Temporary Stay in Croatia/Special Assignment Faculty Visa Process

1. Anna Lombard prepares contract/offer letter.
2. Once contract is signed, Anna Lombard brings one copy to RIT Global office for sending to RIT Croatia.
3. Donika Demiri contacts faculty and/or interpreters to initiate process for booking flights.
4. Donika Demiri sends flight itinerary to RIT Croatia.
5. RIT Global contacts faculty/interpreters to collect documents needed for temporary stay application or special assignment status.
6. RIT Croatia submits required documents to authorities.
7. Upon arrival in Croatia, faculty member and/or interpreters complete temporary stay or special assignment process.
8. Faculty applying for temporary stay will receive their temporary stay card upon approval of application.
9. Once temporary stay application is approved, faculty member/interpreter is registered for Croatian health insurance.
10. RIT Global assists with payment of Croatian health insurance fees.
Faculty Visa Instructions for Croatia
Faculty teaching in Croatia for a semester length term, or for a semester length faculty-led study abroad program, must apply for Temporary Stay in Croatia.

Faculty teaching during intersession or summer will register under Special Assignment status in Croatia.

Before starting the Temporary Stay or Special Assignment process, contact the RIT Global office for assistance.

F.A.Q. FOR TEMPORARY STAY IN CROATIA

WHAT TYPE OF VISA WILL I NEED FOR A SEMESTER LENGTH TEACHING ASSIGNMENT IN CROATIA? Faculty hired to teach a course at RIT Croatia, or teach a faculty-led study abroad course, must apply for Temporary Stay in Croatia.

I DO NOT HAVE U.S. CITIZENSHIP. DO I FOLLOW THE SAME PROCESS AS U.S. FACULTY? Faculty instructors with EU citizenship are handled on an individual basis, due to current labor laws in Croatia. Faculty instructors with citizenship outside the EU will be instructed on the visa process by the RIT Global office.

HOW DO I APPLY? Once your assignment has been approved, the RIT Global office will reach out to you to start collecting the appropriate documents.

WHAT DOCUMENTS ARE REQUIRED FOR THE TEMPORARY STAY IN CROATIA APPLICATION?

- Copy of passport (jpg)
- Contract of employment from GDC (Global Delivery Corporation)
- Proof of educational background and qualifications (notarized copy of diploma)
- Copy of U.S. health insurance card (Zagreb faculty only)
- Proof of sufficient funds to support oneself (three pay stubs) - Zagreb faculty only
- Proof of existing bank account (Zagreb faculty only) - only if pay stubs are not available

Note: Some differences in documentation exist between Dubrovnik and Zagreb. This is due to differences in processing between the two locations.
WHAT IS THE DEADLINE FOR SUBMITTING MY APPLICATION?
RIT Croatia must receive the following items a minimum of 8 weeks prior to your arrival:

- Copy of passport (jpg)
- “Information about the Traveler” form (completed by GDC office)
- Copy of GDC contract
- Notarized copy of diploma for highest degree

ARE THERE ANY OTHER DOCUMENTS NEEDED?
Yes, remaining items will be submitted upon arrival. This includes your temporary stay application and passport photos. The passport photos will be taken after your arrival in Croatia. The RIT Croatia staff will assist you with these steps.

ARE THERE ANY FEES FOR THE TEMPORARY STAY PROCESS?
The associated fees are paid by RIT Croatia and GDC. Procedures and fees are subject to change. You will be notified as soon as possible should changes occur.

DO I NEED U.S. HEALTH INSURANCE COVERAGE?
Yes, you must have U.S. health insurance coverage upon arrival to Croatia. Once the temporary stay approval process is complete and your application is approved, your Croatian health insurance will also provide coverage. Faculty on special assignment status are required to have U.S. health insurance during the entire stay in Croatia, regardless of the Croatian health insurance coverage.

WHY DO I NEED CROATIAN HEALTH INSURANCE IF I ALSO HAVE U.S. HEALTH INSURANCE COVERAGE?
Enrollment in Croatian health insurance is required by law once your temporary stay application is approved.

DO I NEED TO PAY OUT OF POCKET FOR CROATIAN HEALTH INSURANCE?
No, all fees for Croatian health insurance are paid through RIT. Procedures are subject to change. You will be notified as soon as possible should changes occur.

IMPORTANT NOTE:
If you return for another teaching assignment in Croatia, you must bring your old Croatian ID card with you. If you prefer, you can leave your Croatian ID card with the RIT Croatia HR Manager before leaving the country at the end of your assignment.
F.A.Q. FOR SPECIAL ASSIGNMENT STATUS

Faculty teaching in Croatia during Intersession or Summer will be registered under Special Assignment status. The following items are needed:

- Copy of GDC contract
- Copy of passport
- Information about the Traveler form (from GDC office)
- Notarized copy of diploma

WHAT IS THE DEADLINE FOR SUBMITTING PAPERWORK FOR SPECIAL ASSIGNMENT STATUS?
The deadline is 30 days prior to arrival in Croatia.

WHAT HAPPENS AFTER I ARRIVE IN CROATIA?
After arrival, you will report to the police station for registration. You will then proceed to the tax office to obtain your Croatian ID number. An RIT Croatia staff person will accompany you to both locations.
PROCEDURE FOR SPOUSE/CHILDREN

I WOULD LIKE TO BRING MY SPOUSE AND/OR CHILDREN TO CROATIA. WHAT PROCESS WILL THEY NEED TO FOLLOW?

Option 1

- If your spouse and/or children plan to stay in Croatia less than 90 days, they can be registered as tourists. A U.S. passport valid for at least six months after the planned departure date is required.

- If the passport holder is from a country that requires a visa to enter Croatia, those procedures must be followed. A list of countries that require a visa for entry into Croatia can be found here: www.croatia-expert.com/info/visa-croatia/.

Option 2

If you will be teaching in Croatia for a semester length assignment, and your spouse and/or children wish to stay for the entire semester, they must apply for Temporary Stay in Croatia.

The following paperwork must be collected prior to your departure and brought with you to Croatia:

- Copy of valid passport
- Proof of health insurance (copy of insurance card)
- Proof of funds in a bank account to support your stay
- Letter of justification for stay (provide proof of faculty work assignment)
- Marriage certificate (not older than six months), with apostille
- Birth certificate for each child (not older than six months) with apostille
- Payment of consular fees
- Payment of health insurance fees

WHAT ARE THE CONSULAR FEES AND HEALTH INSURANCE FEES FOR SPOUSES AND CHILDREN?

Each person that applies for temporary stay in Croatia must pay the following fees:

- Application stamp - 20 Kuna ($3.50 USD)
- Biometric passport photos - 50 Kuna ($8.50 USD)
- Application fee - 500 Kuna ($85.00 USD)
- Temporary stay card - 240 Kuna ($40.00 USD)
- Croatian health insurance - 430 Kuna per month ($72.00 per month)

IMPORTANT NOTE - In Zagreb, there is a one time fee of $630.00 USD for Croatian health insurance, in addition to the monthly fee of 430 Kuna ($72.00 per month).