

**CROATIA – SCHENGEN VISA (C)
CHECKLIST – HONG KONG SAR, P.R. OF CHINA**

Name: _____	Purpose of visit: _____
Passport number: _____	Phone: _____
	E-mail address: _____

Please be informed that not submitting all the documents listed below may result in **application being refused by the Embassy of the Republic of Croatia**. The required documents have to be translated into Croatian or English in a separate document according to the instructions.

Note: Required documents should be placed in the following order:

	Required documents	Yes	No	Remarks
1.	<p>Visa application form filled out in Latin alphabet, without blanks, signed by the applicant (in case of a minor, signed by both parents or legal guardians). The application form must be filled out <i>online</i>: https://crovisa.mvep.hr/default.aspx?langId=en and printed out with the serial number generated by the system. All submitted documents must be scanned and uploaded.</p>			
2.	<p>One photo in colour (35x45 mm, not older than 6 months, white background, no photoshop).</p>			
3.	<p>Biometrics (applicant's fingerprints and digital photo will be collected at VFS Visa Application Centre / Embassy).</p>			
4.	<p>Valid passport or other travel document and one copy of the identification page, copy of the pages with Schengen / Croatian national visas (if issued before). If the visas were in the previous passport, they have to be enclosed. Travel document must be not older than 10 years, valid for at least 90 days after the expiration of visa and containing at least 2 blank pages.</p>			
5.	<p>Document for Chinese nationals: Originals and copies of EEP (Chinese nationals only), HKID, HK Visa and landing slip must be valid at least 3 months after the departure from Schengen area.</p>			

6	<p>Documents for third country citizens: Valid Hongkong or Macau ID-card and residence permit (if the person is not a permanent resident) must be valid at least 3 months after the departure from the Schengen area.</p> <p>Visa, residence permit or passport which allow entry to final destination after the visit to the Schengen area.</p> <p>*Third country citizens who cannot cover above requirements, can apply for Croatia Schengen visa only upon receiving the official confirmation from Embassy of the Republic of Croatia in the P.R.C. (Tel.: + 86 10 6532 6242, email:crocons.beijing@mvep.hr)</p>			
7.	<p>Family member of Croatian / EU / EEA citizen has to enclose copy of marriage / birth certificate along with translation into Croatian / English.</p>			
8.	<p>Travel medical insurance valid for Schengen / Europe countries, covering the whole trip, costs of emergency treatment, repatriation for medical reasons as well as transportation in case of death, written in Latin alphabet, with the insured amount not lower than 30.000 EUR.</p>			
9.	<p>Travel program (full itinerary) with documents proving the purpose of stay in Croatia / Schengen area: <u>Individual Tourism:</u> Full itinerary with all transportation and accommodation bookings (with contact details, phone numbers and addresses) <u>Business visit:</u> Letter of Guarantee by Legal Person and Invitation letter signed by responsible person (the original Letter of Guarantee must be deposited at the Division for Visas of the Ministry of Foreign and European Affairs in Zagreb, tel.: +385 (0)1 4569 964). Company letter on official company paper with stamp and signature, mentioning:</p> <ol style="list-style-type: none"> 1. full address, email address, company telephone 2. the name, position, telephone of the countersigning officer 3. the name, position, salary and years of employment 4. purpose of the visit 5. approval for leave of absence 6. confirmation of position after the return 7. confirmation of covering the costs for the trip 8. the person or the entity who will bear the applicant's travel and living costs 			

