



CROATIA - SCHENGEN VISA CHECKLIST
BUSINESS OR OFFICIAL VISIT

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1	VISA APPLICATION FORM: must be digitally completed, printed and signed by the applicant or a parent / legal guardian on behalf of minors (under the age of 18).	
2	PASSPORT: issued within the last 10 years, with expiry date a minimum of 3 months after the departure from Croatia and/or Schengen Area, containing at least 2 empty pages. Passport to be submitted with the application.	
3	PHOTOCOPY OF THE CURRENT PASSPORT: personal data page and all used pages.	
4	ONE COLOUR PASSPORT PHOTO (35x45mm) with white background, not older than 3 months.	
5	NON-KENYAN APPLICANTS RESIDING IN KENYA: Valid Kenyan temporary or permanent residence permit: temporary permit must be valid for at least 3 months after the planned return from the Schengen Area.	
6	TRAVEL HEALTH INSURANCE to cover possible expenses for medical assistance, hospitalization and repatriation, with the minimum coverage of EUR 30 000 valid for all Schengen Area Member States, for the whole duration of stay.	
7	MEANS OF TRANSPORTATION: reservation of return air travel ticket with dates and flight numbers specifying entry and exit from the Schengen Area. Modes of transport in or between Schengen States (boat, train, car, bus). If traveling by car, car rental agreement and driver's license.	
8	PROOF OF THE PURPOSE OF STAY IN CROATIA: BUSINESS: Letter of Guarantee by Legal Person - in original, or photocopy if deposited at the Ministry of Foreign Affairs in Zagreb. Invitation letter must have the name of inviter and invitee; nature, duration and venue of the event must be stated. Conferences: proof of registration and payment of conference fees. OFFICIAL: Note verbal from Ministry of Foreign Affairs and Diaspora or another relevant Kenyan Ministry.	
9	PROOF OF PROFESSIONAL OR STUDENT STATUS: evidence of employment stating position, length of service, salary. If company owner/self-employed: company 3-month bank statements and balance sheet from the previous financial year, <i>The Companies Registration Office/</i> Kenya PIN Certificate. Students: letter from school/ university certifying the student status of the applicant. Retirees: proof of pension.	
10	PROOF OF SUFFICIENT FUNDS: stamped bank statement (last 3 months, in original). 70 EUR (or KES equivalent) per day of the estimated stay in Croatia; 30 EUR per day of the estimated stay in Croatia if a third-country national has paid an organized tourist package (accommodation and transportation included in the package).	
11	MINORS / PERSONS DEPRIVED OF LEGAL CAPACITY: application to be submitted by a parent / legal representative. For minors certified birth certificate and both parents' certified copies of IDs or passports must be attached. If minor travels alone: certified consent by both parents; if minor travels with only one parent, the other parent must give a certified consent. If only one parent has guardianship of the minor, relevant court documents must be presented. For persons deprived of legal capacity, the relevant court papers must be attached.	

Declaration:

I have been informed that an application without a complete set of documents according to above mentioned checklist may result in rejection of my visa application. The Embassy of Croatia reserves the right to request additional supporting documents.

Date: _____

Applicant's Signature: _____

VFS Officer's Signature: _____