

CHECKLIST – CROATIAN VISA FOR SPORT/CULTURAL EVENTS
06/2015

SNo.	Documentation	YES	NO	N/A
1.	Application form: fully completed in English or Croatian language and signed in two places by the applicant in person (or by parent(s)/guardian(s) for minors under the age of 18) (field no 37 and last field).			
2.	Passport: must be valid at least three months after the date when the holder leaves the Croatia, containing at least two empty pages (back to back), issued within the previous 10 years. NO alteration or handwritten amendment concerning the data page			
3.	One 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.	Proof of residence (if applicable): applicants staying temporarily in another state should submit a photocopy of the stay permit (e.g. valid Indian Residency Permit or return visa to India)			
5.	Travel medical insurance shall be valid for Croatia and cover the <u>entire</u> period of the person's intended stay or transit. The minimum coverage shall be EUR 30 000. Applicants for a uniform visa for 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 a statement, declaring the awareness of the need to be in possession of travel medical insurance for subsequent stays, shall be signed (on prescribed format).			
6.	Cover letter: explaining the purpose of the trip and duration of stay			
7.	Means of transportation: return travel ticket or confirmed booking (for air/surface/sea transport)			
8.	Proof of accommodation: hotel booking or accommodation can be provided by the guarantor if so indicated in the Letter of Guarantee			
9.	Proof of the purpose of stay in Croatia <ul style="list-style-type: none"> - Original Letter of guarantee filled out by a guarantor – legal person from Croatia (format <i>Jamstveno pismo pravne osobe</i>) (processing can start with the scan copy of the Letter but for issuance of visa, if approved, original of the same has to be submitted) - 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 and certified by official stamp 			
10.	Proof of current social and professional status in native country <ul style="list-style-type: none"> - Service – Letter issued by the employer on company's official letterhead establishing position of the employee in the company, years in service, grant of leave and alary certificate of the last three (3) months - 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.	Proof of sufficient funds: <ul style="list-style-type: none"> - Three months bank statement (saving and current a/c, as applicable), and - Three years Income Tax returns (personal and company, as applicable), and - Copy of international credit card with three months credit card statement and - Endorsement on passport / receipt of purchase of foreign exchange (amount as given above) 			
12.	ITR: Income Tax Acknowledgement / ITR-V from the last three (3) years			
13.	Minor travelers: a parent/legal guardian shall submit the following- <ul style="list-style-type: none"> - birth certificate, if the parents are the legal guardians, or - the decision of the competent authority on appointing the legal guardian. - If a minor is traveling without a parents/legal guardians: <ul style="list-style-type: none"> a. a minor accompanied by one parent/ legal guardian shall provide original <u>notarized</u> consent of the other parent/legal guardian that shall contain personal information of the other 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 other parent/legal guardian , plus copies of other parent's guardian's passport or ID a minor travelling alone shall provide original <u>notarized</u> consent of the both parents/legal guardians that shall contain personal information of the parents/legal guardians and the purpose, the period and length of stay in Croatia, the period for which the consent is issued, and the signature of the both parents/legal guardians plus copies of parent's/guardians' passports or ID			
14.	Copy of the current passport (data pages, pages with evidence of previous valid and expired visas, travel)			
15.	Original(s) of previous passport(s) or proof of loss			
Remark by VFS:				

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Applicant's signature:

Date:

Important Notes:

- Any representative shall provide an original letter of authorization from the applicant bearing the name of the representative and its organization / company. A copy of a valid photo ID shall be attached to the application.
- The applicant bears responsibility concerning all content of the application.
- Applications cannot be submitted more than 3 months prior to departure.
- Processing can take up to 15 calendar days after receiving the application. Status queries will be responded after the above time frame only and shall be primarily addressed to the VFS-office of application or by e-mail to croemb.newdelhi@mvep.hr
- In case an application is lodged less than 15 calendar days before departure, a timely completion of the visa process cannot be guaranteed.
- However, in individual cases, that period may be extended up to 30 or to maximum of 60 calendar days particularly when further scrutiny of the application is needed.
- The applicant and/or its authorized representative declare being advised to submit full documentation according to the above checklist and that submission of incomplete or faulty documentation can be a reason for refusal of the application.
- Applicants are advised that during the examination of an application, Embassy may request additional documents. The Embassy may call applicants for an interview if deemed necessary.