VISA APPLICATION CENTER FOR GREECE

Applicant's Name and Surname:		
Email address:		
Visa Type: **SHORT TERM SCHENGEN "Type-C" VISA** **Subcategory:** Study or professional training	**Submitted**	**Missing**
>> Application form - Filled in and signed by the applicant (the stay in Greece should be the longest or equal to other Schengen Member States. In case of equal duration stay, Greece should be the first State of entry). Details must be exactly as they appear in the passport. • **If the applicant is a minor (under 18 years old):** Application form filled in and originally signed by both the parents/ legal guardian. **>> ID Photo** - Recent (not older than six months from the date of application) passport-size colour photo in white or off-white background.	☐	☐
>> Passport - Signed, valid passport for a period of at least 3 months beyond the applicant's last day of stay in the Schengen Area. At least two adjacent blank pages to affix the visa are required. It must be issued within the last 10 years on the day of leaving the Schengen Area. Extended passport may still be valid, but when older than 10 years the passport is no longer accepted; in that case, the applicant first needs to apply for a new passport. **>> Copy of the passport** - Photocopy of the bio-page; If signature is not on the bio-page, a photocopy of the signature page is also required. - Copies of previous Schengen visas issued in the last three years with the stamps. **If the applicant is a minor (under 18 years old) and travelling with both the parents:** - Application form filled in and originally signed by both the parents. - Both parents' passports (original to be seen and copy). If signature is not on the bio-page, a photocopy of the signature page is also required. - Full unabridged birth certificate (original to be seen and copy) showing both parents' names; if not in English or Greek, then translation by a certified translator in the U.K. is also required. - Both parents must submit form of parental consent duly signed. - Both parents' current/ valid Schengen visa photocopies (if applicable). **If the applicant is a minor (under 18 years old) and travelling with only one parent:** - Application form filled in and originally signed by both the parents. - Both parents' passports (original to be seen and copy). If signature is not on the bio-page, a photocopy of the signature page is also required. - Full unabridged birth certificate (original to be seen and copy) showing both parents' names; if not in English or Greek, then translation by a certified translator in the U.K. is also required. - Form of parental consent certified by a public authority/ Notary/ Solicitor in the U.K. - Both parents' current/ valid Schengen visa photocopies (if applicable). • If one parent lives abroad, their passport copy has to be stamped and certified by the Greek Embassy in their country (it must be recent, not older than 30 days from the date of application). • If only one parent has guardianship/ sole custody of the minor or in case of one of the parents' death the relevant court documents or death certificate must be submitted (original and copies). **If the applicant is a minor (under 18 years old) and travelling with their legal guardian:** - Application form filled in and originally signed by both the parents/ legal guardians. - Both parents' passports (original to be seen and copy). If signature is not on the bio-page, a photocopy of the signature page is also required. - Guardians' passports (original to be seen and copy), if applicable. If signature is not on the bio-page, a photocopy of the signature page is also required. - Full unabridged birth certificate (original to be seen and copy) showing both parents' names; if not in English or Greek, then translation by a certified translator in the U.K. is also required. - Form of parental consent duly signed by both the parents and certified by the Embassy of Greece (it must be recent, not older than 30 days from the date of application), or the official documents/ court decisions establishing the minor's guardians (original and copies); if not in English or Greek, then translation by a certified translator in the U.K. is also required.	☐	☐

