



Generalni konzulat Republike Hrvatske u New Yorku
Consulate General of the Republic of Croatia in New York
820 Second Avenue, 18th floor, New York, NY 10017
Tel. +1 (212) 599 – 3066 Email: nyc@mvep.hr
<http://us.mvep.hr/>

VISA REQUIREMENTS

BUSINESS MEETINGS AND CONFERENCES

- Passport must be valid for at least 3 months after intended departure from Schengen area; must be issued within previous 10 years; must have at least 2 blank pages.
- 1 application form (completed, dated, signed)
- 2 recent photographs (not older than 6 months, light background, no shadows; neutral facial expression)
- Travel medical insurance valid on all Schengen territory with the coverage of 30.000 EUR for the entire duration of stay in Schengen area (must include coverage for emergency hospitalization, surgery and repatriation. Must include name/s of traveler/s).
- Original documents proving legal residence in the U.S. (valid U.S. green card or valid U.S. resident visa type A, E, F+I-20 form, G, H, I, J+J1 form, L, O, R). Students must also present original I-20 with valid travel endorsement. Exchange visitors (J1) must also present original DS-2019 with valid travel endorsement;
- Visa C fee USD 87.06.
- Digitally signed request from a hosting firm or conference organizer
- Other proof of purpose of stay (e.g. if combined a conference and tourism)

Proof of employment or other proof of financial means - if employed: official letter from employer indicating applicant's name, job title and the date of start of employment. The letter must be dated, signed and contain contact information (address, phone number, email); if self-employed: business license and latest tax returns; bank account statements during the last three months. Bank statements must show the name and address of owner(s). Electronic printouts are accepted.



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ANNEX 1

LETTER OF GUARANTEE

- **Visa applicants on business visit, invited by a legal person**, shall enclose with the visa application a letter of guarantee by legal person as proof of the purpose of their visit, filled out by the guarantor – a legal person from Croatia.

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.).

The letter of guarantee shall be signed by the person authorised to represent the guarantor.

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.

The Embassy/Consulate keeps the original letter of guarantee.

The applicant receives a copy of the letter of guarantee, so that he/she may present evidence of the purpose of stay in Croatia if requested to do so by a border control authority.

PLEASE NOTE: We recommend to use the forms available on the official website of the Ministry of Foreign and European Affairs ([Click here](#))

- **Storage of the Letter of Guarantee at the Ministry of Foreign and European Affairs**

Legal and natural persons can also store the original of the letter of guarantee at the Ministry of Foreign and European Affairs.

In that case, it is necessary to pay the prescribed administrative **fee of 18.58€**, according to Tariff No. 29 of the Regulation on Tariff of Administrative Fees (Official Gazette, No. 156/22):

Recipient: DRŽAVNI PRORAČUN REPUBLIKE HRVATSKE
(STATE BUDGET OF THE REPUBLIC OF CROATIA)



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Broj računa (Account number): **HR1210010051863000160**
Tel: +1 (212) 599-3066 Email: nyc@mvep.hr
<http://us.mvep.hr/> IBAN: HR1210010051863000160
Model (Model): HR64

Poziv na broj (**Reference number**): 5002-721-OIB of guarantor

Opis plaćanja (**Description of Payment**): POHRANA JAMSTVENOG PISMA
(Tar.br. 29.)

(STORAGE OF GUARANTEE LETTER (Tariff No. 29))

➤ **Payment order** - With the original of the signed and certified letter of guarantee the following must be attached:

- proof of the guarantor's liquidity,
- proof of paid administrative fee,
- indication in which Croatian embassy/consulate the invited person will submit the visa application.

The letter of guarantee can be delivered in person during office hours from Monday to Thursday from 9 to 11 a.m. and from 1 to 3 p.m., and on Fridays from 9 a.m. to 12 p.m., or by mail to the address:

Ministry of Foreign and European Affairs
VI. Directorate-General for Consular Affairs
Department for Visas
10000 ZAGREB
Petretićev trg 2

NOTE: All fields in the letter of guarantee must be filled in legibly. In particular, we draw attention to filling out the fields in the section "Costs arising from the visitor's stay are borne by...", in which it should be clearly indicated which costs are borne by the guarantor and which by the invited person.