

REGISTRATION OF STAY CHECKLIST

The following documents should be gathered when applying for a temporary stay permit

- Your **Passport** or ID (scanned or clear photo if application is done online)
- A color **photograph**, 35x45mm
- Proof of **health insurance** (EHIC card for EU)
- Proof of sufficient means of subsistence AKA **Bank statement** (statement of bank account, scholarship confirmation or similar; 800 HRK/month for EU citizens (approx. 110 EUR min./month), 2000 HRK/month for NON-EU citizens (approx. 300 EUR min./month) (Recommended in PDF if application is done online)
- **Acceptance letter** (in Croatian or English) from an institution in Croatia stating the purpose of your stay.
- Police Clearance Certificate (Criminal Record Certificate) (**non EU** citizens)
- Filled form **1a** (**non EU** citizens) or **1b** (**EU** citizens)
- Filled form **16a** (both pages)
- Proof of **secured accommodation**; in case of private accommodation a statement from MUP, notarized rental contract or landlord signature at the police station (obtained on arrival to Zagreb, not before)

The **proof of accommodation** is obtained from the landlord on arrival to Croatia

- If the landlord has access to the evisitor system he/she can issue a confirmation
- In case the landlord doesn't have an evisitor he/she can sign a [statement](#) + provide their ID copy.

The application process for the temporary stay permit is done either in person at the police station located in Petrinjska 30, 10000 Zagreb (1st floor) or **ONLINE** due to **COVID-19**.

In case the application is done online you should submit the documents via email to the following email address **zg.drzavljanstvo.stranci@mup.hr**

It is recommended that the registration for temporary stay permit is done on arrival to Croatia, **non EU citizens should submit the documentation within 48 hours of their arrival, EU citizens have 15 days to submit their application.**

STEPS TO FOLLOW

1. Gather all documents (before arrival)
2. Obtain proof of accommodation from the landlord (on arrival)
3. Fill forms 1b or 1a + 16a
4. Send documentation + proof of accommodation + filled forms to
zg.drzavljanstvo.stranci@mup.hr

In order to make the process easier please write this in your email subject while sending the documentation **TEMPORARY_STAY_PERMIT_FIRSTNAME_LASTNAME**

This guide is made for the purpose of helping our clients in obtaining their stay permit for Croatia. The official documentation and process is subject to change and requested documentation depends strictly on official authorities such as the **Ministry of the Interior** (mup.gov.hr/en) and the **Ministry of Foreign and European Affairs** (www.mvep.hr/en/)