



Applicant's Name and Surname:		
Email address:		
Purpose of Visit:	Yes	Missing
<p>- Application form</p> <ul style="list-style-type: none"> - Filled in and signed by the applicant (the stay in Greece should be the longest or equal to other Schengen Member States or in case of equal duration stay, Greece should be the first State of entry) - If the applicant is a minor: <ul style="list-style-type: none"> - Application form filled in and originally signed by both the parents. - Full unabridged birth certificate should be submitted and the official documents/ court decisions establishing the minor's parents/ legal guardians, if applicable (original and copy); if not in English or Greek, then translation by a certified translator in the UK is also required. - Both parents/ legal guardians must sign in person at the VAC and submit form of parental consent duly signed. If parents live abroad, then a submitted letter of consent and passport copy has to be stamped and certified by the Greek Embassy based in their country. If only one parent has guardianship 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). - Both parents' passport (Original and copy) - Both parents' existent Schengen visa photocopies (if applicable) <p>- ID Photo: Passport size photo in white or off-white background, in colour, not older than 6 months from the date of application.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- Passport</p> <ul style="list-style-type: none"> - Signed, valid for a period of at least 3 months beyond the applicant's last day of stay in the Schengen States - 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 acceptable; in that case, the applicant first needs to apply for a new passport. - At least two adjacent blank pages to affix visa - Copy of the passport <ul style="list-style-type: none"> - 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 (if not in current passport) - Residence permit in the UK <ul style="list-style-type: none"> - Must be valid for at least 3 months after the return of the applicant from a Schengen State - C type visitor visa is not acceptable - Copy of the Residence permit <ul style="list-style-type: none"> - Photocopy of the UK Residence permit endorsed in the passport. If BRP card, photocopy of both sides is required. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>- Proof of sufficient funds for duration of stay</p> <ul style="list-style-type: none"> - Applicant's recent, current account bank statements of the last 3 months (showing not less than 90 days of transactions), not 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. Overdraft balance is not accepted. - Current account showing 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), <u>Savings account, investments, credit card statements</u> can be submitted in addition. - If the bank accounts of the last 3 months do not show sufficient funds, traveler cheques can also be accepted as supporting documents. If the account is a business account and not in the applicant's name, 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 family members can sponsor each other), the applicant should submit proof of relationship such as Marriage/ Birth certificate (original and copy; if not in English or in Greek, then translation by a certified translator in the UK is also required), the sponsor's bank statement of the last 3 months showing sufficient funds, a sponsorship letter signed by the sponsor, the passport copy of the sponsor and sponsor's proof of current occupation: - Employment letter: A recent (not older than 30 days from the date of application) original signed letter from their employer, addressed to the Mission. Alternatively, the pay slips of the last 3 months can also be accepted. - For Self-employed: The last tax return form or a Self-employment letter (original): recent (not older than 30 days from the date of the application) confirming applicant's self-employment, signed, addressed to the Mission and obtained from (if applicable): <ul style="list-style-type: none"> a) <u>Applicant's accountant</u>: when the accountancy of the applicant's company is done by an external/ independent accountant. or b) <u>Solicitor</u>: when applicant's company has been registered by a solicitor or c) <u>Bank Manager</u>: when applicant's company is registered with a business bank account or d) <u>Companies House</u>: 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 should be provided. - <u>International bank statements are not accepted.</u> 	<input type="checkbox"/>	<input type="checkbox"/>



<p>- Confirmed round trip travel-ticket with dates and flight numbers specifying entry and exit from Schengen State.</p> <p>- 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 State, as follows below:</p> <p>- Fully paid return travel tickets: mentioning the applicant's name and travel dates to and from the Schengen Area (payments for travel tickets should only be made using a UK bank account; payments made using an international bank account are not acceptable). Only travel tickets bought from travel agencies based in Greece or the UK submitted along with the receipt of payment and e-tickets provided by airline companies can be sent to the Embassy. Travel tickets provided by travel agencies outside of the UK cannot be accepted, even with a receipt/ invoice or payment confirmation. The receipt or payment confirmation should state no outstanding balance due to be paid (Payments receipts issued by travel agents should be in English).</p> <p>- When travelling by car: Driver's passport and driving license (copy), car registration, car insurance and return travel tickets (ferry or Eurotunnel) mentioning the applicant's name and the registration number of the car. Driver's cover letter (signed and dated) confirming joint travel with applicant and travel dates need to be provided too.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- Proof of accommodation:</p> <p>- Hotel/ holiday home confirmed reservation: Names of applicants, 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 + passport signature page, if signature is not on the bio-page of the passport. When accommodation is reserved for a group, then a list with the name of the group members is also required. If applicant is also travelling to other Schengen States, proof of accommodation in each of the Member State is required.</p> <p>- For Cruise: full itinerary, passenger details from the company along with proof of payment</p> <p>- For Yacht/ Sailing: letter from sailing company/ skipper with itinerary for each day and details of applicants travelling for vacation. Yacht registration and a copy of the skipper's passport.</p> <p>- For applicants visiting friends or family:</p> <p>- Invitation letter certified by a Greek authority (police, Honorary Consulate) from host, confirming names, dates and accommodation. The invitation letter must be recent (not older than 30 days from the date of the application) and, clearly identify the host and the invitee (name, address, date of birth, official identification number, occupation and permanent residence); the purpose of the visit; length of stay and accommodation status (where will the invitee stay and who pays for it). If the invitation letter is not authorized by a Greek authority, then the applicant also needs to provide the host's proof of residence (utility bill/ tenancy agreement/ deeds of property) in addition to the abovementioned documents.</p> <p>- Accompanied by a copy of the host's passport bio-page</p> <p>- Host's permit of stay in Greece, if host is non-EU citizen</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- Copy of Travel Insurance Policy</p> <p>- Clearly showing the applicant's name</p> <p>- Covering the entire period of intended stay</p> <p>- Valid for all Schengen States</p> <p>- The main destination must be Greece (if mentioned)</p> <p>- Covering any expenses for repatriation, urgent medical attention, emergency hospital treatment or death during stay</p> <p>- Minimum coverage EUR 30 000. (clause to be stated on the medical insurance)</p> <p>- Applicants insured through a bank, must obtain a bank letter confirmation as bank statements alone are not sufficient; it has to be recent (not older than 30 days from the date of the application).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- For employees:</p> <p>- Employment letter (ORIGINAL NOT COPY), recent (not older than 30 days from the date of application), with an original stamp and signature from the HR department of the company, specifying the date of recruitment and position in the company. Alternatively, the pay slips of the last 3 months can also be accepted.</p> <p>- If self-employed, the last tax return form or a Self-employment letter (original): recent (not older than 30 days from the date of the application) confirming applicant's self-employment, signed, addressed to the Mission and obtained from (if applicable):</p> <p style="padding-left: 20px;">a) Applicant's accountant: when the accountancy of the applicant's company is done by an external/ independent accountant.</p> <p style="padding-left: 20px;">or b) Solicitor: when applicant's company has been registered by a solicitor</p> <p style="padding-left: 20px;">or c) Bank Manager: when applicant's company is registered with a business bank account</p> <p style="padding-left: 20px;">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 should be provided.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- For business travellers:</p> <p>- Employment letter: A recent (not older than 30 days from the day of application) original, signed letter from their employer, which is addressed to the Mission, mentioning: Full address and contact details of the company, name and position of the countersigning company representative, the purpose and duration of the trip. Pay lips of the</p>	<input type="checkbox"/>	<input type="checkbox"/>



