

Document Checklist - to be submitted with the application

Other

Please indicate submitted documentation by ☒ . 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	☐	☐
2. Schengen Visa Application Form duly completed and signed	☐	☐
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	☐	☐
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).	☐	☐
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	☐	☐
7. Foreign nationals in Thailand: Proof of legal residence in Thailand has to be enclosed with visa application	☐	☐
8. Proof of identity		
9. Copy of name change certificate, if relevant		
10. For minors (person under 18 travelling alone or with only one parent): – birth certificate – proof of custody, (e.g. marriage certificate, divorce certificate, registration of residence); – 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 verified by a legal entity (e.g. municipal registration office or court).	☐	☐
11. Proof of socio-economic situation (one or more of the following documents): - copy of real estate property (title-deed), bank account, marriage certificate, birth certificate of children (if relevant, or other proof of social or financial ties in Thailand)	☐	☐
12. Proof of financial means (one or more of the following documents): - Recent personal bank statement or balance over the last three months - Pay or pension slips and/or bank account statements for the last 3 months, proof of scholarship, etc. Persons without their own resources: statement on sponsorship with proof of the sponsors' financial funds. 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. - International credit card with a photocopy of the applicant's bank statements associated to that credit card.	☐	☐

13. Plane ticket: copy of the flight reservation and travel itinerary.	☐	☐
14. 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	☐	☐
15. 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)	☐	☐
16. PROOF OF PURPOSE OF STAY - Trips for political, scientific or cultural reasons, to attend sport events or for religious purposes Letter of invitation from the inviting entity in the Member State of destination in which it is stated the name of the organization, contact data, data of the invited person, dates of stay in the Schengen area and reasons of the invitation.	☐	☐
17. PROOF OF PURPOSE OF STAY - Medical treatment - Letter from a physician or a hospital in the Schengen area confirming the appointment; and confirming as well the necessity of treatment at that hospital or clinic, and - Proof of medical insurance or proof of payment for medical treatment. The applicant must present documents that prove that he has enough economic means to pay the medical treatment in its country of destination.	☐	☐
18. PROOF OF PURPOSE OF STAY – TRANSIT In case of transit through the territory of the Member States, the applicant shall present the visa of the country to be visited after the transit, as well as the reservation of the airplane or train tickets towards its final destination	☐	☐
19. Members of the immediate family (spouse, children) of a citizen of Croatia/EU/EEA/Switzerland: proof of the family tie (legalized birth or marriage certificate with photocopy of the ID card of the Croatian/EU/EEA/Swiss citizen; exonerated from proof of financial means & social and professional status & travel insurance & accommodation).	☐	☐
20. Visa Fee	☐	☐
21. REMARK		

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:
