**Instructions for applicants filing an application to obtain the certificate for practising the medical profession on a temporary and occasional basis in the territory of the Republic of Croatia - first time application**

The documents (evidence) enclosed with the application must be **originals** or **certified copies**, or, if necessary, **certified translations of the documents into the Croatian language.**

Furthermore, **an uncertified copy of each submitted document** must be enclosed with the application form.

**Notes:**

* The translation into the Croatian language is made by a **court interpreter** for the foreign language of the foreign professional qualification;
* The copies of the official documents in the Republic of Croatia are **certified by a notary public**;
* The copies of official documents **can also be certified abroad**;
* **If the application form is not complete, the applicant will be informed in writing about the necessary supplemental documents**;
* **After the application procedure, the Croatian Medical Chamber will return the originals and certified copies to the applicant, and will file only the uncertified copies enclosed with the application.**

**The following documents must be enclosed with the application:**

* **Evidence of nationality**
* **Certificate of citizenship or other document proving citizenship or copy of a passport**
* **Evidence of professional qualifications**
* **diploma of foreign higher education institution – school of medicine**
* **certificate of passed professional (state licence) examination**
* **certificate/decision/diploma of passed specialist examination**
* **certificate/decision/diploma of passed subspecialist examination**
* **Certificate** issued by competent institutions of the home country **certifying that the applicant is established** i.e. has been practising the regulated profession of a doctor of medicine i.e. of a medical specialist in a member state of the EU, in a state party to the European Economic Area Agreement or in the Swiss Confederation
* **Employer’s certificate signed by the employer’s authorised representative, bearing the employer’s stamp**
* **Certificate** issued by competent institutionsof the state in which the applicant is established **certifying** that the applicant has been practising the regulated profession of a doctor of medicine i.e. of a medical specialist in a member state of the EU, in a state party to the European Economic Area Agreement or in the Swiss Confederation **and** **is not prohibited from practising the regulated profession, even temporarily, at the moment of delivering the certificate.**
* **Certificate of Good Standing or certificate of no criminal records or proceedings issued by a competent institution**
* **Certificate of the Croatian language proficiency at a level necessary for practising the medical profession in the Republic of Croatia**
* **Certificate issued by a language school** certifying that the candidate passed the exam and obtained the certificate of the **Croatian language proficiency of minimum B2 level** (reference level of knowledge according to the standards of the Council of Europe).
* **Evidence of holding a professional liability insurance policy** **valid in the territory of the Republic of Croatia covering the period during which the applicant intends to practise the medical profession**
* **Evidence of the existence of the professional qualification requested by the applicant in the state of establishment**
* **The applicant wishing to temporarily or occasionally practise the regulated profession of a doctor of medicine, i.e. medical specialist, in the territory of the Republic of Croatia having establishment in a EU state or in a state party to the European Economic Area Agreement where the medical profession has not been regulated, must also submit the evidence of having been practising the medical profession for at least one year during the last ten-year period**
* **Other documents**
* **Certificate of marriage or a decision issued by a competent institution** for the applicants that have changed their name and/or surname

The applicant must inform the competent institution of any change in circumstances based on which they have been granted the permission to provide the services by practising the regulated profession in the Republic of Croatia.

**The certificate is issued for the period of one year.**