

Document Checklist - to be submitted with the application
BUSINESS VISIT

Please indicate submitted documentation by <input checked="" type="checkbox"/> . Submit the Document Checklist together with your application and supporting documentation in the following order to the Visa Application Centre or Embassy.	Yes	No
1. Applicant applied in person	<input type="checkbox"/>	<input type="checkbox"/>
2. Schengen Visa Application Form duly completed and signed	<input type="checkbox"/>	<input type="checkbox"/>
3. Travel document: issued in the last 10 years, 2 empty pages, expiry date exceeding requested visa by 3 months.		
4. One recent (not older than 6 months) passport photo, attached to the top right corner of the application form. Size 35x45 mm with plain light colour background	<input type="checkbox"/>	<input type="checkbox"/>
5. Fingerprints – 10 fingers (Persons whose fingerprints have been collected within the previous 59 months should not have the fingerprints collected again. If, during the processing of the visa application, the consulate establishes that the applicant's fingerprints are not stored or are of low quality, the applicant shall be called to have his fingerprints collected).	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of the applicant's passport identify page (incl. extension date if applicable) and copy of documentation on former travels abroad; if relevant an old passport should be attached the application and copy of pages with previous or valid visas to the Schengen area, USA, Canada, UK and Australia – including entry and exit stamps	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. For minors (person under 18 travelling alone or with only one parent):</p> <ul style="list-style-type: none"> - If the minor travels with only parent only, written consent of the other parent or guardian, except in cases of a parent having the care or custody alone*; An authorisation to travel (alone or with one parent) indicating the purpose of the trip and signed by both parents/legal guardians or from the parent/guardian who does not travel, with copy of their passports or national identification cards. The signature(s) should be legalised by a notary office - If the minor travels alone (without parents), written consent of both parents or guardians having the care and custody of the applicant*; An authorisation to travel (alone or with one parent) indicating the purpose of the trip and signed by both parents/legal guardians or from the parent/guardian who does not travel, with copy of their passports or national identification cards. The signature(s) should be legalised by a notary office - Birth certificate of the applicant*; - Copies of the ID cards of the parents* - 	<input type="checkbox"/>	<input type="checkbox"/>
8. Proof of integration into the country of residence: Household registration record (Hộ khẩu Gia đình)*	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Proof of financial means</p> <p>Original bank account statements (company or individual) on the turnover during the last three months. In addition:</p> <ul style="list-style-type: none"> – If the applicant is employed: <ul style="list-style-type: none"> • The last three payslips; • Labour contract or recent employer statement; • Approval for holidays. – If the applicant is a company owner or self-employed: <ul style="list-style-type: none"> • Certificate of registration of the company*11; • Statement of taxes payment. – If the applicant is retired: <ul style="list-style-type: none"> • Pension statements. – Other means: 	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • Remittances; • Credit cards; • Regular incomes generated by property. <p>– If the applicant is sponsored and /or hosted in a private accommodation</p> <ul style="list-style-type: none"> • Applicants' proof of sponsorship / private accommodation by means of national form • Original invitation/guarantee letter; • Copy of the passport or national identification card of the sponsor/host; • Copy of the residence permit, if the sponsor/host is foreigner; • Bank account statements on the turnover during the last three months of the sponsor/host when its/his/her financial means are not proven otherwise. <p><i>Funds must be equivalent to EUR 70 per day of the visit. If the visitor has submitted a proof of ensured accommodation, he/she must possess amount equivalent of EUR 30 per day of the visit. Exception: if stated in the letter of guarantee, that guarantor is covering all expenses.</i></p>		
<p>10. Proof of socio-economic situation (one or more of the following documents):</p> <ul style="list-style-type: none"> - Job letter indicating the duration of recruitment, responsibility and salary - Copy of labour contract - For pupils/students: School/University certificate - Proof of registered commerce for individual entrepreneurs, etc. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Flight reservation of return or round ticket. The applicant will have to show proof of return travel when entering the Schengen Area. Travel itinerary.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Evidence of travel itineraries if visit in several Member States are planned. Confirmation of the reservation of an organised trip or any other appropriate document indicating the envisaged travel plans</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Proof of lodging, hotel reservations, rental of holiday home, campus residence reservation or if stay with a family member or friend, proof of private accommodation (invitation) from the host.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>14. Travel health insurance: valid for the Schengen area, covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage for medical treatment EUR 30.000 (list of companies is attached)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>15. Foreign nationals in Vietnam: Proof of legal residence in Vietnam has to be enclosed with visa application</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>16. PROOF OF PURPOSE OF STAY - BUSINESS VISIT</p> <ul style="list-style-type: none"> - Visa applicants on business visit/commercial fairs/congress, invited by a legal person in the Republic of Croatia, shall enclose with the visa application an original letter of guarantee by legal person as proof of the purpose of their visit, filled out by the guarantor – a legal person from Croatia. <p>The guarantor shall enclose with the letter of guarantee a document proving its liquidity ("Bon 1" or "Bon 2", or certificate of the commercial court that no liquidation proceedings have been initiated etc.).</p> <p>The letter of guarantee shall be signed by the person authorized to represent the guarantor.</p> <p>If the person authorized to represent the legal person is a citizen the EEA/Switzerland or a third-country national, he/she must have approved temporary or permanent stay in Croatia. The validity period of temporary stay of the citizen of the EEA/Switzerland or the third-country national must cover the period to which the applicant is invited.</p> <p>Details about guarantee letter can be found on https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/issuance-procedure/letter-of-guarantee/22822</p> <ul style="list-style-type: none"> – If the purpose of the visit is to attend commercial fairs or congress organised by non-Croatian organizers, letters of invitation from the organisation of this events or invitations to attend them: Invitation letter from the host organization in Croatia with following information has to be submitted: 	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> - personal data of applicant (name and surname, date and place of birth, citizenship, number of the travel document, place of issue and expiration date of the travel document) - purpose of visit - the period in which the foreigner will stay in the Republic of Croatia - information of accommodation in the Republic of Croatia - information on who bears the costs of the stay in the Republic of Croatia name and surname, duty (position), address and telephone number of the contact person, from whom relevant information about the applicant can be obtained. <p>Invitation letter has to be issued on official letterhead. Invitation letter has to be signed by the responsible person in the inviting institution.</p> <ul style="list-style-type: none"> - Other documents which show the existence of trade or work relations; <ul style="list-style-type: none"> – Entry tickets for fairs and congresses, if applicable; – Documents proving the business activities of the company (import-export license, proof of prior businesses, certificate of registration of the company*...); – Certificate of the employment with stamp signed by a senior manager indicating the status of the applicant in the company - 		
17. Visa Fee	<input type="checkbox"/>	<input type="checkbox"/>
18. REMARK		

*NOTE: Official documents marked with * must be recent (maximum 3 months old) and legalised by the competent local authority and must be translated (+ translation legalised) in an official language of the embassy or consulate where the application is lodged or in another language accepted by the embassy or consulate.*

Submitting a visa application, including all the required documents, does not automatically mean that the visa will be issued. During the examination of an application, the Embassy may request additional documents, and may call the applicant for an interview to the Embassy of the Republic of Croatia in Jakarta.

Name of VFS official

Signature of the applicant

Date:
