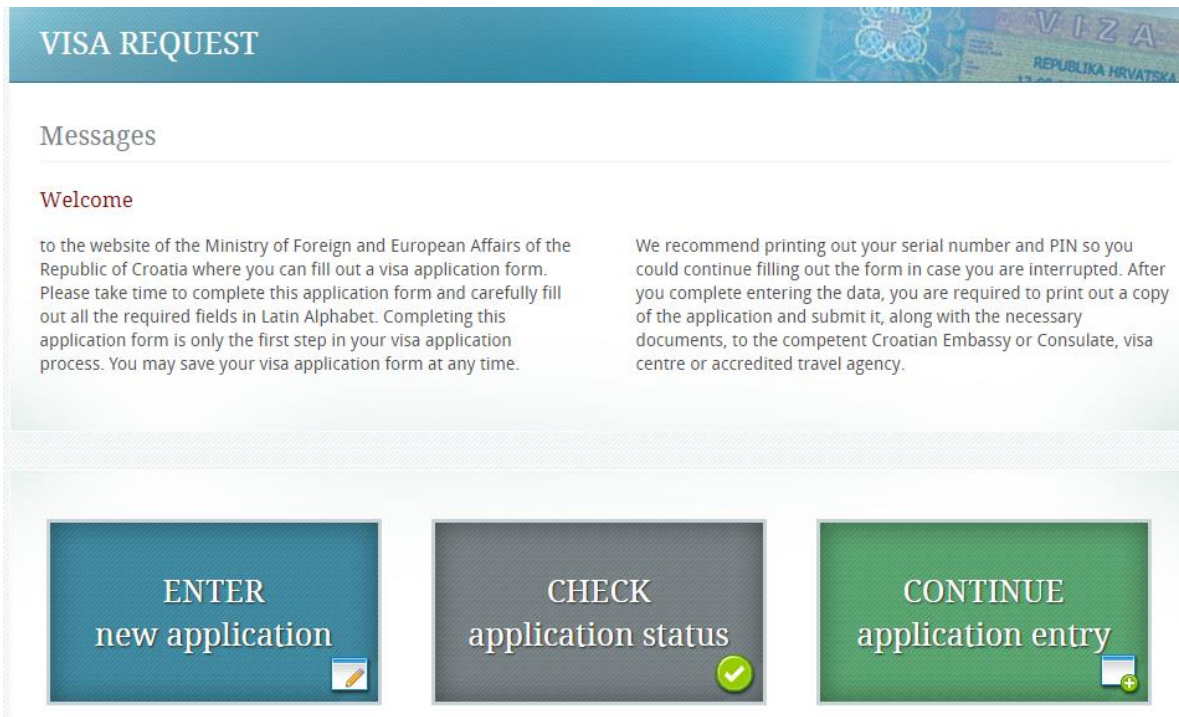


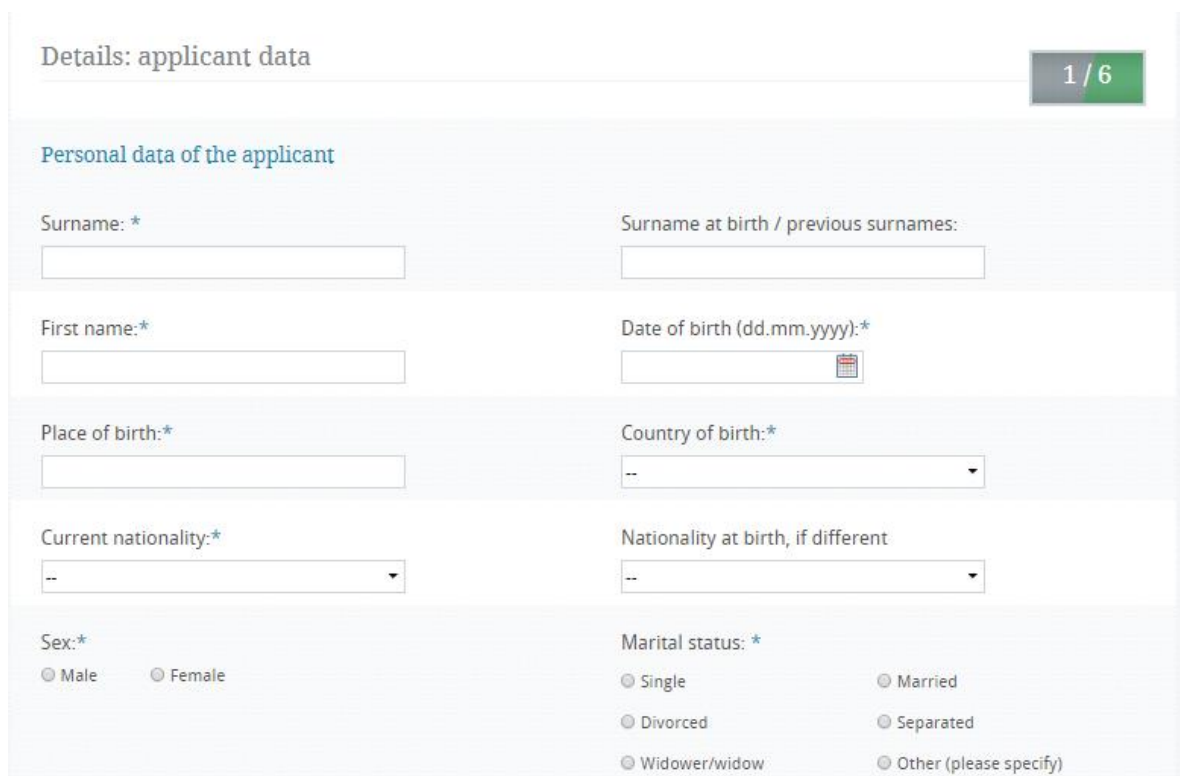
Croatian Visa: How to complete an online application form:

1. Please copy and paste the following link: <https://crovisa.mvep.hr/default.aspx?langId=en>
2. The following screen will appear:



The screenshot shows the 'VISA REQUEST' page. At the top, there is a header with the text 'VISA REQUEST' and a small image of a Croatian visa. Below the header, there is a 'Messages' section with a 'Welcome' message. The message explains that the website is for filling out a visa application form and provides instructions on how to use it. It also recommends printing out the serial number and PIN. Below the message, there are three large buttons: 'ENTER new application' (blue), 'CHECK application status' (grey), and 'CONTINUE application entry' (green).

3. Click on "**ENTER new application**"
4. The following screen will appear:



The screenshot shows the 'Details: applicant data' form. The form is divided into several sections. The first section is 'Personal data of the applicant'. It contains the following fields:

- Surname: * (text input)
- Surname at birth / previous surnames: (text input)
- First name: * (text input)
- Date of birth (dd.mm.yyyy): * (calendar icon)
- Place of birth: * (text input)
- Country of birth: * (dropdown menu)
- Current nationality: * (dropdown menu)
- Nationality at birth, if different (dropdown menu)
- Sex: * (radio buttons for Male and Female)
- Marital status: * (radio buttons for Single, Married, Divorced, Separated, Widower/widow, and Other (please specify))

5. Please complete * mandatory fields **as per passport**
 - First name/s must be written in full, including any second names you might have, and must match your name in the passport exactly
 - Place of birth is town/city name
 - Marital status: Choose one

Applicant address:

Postal code and place of residence *

Country: *

Telephone(s)

Street name and number *

Email:

Legal custodian:

First name and surname:

Nationality

Address:

- Address: Postal code and the town Name/ Street name/ country/Your phone no.
 - Legal custodian – to be filled out only for minors and persons deprived of legal capacity- complete one parent’s details
6. Enter Captcha text and click on **“SAVE AND CONTINUE”** to continue to the next section
 7. The following screen will appear:



Please write down and print your Serial number and PIN for future use (this will need to be submitted as part of your hard copy application. Write the pin down on the printout)

Then Click on “Ok”

8. The following screen will appear:

Details: passport, residence permit, employment 2 / 6

Passport information

Type of travel document: * ?

Ordinary passport
 Diplomatic passport
 Official passport
 Special passport
 Other travel document (please specify)

Travel document number: *

Date of issue: *

Issued by: *

Valid until: *

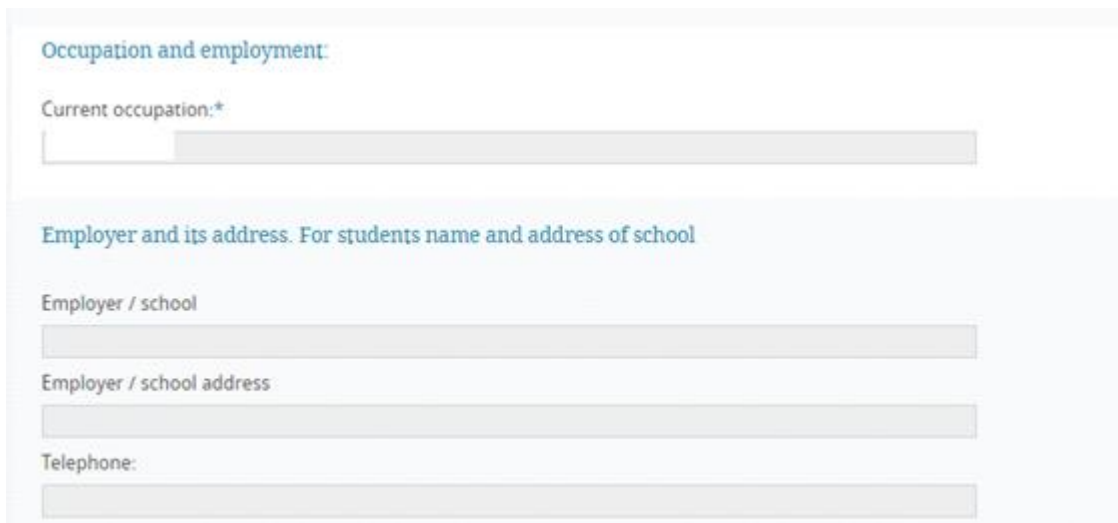
Country of issuance: *

Residence permit in country other than country of citizenship

No Yes.

9. Complete * mandatory fields as per passport

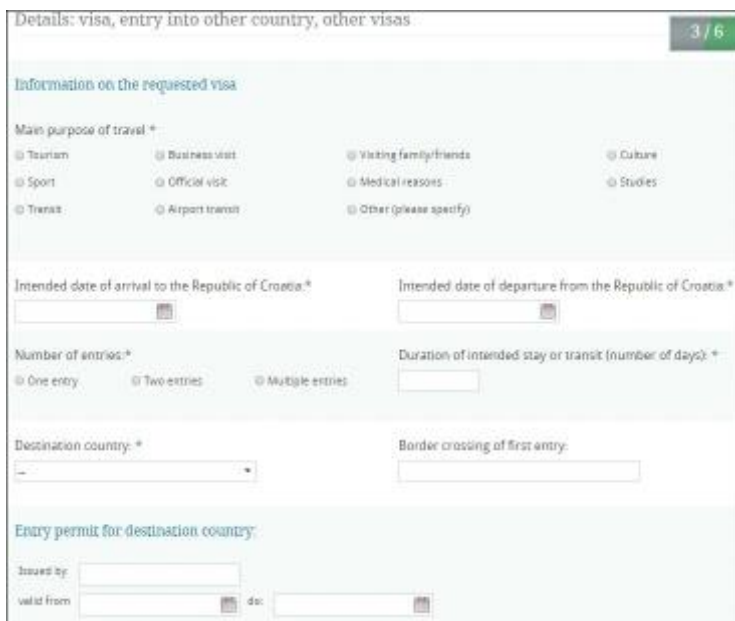
- Type of travel document: Choose – **Ordinary Passport**
- Travel document number: **Insert your passport number/ dates and issued by Dept. of Home Aff.**



- Current occupation: Fill in
- Employer/School address: Complete Employers name and address/ or the school name

10. Click on “SAVE AND CONTINUE” to continue to the next section

11. The following screen will appear:



- Main purpose of travel: Choose – **Tourism**
- Intended **date of arrival** to the Republic of Croatia: **Enter date when you enter/land in Croatia**
- Intended date of departure from the Republic of Croatia: **Enter – date you are leaving Croatia**
- Number of entries: Choose – **Multiple entries**
- Duration of stay or transit (number of days): **how many days are you in Croatia (please count carefully)**
- Destination country: **Enter - Croatia**
- Border crossing of first entry: Enter the arrival airport (e. Split Airport) or enter by road from...
- Entry permit for destination country: Do not complete, leave field empty/Complete at own discretion
- Other visas issued in the previous three years: **Complete at own discretion**

- Previously collected fingerprints: **Complete at own discretion**
12. Click on “SAVE AND CONTINUE” to continue to the next section
13. The following screen will appear:

Details: guarantor, accommodation, expenses 4 / 6

Guarantor / inviting person information

Natural person Legal person

Name of the inviting legal person:*

First name of the guarantor / inviting person:*

Surname of the guarantor / inviting person:*

Street name and number of the inviting person:*

Place of residence of the inviting person:*

Telephone and fax of the legal person:*

Surname, first name, address, telephone, fax, and email of the contact in the legal person:*

PLEASE NOTE: DO NOT FILL THIS or click on natural person or legal person

As it will require you to complete details that are not to be completed and the system will force you to complete details to go to the next section.