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<p>last 3 months can also be submitted as additional documents</p> <p>- If self-employed: The last tax return form or a Self-employment letter (original): recent (not older than 30 days from the date of the application) confirming applicant's self-employment, signed, addressed to the Mission and obtained from (if applicable):</p> <p>a) Applicant's accountant: when the accountancy of the applicant's company is done by an external/independent accountant.</p> <p>or b) Solicitor: when applicant's company has been registered by a solicitor</p> <p>or c) Bank Manager: when applicant's company is registered with a business bank account</p> <p>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 should be provided.</p> <p>- Official invitation letter from inviting company in Greece (ON OFFICIAL COMPANY LETTER HEAD, STAMPED AND SIGNED) containing:</p> <ul style="list-style-type: none"> ▪ Full address and contact details of the company ▪ Name and position of the countersigning company representative ▪ The purpose and duration of the trip ▪ Identity of the invited applicant ▪ Person or company who will bear the travel and living costs. ▪ If the accommodation is booked by the inviting company, this also has to be clearly stated in the invitation letter, mentioning full address and contact details of the hotel and duration of stay. 		
<p>- For unemployed/ retired/ receiving benefits: Recent (not older than 30 days from the date of application) original letter obtained from local Jobcentre or Pension service.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- For students: Recent (not older than 30 days from the date of application) letter from school/ college/ university with original signature confirming attendance.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- EEA/EU Dependents.</p> <p>- Spouse or children under the age of 21 of EEA/ EU/ Swiss national passport holders are required to submit original and copy of marriage certificate (spouse) and unabridged birth certificate (children); if not in English or Greek, then translation of it by a certified translator in the UK is required.</p> <p>- Original copy of EEA/ EU/ Swiss national citizen's passport</p> <p>- Flight reservation with details of applicant and EEA/ EU/ Swiss national: <u>Fully paid return travel tickets</u> mentioning both the applicant's and the EEA/ EU/ Swiss national family member's name and travel dates to and from the Schengen Area (payments for travel tickets should only be made using a UK bank account; payments made using an international bank account are not acceptable). Only travel tickets bought from travel agencies based in Greece or the UK submitted along with the receipt of payment, and e-tickets provided by airline companies can be sent to the Embassy. Travel tickets provided by travel agencies outside of the UK cannot be accepted, even with a receipt/ invoice or payment confirmation. The receipt or payment confirmation should state no outstanding balance due to be paid (Payments receipts issued by travel agents should be in English).</p> <p>- <u>When travelling by car:</u> Driver's passport and driving license (copy), car registration, car insurance and return travel tickets (ferry or Eurotunnel) mentioning the applicant's name and the registration number of the car. Driver's cover letter (signed and dated) confirming joint travel with applicant and travel dates need to be provided too.</p> <p>- No proof of adequate funds, travel insurance and proof of accommodation needed (optional)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- For applicants travelling for study/ research purposes:</p> <p>- Original signed university/ college/ school letter (not older than 30 days from the date of application), which is addressed to the Mission; mentioning the applicant's name, the inviting university (it has to be a Greek national institution), the reason for the trip, the dates and the name and surname of the professor accompanying the students.</p> <p>- Official invitation from Greek institution (it has to be a Greek national institution). Original (not older than 30 days from the date of application) signed university invitation, which is addressed to the Mission; mentioning the invited university/ college/ applicant's name and surname, the reason for the trip and the period of stay in Greece.</p> <p>- <u>When travel tickets and/ or accommodation is paid or provided by the school/ college/ university, it has to be mentioned either in the UK university letter, or in the invitation letter of the Greek institution.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>

GVCW Submission Officer Name: _____

Applicant's Signature: _____