>> U.K. Residence permit Original, endorsed in the passport or issued as a Biometric card; It must be valid for at least 30 days beyond the applicant's intended departure from the Schengen Area. • C type visitor visa cannot be accepted. **>> Copy of the U.K. Residence permit** - Copy of the U.K. Residence permit endorsed in the passport. If BRP card, photocopy of both sides is required.	☐	☐
>> Proof of sufficient funds for duration of stay - Applicant's U.K. personal current account bank statement of the last three months (showing not less than 90 days of transactions), stating applicant's name and surname (the account on which the applicant's salary goes into); needed even if company/ organization/ institution pays for the trip. Closing balance must not be older than 30 days from the date of application. Balance needs to be in GBP and have a minimum amount of GBP 40.00/day of stay in the Schengen Area. • Credit card statements, or business/saving accounts can be submitted in addition (if the applicant's full name is not stated on the business account, a letter from the Home office/ accountant/ bank Manager confirming the applicant has signing powers must be submitted). **If the applicant is sponsored (please note that only immediate family members can sponsor each other):** - Sponsor's passport (original to be seen and copy); If signature is not on the bio-page, a photocopy of the signature page is also required. - Proof of relationship such as Marriage/ Birth certificate (original to be seen and copy); if not in English or in Greek, then translation by a certified translator in the UK is also required. - Sponsorship letter signed by the sponsor clearly stating the exact travel dates. - Sponsor's U.K. current account bank statement of the last three months (showing not less than 90 days of transactions), stating the sponsor's name and surname (the account on which their salary goes into). Closing balance must not be older than 30 days from the date of application. Balance needs to be in GBP and have a minimum amount of GBP 40.00/day of stay in the Schengen Area. - Sponsor's proof of current occupation: Employment letter (not older than 90 days from the date of application) original signed from their employer, **AND** also the pay slips of the last three months. • If the sponsor is self-employed: The last tax return form or a Self-employment letter (original, not older than 90 days from the date of the application) confirming sponsor's self-employment, obtained and signed from (if applicable): a) Sponsor's accountant, when the accountancy of the sponsor's company is done by an external/ independent accountant; the accountant's registration number must be mentioned. or b) Solicitor, when sponsor's company has been registered by a solicitor or c) Bank Manager, when sponsor's company is registered with a business bank account or d) Companies House, Certificate of Incorporation received upon registering business: if sponsor's name is not mentioned on the certificate, then additional proof demonstrating connection between the sponsor and the company must be provided.	☐	☐
>> Confirmed round trip travel-ticket - Full Itinerary for the entire stay (to explain the whole trip, with destinations and dates). If applicant is also travelling to other Schengen States, proof of travel in each of the Member States, as follows bellow: - Fully paid return travel tickets with travel dates and booking reference/ e-ticket number specifying entry and exit from the Schengen Area, clearly stating the applicant's name. Only travel tickets bought from travel agencies based in Europe submitted along with the receipt of payment and e-tickets provided by airline companies can be accepted. The receipt or payment confirmation should state no outstanding balance due to be paid (Payment receipts issued by travel agents should be in English). • **If the applicant is travelling by car:** - Driving license; photocopy of both sides is required. If the applicant is not the driver, driver's cover letter (signed and dated) confirming joint travel with applicant and travel dates need to be provided too. - Car registration (original to be seen and copy). - Car insurance photocopy. - Fully paid return travel tickets (ferry or Eurotunnel) mentioning the applicant's name and the registration number of the car. • **If the applicant is travelling with a yacht**: - Full itinerary (to explain the whole trip, with destinations and dates) stating the applicant's details (it must be dated and signed by the skipper). - Skipper's passport photocopy. - Skipper's license photocopy. - Yacht registration. - Mooring documentation for the yacht from the entry ports in Greece need to be provided.	☐	☐

>> Proof of accommodation - Hotel/ holiday home confirmed reservation: Applicant's name and surname, arrival and departure date, address of the hotel and contact details should be clearly stated. If the applicant's name is not mentioned on the accommodation reservation, then a joint travel cover letter, signed and dated by the person whose name is on the reservation must also be provided along with a photocopy of that same person's passport/ ID card and signature page, if signature is not on the bio-page of the passport. If applicant is also travelling to other Schengen States, proof of accommodation in each of the Member States is required.	☐	☐
>> Travel Insurance - Copy of travel insurance policy clearly showing the applicant's full name. - It must be **valid for all Schengen States/ countries** and covering the entire period of the intended stay in the Schengen Area. - The minimum coverage of EUR 30.000 for any expenses for repatriation, urgent medical attention, emergency hospital treatment and death during stay must be mentioned. • Applicants insured through a bank, must obtain a bank letter confirmation as bank statements alone are not sufficient; it must be recent (not older than 30 days from the date of the application).	☐	☐
>> Proof of current occupation **For employees:** - Employment letter not older than 90 days from the date of application, with an original stamp and signature from the HR department of the company, addressed to the Mission, specifying the date of recruitment and position in the company. - Pay slips of the last three months. **If self-employed:** - the last tax return form - Self-employment letter (it must be original, not older than 90 days from the date of the application) confirming applicant's self-employment, signed, addressed to the Mission and obtained from (if applicable): a) Applicant's accountant, when the accountancy of the applicant's company is done by an external/ independent accountant; the accountant's registration number must be mentioned. or b) Solicitor, when applicant's company has been registered by a solicitor or c) Bank Manager, when applicant's company is registered with a business bank account or d) Companies House. Certificate of Incorporation received upon registering business: if applicant's name is not mentioned on the certificate, then additional proof demonstrating connection between the applicant and the company must be provided. **For unemployed/ retired/ receiving benefits:** - Recent (not older than 30 days from the date of application) original letter obtained from local Job Centre or Pension service. **For students/ pupils**: - Recent (not older than 30 days from the date of application) original letter from school/ college/ university addressed to the Mission with original signature confirming attendance.	☐	☐
>> Documentation related to the studies/ professional training in Greece - A certificate of enrolment at an educational establishment (school, university, college, etc.) for the purposes of attending vocational or theoretical courses for basic and further training. - Student card or certificate of the courses to be attended. - Internship agreement, if relevant.	☐	☐

GVCW Submission Officer Name: _____

Applicant's Signature: _____