Only complete the section where it says, “**information on the residence in the Republic of Croatia** and then only complete the hotel details.

Information on the residence in the Republic of Croatia

Same as guarantor/inviting person

Surname and first name of the inviting person or name of the hotel or other accommodation in the Republic of Croatia.*
 Only enter your first night accommodation -hotel name/ airbnb/ cruise

Place of residence in the Republic of Croatia* Street name and number of residence in the Republic of Croatia*

City name

Telephone and fax of the inviting person/hotel/other accommodation in the Republic Croatia: Email of inviting person/hotel/other accommodation in the Republic of Croatia

You must provide contact no. for first night accommodation here

Travel and accommodation expenses

Travel and accommodation expenses paid by*

Visa applicant himself/herself; Sponsor;

Cash **Choose other** Other (please specify) **if someone else is paying pls specify**

14. Please complete * mandatory fields
- Surname and first name of the inviting person or name of the hotel or other accommodation in the Republic of Croatia: **Enter only 1st night accommodation hotel/ Airbnb/ cruise name**
15. **Travel and accommodation Expenses**
- Travel and accommodation expenses paid by: Choose - **Visa applicant himself/herself**

- Click on: **Cash, Accommodation paid in advance and Transport paid in advance**
- **Or if someone else is responsible for payment choose OTHER and specify - parents/spouse/company**

16. Click on “SAVE AND CONTINUE” to continue to the next section

17. The following screen will appear:

18. Please upload the photo and supporting documents

- First scan the photo. Make sure your scanner is set to scan in 300dpi resolution. Scan the photo as the image in jpeg. format. Once scanned, open the image in any photo editing program (windows: paint/photos), Click on Resize and choose to resize by Pixels, change the size to upload size -Best is around +/- 300 in Horizontal and around 385/400 in Vertical

- **Add /upload following documents**

1. Passport copy, photo page
2. Transportation Booking – e.g. Flight Ticket
3. Proof of the first accommodation on arrival in Croatia
4. Travel Health Insurance – For Worldwide/ Non -Schengen, Croatia/ minimum cover of EUR30000
5. Bank Statement, showing enough funds for the duration of your stay, you will need 70EUR per day
6. Employment letter /School Letter – when applicable

19. Click on “NEXT” to continue to the next section

20. The following screen will appear

Only fill in above screen if your spouse or parent is national of the EU, EEA, or the Swiss Confederation

Complete at own discretion

24. Click on "SAVE" and "FINALIZE" to continue to the next section (**PLEASE NOTE THAT ONCE YOU CLICK ON "FINALIZE", YOU WILL NO LONGER BE ABLE TO MAKE ANY CHANGES TO YOUR APPLICATION**)



25. Please print your application form and Sign it.

APPLICATIONS MUST BE SIGNED by the box no 37. AND AT THE BOTTOM

Submit the printed and signed application with all other required supporting documents in hard copy:

- Applicant's passport issued within the last 10 years, with expiry date exceeding the expiry date of the requested visa by a minimum of three months, and containing at least 2 empty pages + plus a photocopy of the passport (photo page only)
- Face photograph, in colour, size 35x45mm.
- Travel health Insurance – Minimum coverage of EUR 30 000. You can obtain a letter from you medical insurance company, or if you paid for the air-ticket by credit card, you can get the insurance letter (with the Schedule of benefits) from you credit card customer services.
- Accommodation reservation: **Proof of ALL confirmed land arrangements.** For bookings of hotels the physical address and telephone number must appear on the voucher.
 - Local cruise: written confirmation from the cruising agency (letterhead, stamp, signed) plus detailed itinerary (name of ship, ports in Croatia, date of arrival/departure to and from ports)
 - Private boat: registration papers of ownership, rent-a-boat invoice, copy of owner's passport and detailed itinerary (name of ship, ports in Croatia, date of arrival/departure to and from ports)
- Flight Details – Copy of airline ticket from country of origin to Croatia and return to country of origin or the third country.
- Proof of sufficient funds - this is a letter you can obtain from your bank that will state that you have sufficient funds for your stay in Croatia: equivalent of 70 EUR per day OR 3 months bank statements (stamped by the bank) showing sufficient funds.
- Letter from employer/Company registration certificate if self-employed /certificate of school attendance – confirming your employment and the leave

