s) /legal guardian(s) that shall contain personal information of the parent/legal guardian and the purpose, the period and length of stay in Croatia, the period for which the consent is issued, and the signature of the parent/legal guardian.

13. Copy of all relevant pages of current and old passports with copies of all previous (valid and expired) visas.

14. Proof of payment of visa fee -please refer to the fee structure page for details

The date of issuance of all documents, as listed above, shall not be older than six months, except passport.

IMPORTANT NOTES:

- Submitting a visa application, including all the required documents, does not automatically mean that the visa will be issued.
- An issued visa is not a guarantee that a foreign citizen will be permitted to enter the Republic of Croatia. On every crossing of the border, the police may require the foreign citizen to present a photocopy of the Letter of Guarantee in case of both private and business visits, and it is therefore recommendable to carry the Letter of Guarantee, as well as the proof of having sufficient funds, in hand baggage.
- The decision to refuse a visa, indicating reasons for such a decision, shall be delivered to the applicant in a visa refusal/annulment/revocation form.
- A foreign citizen may appeal against the decision to refuse a visa through the competent Embassy of the Republic of Croatia, within 15 days from the date of receipt of the decision on visa refusal/annulment/revocation. The appeal shall be filed in Croatian. The fee for non-European countries is INR 3060 or US\$ 48, according to Section 62 of the Law on Administrative Fees.
- The visa application fee is non-refundable once the application has been accepted at the Embassy.
- An Embassy may invite the applicant to an interview; require him/her to submit further documents and/or certified translation as well as the international certification (*apostille*) of the documents.
- Any falsification of the documents and the use of such documents may be subject to criminal prosecution.
- Cancellation of accommodation after issuance of visa for the Republic of Croatia may lead to revocation of visa

After submission of the application, the applicant will be informed only through email about the missing documentation / additional requirement, if any. The applicant will be obliged to fulfil the same within 15 days from the date of first email communication concerning the same.

The applicant must ensure that he / she clearly writes his / her active email address and telephone number on first page of the visa application form (field number 17).

The Embassy will not be responsible for any delay in communicating the missing / additional requirements to the applicant due to non-availability of his / her email address.

IMPORTANT NOTE for citizens of India, Bangladesh, Sri Lanka, Nepal, etc.

Visa applicants for a Croatian visa for one or two entries shall prove that they are in possession of adequate and valid travel medical insurance to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during their stay(s) on the territory of the Republic of Croatia.

Visa applicants for a travel visa for more than two entries (multiple entries) shall prove that they are in possession of adequate and valid travel medical insurance covering the period of their first intended visit. In addition, such applicants shall sign the statement, set out in the application form, declaring that they are aware of the need to be in possession of travel medical insurance for subsequent stays.

The insurance shall be valid throughout the territory of the Republic of Croatia and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30 000.

Applicants shall, in principle, take out insurance in their country of residence. Where this is not possible, they shall seek to obtain insurance in any other country. When assessing whether the insurance cover is adequate, the Embassy of the Republic of Croatia shall ascertain whether claims against the insurance company would be recoverable in Croatia.