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I. Croatian visa procedure and requirements overview

- A short-stay visa (C-visa) is a permit to transit through, or stay in the territory of the Republic of Croatia for a maximum of 90 days in any 180 day-period. It is issued for one, two, or multiple entries for the purpose of transit, tourism, business, private or other purposes.
- Applicant can apply for a short stay visa at competent embassy of the Republic of Croatia no later than three months before planned journey. Furthermore, short stay visa can be issued for no less than six months and not more than 5 years if applicant can prove:
 1. Necessity or justification for regular travelling, especially for business or family purposes;
 2. His honesty and trustworthiness, in particular by not abusing formerly issued visas, his financial situation in a country of origin and his intention to leave the territory of the Republic of Croatia before the visa is expired.
- Providing the applicant is submitting an application for the first time, he is required to personally arrive at the competent embassy in order to provide the following biometric data:
 1. Recent photo (not older than 3 months), in colour, 35x45 mm; the person is to be captured with neutral facial expression, with his/her eyes open and mouth closed. The photograph of a person, who for religious or medical reasons is wearing a head cover, must show the person's cheeks, chin and forehead;
 2. Fingerprints of all 10 fingers.

With above-mentioned requirements in case of submitting the application for the first time, applicant should always provide the following documents (should not be older than six months, except passport):

3. Visa application form: submitted not later than 3 months before planned journey, to be filled out (in block letters) in English or Croatian language and signed by the applicant or a parent or legal guardian on behalf of minors;
4. 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 two empty pages (back to back). No alteration or handwritten amendment concerning the data page;
5. Face photograph: not older than 3 months, in colour, 35x45 mm; the person is to be captured with neutral facial expression, with his/her eyes open and mouth closed. The

- photograph of a person, who for religious or medical reasons is wearing a head cover, must show the person's cheeks, chin and forehead;
6. Travel health insurance: to cover the possible expenses related to repatriation, for health reasons, urgent medical assistance and/or urgent hospitalization.
 - For single / double entry visa - covering the entire period of stay in Croatia
 - For multiple entry visa - covering the period of first stay in Croatia along with a filled out statement for subsequent visits
 - The lowest sum insured must be equivalent of Euro 30,000.00
 7. Proof of residence;
 8. Proof of the purpose of stay in Croatia;
 9. Proof of ensured accommodation for the stay in the Republic of Croatia (hotel booking, private or other accommodation, real estate title deed or lease, proof of ownership or lease of a boat etc.), guaranteed and confirmed on applicant's name with complete address, contact person and phone number in Croatia. Accommodation can be provided by the guarantor if so indicated in the Letter of Guarantee;
 10. Minimum funds to cover estimated stay in the Republic of Croatia, supporting documents as proof of sufficient funds:
 - Three months bank statement (saving and current a/c, as applicable), and
 - Three years Income Tax returns (personal and company, as applicable), and
 - Copy of international credit card with three months credit card statement
 - Endorsement on passport/receipt of purchase of foreign exchange (if required).
 11. Proof of current social and professional status in native country:
 - Service – Letter issued by the employer on company's official letterhead establishing position of the employee in the company, years in service and grant of leave
 - Business/self-employed – Visa request letter on official letter head with company registration papers
 12. Covering letter: detailed covering letter by the applicant explaining purpose of the intended visit to the Republic of Croatia;
 13. Copy of all relevant pages of current and old passports with copies of all previous (valid and expired) visas and used pages of current and old passports;
 14. Proof of payment of visa fee.
- Issued visa is not a guarantee that third country citizen will be permitted to enter the Republic of Croatia.
 - Competent authorities will decide on application within 15 days, if there are reasonable grounds such deadline can be extended up to 30 or even 60 days.

II. Temporary residence permit general requirements and procedure

- Temporary residence permit can be granted to a third country citizen who intends to reside or who already resides in the Republic of Croatia for the purpose of working in the Republic of Croatia. Such permit will be issued in form of Residence and work permit.
- Application for acquiring temporary residence permit is submitted at the competent embassy and it can't be issued for period longer than one year. Residence and work permit application can be filed by the employer.
- General requirements for temporary residence stipulate a foreigner shall be granted temporary residence provided that he:
 1. Justifies the purpose of temporary residence;
 2. Holds a valid travel document;
 3. Has means of supporting himself;
 4. Has the health insurance;
 5. His entry and residence in the Republic of Croatia is not prohibited;
 6. Does not pose a danger for public order, national security or the public health.
- Legal basis for issuing the Residence and work permit, among other, can be:
 - 1) Holding a essential position within the company, branch office or subsidiary. Third country citizen who holds a above-mentioned essential position is:
 - a) a person who holds a senior position at company, branch office or subsidiary; a person who controls the business activity, person who is under direct control of the board of directors of shareholders as well as members of the company as well as person who holds a position in which a person controls business activity of specific sector, monitors business activity of other employees or holds a supervisor or executive position; a person who is authorised to hire and fire employees as well as recommending them for hiring, firing or other personnel activity.
 - b) a person who is employed by the company, branch office or subsidiary, who possess special professional skills and/or authority for providing a service, handling the research equipment, applying tehnics as well as handling the business activity of the company, branch office or subsidiary.
 - 2) Self employment within a company in which a third country citizen holds at least 51% of ownership.
- If a third country citizen is applying for Residence and work permit on one of two above-mentioned basis he must provide following documents:

1. Employment contract or written confirmation about concluded employment contract or other contract;
 2. Proof that company has been registered in the Republic of Croatia;
 3. Explanation on why is third country citizen being employed instead of employee from Croatian labour market, such explanation must include information on professional qualifications, experience as well as professional proficiency of third country citizen¹.
- Third country citizen will be issued with a Residence and work permit based on holding a essential position within the company, branch office or subsidiary if:
 1. Company equity is over 100.000,00 HRK;
 2. Company, branch office or subsidiary employs at least 3 Croatian citizens on jobs which exclude positions as procurator, board member or member of supervisory board;
 3. Third country citizens gross salary is at least the same as average monthly gross salary in the Republic of Croatia;

In case a number of third country citizens are holding essential positions with the same employer, Residence and work permit can be issued if:

1. At least 5 Croatian citizens are employed (for every employed third country citizen) on jobs which exclude positions as procurator, board member or member of supervisory board;
 2. Company equity is over 100.000,00 HRK;
 3. Their gross salary is at least the same as average monthly gross salary in the Republic of Croatia.
- Third country citizen will be issued with a Residence and work permit based on being self employed within a company in which a third country citizen holds at least 51% of ownership if:
 1. At least 200.000,00 HRK was invested in setting up the company;
 2. Three Croatian citizens are employed within the company;
 3. Third country citizens gross salary is at least the same as average monthly gross salary in the Republic of Croatia;
 4. Company is operating without losses;
 5. Proof of settled tax duties in the Republic of Croatia is submitted.
 - This procedure takes up to 30 days, but can be prolonged if police administration decides it needs more documents from the applicant.
 - If the application is resolved affirmatively, applicant shall be granted with temporary Visa for purpose of resolving temporary residence in the Republic of Croatia. After receiving notice that

¹ Applied only if the Residence and work permit is requested on basis of holding a essential position within the company, branch office or subsidiary.

his application is resolved affirmatively applicant is required within 30 days to notify competent police administration/police station based on the applicants intended residence in the Republic of Croatia.

- Residence and work permit will cease to be valid:
 1. If conditions for issuing a temporary residence cease to exist;
 2. If a third country citizen is banned from entering and residing in the Republic of Croatia;
 3. If a third country citizen does not notify his place of residence in the Republic of Croatia to competent police station within 30 days from being granted a temporary residence;
 4. If a third country citizen moves away from the Republic of Croatia or a third country citizen resides in a foreign country longer than 30 days – if absence from the Republic of Croatia in period of 90 days is based on justified grounds, the Residence and work permit will not cease to be valid if a third country citizen, prior to leaving, notifies the competent police station. In case of unforeseen circumstances which occurred after leaving the Republic of Croatia a third country citizen is obliged to notify the embassy of the Republic of Croatia, within 30 days from such circumstances came into being.

Furthermore, this article will not apply to a third country citizen who was transferred within the same company, resides in other country of European Economic Area on basis on short term or long term mobility and was issued with the Residence and work permit as well as a third country citizen who was issued with Residence and work permit at the competent police station and was transferred to work in another country of European Economic Area;

5. If a third country citizen resides in the Republic of Croatia contrary to the basis of his temporary residence;
6. If basis on which permit was issued cease to exist;
7. If a third country citizen performs a job for which he was not issued with Residence and work permit;
8. If a third country citizen or employer are not respecting labour regulations, regulations on health and pension insurance as well as other regulations in terms with business they are conducting.

III. Expenses

- Cost of submitting an application for the Residence and work permit at diplomatic mission/consular office amounts to 630,00 HRK.
- Cost of submitting a short term visa application at diplomatic mission/consular office amounts to 460,00 HRK.
- Cost of submitting an application for the Residence and work permit at competent police station amounts to 560,00 HRK.