	<p><u>Conference / Sport / Culture</u> Invitation letter from the organizer of the event of the country of destination on official paper, mentioning:</p> <ol style="list-style-type: none"> 1. purpose and duration of the stay 2. detailed program and itinerary 3. indication of the costs of the study / sport and entity that will pay for them 4. indication of accommodation during the period of stay. <p>Original letter from the local cultural or sports organization (the letter must be in English or in Chinese and English translation), on official paper with stamp, mentioning:</p> <ol style="list-style-type: none"> 1. full address and contacts of the organization 2. name and position of the countersigning officer 3. name, position, salary and years of employment (only for professionals) 4. confirmation of participation 5. entity that will pay for costs of travel and living 6. copy of business license <p><u>Private visit:</u> Letter of Guarantee by Natural Person signed and stamped by Croatia local Notary office (the original must be deposited at the Division for Visas of the Ministry of Foreign and European Affairs in Zagreb, tel.: +385 (0)1 4569 964), proof of relationship with the inviting person, e.g. a notary certificate of family relationship with sponsor (with Apostille)</p> <ol style="list-style-type: none"> 1. If the sponsor lives in the country of destination: proof of a regular income for the last 3 months 2. If the sponsor lives in China but invites the applicant to travel to country of destination: Letter of Guarantee, copy of the residence permit in China, proof of a regular income (letter of the employer), proof of residence in the country of destination or invitation to stay with close family. <p><u>Study / Research:</u> Contract with University, University Letter of Acceptance, proof of payment for study.</p> <p>Important note: If the student shall stay in Croatia for more than 90 days, she / he must report the address to the local police station (hotel or private accommodation) within 48 hours of entry and to apply for the temporary stay in the Republic of Croatia, with all the required documents.</p>			
10.	<p>Proof of flight reservation and accommodation for the whole duration of intended stay (flight reservation only, hotel bookings, lease agreement, other lending contracts); documents have to contain information about the cost of stay and contacts.</p>			

11.	<p>Proof of financial means: Bank statements from the current account from the last 3 months (fulfilling the requests of country of destination: 70 € / per day), no deposits account; a) proof of the solvency of the employing company, if the company pays the costs of travel and living, or b) proof of the applicant's personal solvency, in case personally covering the costs of travel and living.</p>			
12.	<p>For employees: 1. sealed copy of the business licence of the employing company 2. original letter from the employer (in English, or in Chinese with an English translation) on official company paper with stamp, signature and date, clearly mentioning: a) address, telephone and fax numbers / email of employing company b) name and position in the employing company of the countersigning officer c) name of the applicant, position, salary and years of service, d) approval for absence For self-employed or freelancers: Document proving professional activity. For retired persons: Proof of pension or other regular income. For unemployed adults: a) if married: Letter of employment and income of the spouse and notarized certificate of marriage (with Apostille). b) if single / divorced / widower: any other proof of regular income For domestic helpers: a) copy of employment contract b) letter from employer with contact information confirming the leave and return c) ID copy of the employer</p>			
13.	<p>Minors (under 18 years old): 1. student card and original letter of the school, mentioning: full address, telephone number of the school, permission for absence, name and function of the person giving the permission 2. notary certificate of family relationship or proof of guardianship (with Apostille); 3. if the minor travels only with one parent: notary certificate of permission to travel from the other parent (with Apostille)</p>			

	<p>4. If the minor travels with a third person (not parents): notary certificate of permission to travel from both parents (with Apostille)</p> <p>5. notary death certificate in case of death of a parent or both parents with Apostille;</p> <p>6. in case the parents are divorced and one of the parents lost custody of the child: notarized court verdict (with Apostille).</p> <p>7. if the parents are not in China: certificate attested by the relevant authorities in the parent's legal guardian's country of residence);</p>			
14.	<p>Additional notes: optional documents Applicants are allowed to submit additional documents that they consider to be useful to explain and / or justify the trip.</p>			
<p>NOTE: The Embassy of the Republic of Croatia reserves the right to request additional information / documents and, if seems necessary, to interview applicant in person.</p>				

To be completed by the Inquiry Officer:

1. The applicant has confirmed that she / he has no other documents to submit.
2. The applicant has submitted the supporting documents listed above. I have advised her / him that **failure to submit all necessary documents** may result with the **refusal of the application**. The applicant has chosen to proceed with the application.
3. I have advised the applicant that **the Embassy is not returning the documents** submitted with the application and that the applicant is advised to make copies of documents that she / he might need.

Visa fee:		Service fee:	
Courier fee (if any) :		Other fees:	
Travel agent:		Phone:	

***The following is exempted from visa A and visa C fees upon application:**

Family members of a Croatian national (spouse and children);

Family members of citizens of EEA Member States and Switzerland;

Children up to the age of 12;

Holders of diplomatic and service passports travelling in their official capacity;

Pupils, students, postgraduate students and teachers accompanying them when they come to attend school, study and professional training;

Researchers coming to conduct research, as provided for by the Recommendation of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries travelling within the Community for the purpose of carrying out scientific research;

Representatives of non-profit organizations up to the age of 25, who are to attend seminars, conferences, sport, cultural or educational events organized by non-profit organizations.

Name & signature of Inquiry Officer

Date

Applicant's signature