

## **Greece Document Checklist:**

## **Greece Tourist Visa Checklist:**

Name	Description
Original Passport	Passport, which should: -be of a validity exceeding by three months the ending date of the visa length - include at least two blank pages - have been issued within the previous ten years
Copy of Passport Pages	Clear photocopy of the first and last page of the passport including photocopies of all Visas and stamps
Another Passport	Previous passport (if applicable)
Photograph	One recent passport-size photograph in colour with white background, according to the relevant specifications laid down by ICAO.





Application form	Application form for a Schengen visa, fully filled in and signed by the applicant
Flight tickets	Flight reservation of return or round ticket. If the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.
Hotel Tickets	Hotel reservations, rental of holiday home or campus residence reservation. If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. Individual Schengen States may require applicant to present proof of sponsorship and/or private accommodation by completing a form drawn up by the Schengen State's competent authority (hereinafter 'national form'). If applicant is travelling to several Schengen States, proof of lodging in each of them





Cover Letter	Cover Letter explaining the details of visit
Appointment slip	This needs be carried on the day of appointment
Hotel Tickets	Travel medical insurance covering the territory of all Member States as well as the entire period of the intended stay The insurance policy should cover any eventual expenses relating to repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. Minimum coverage: 30.000 Euros
Bank statement	This needs be carried on the day of appointment
ITR	Copy of income tax return + ITR V acknowledgment of last 02 financial year





If sponsored	proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (seethe website of the Member State of destination) If the applicant is retired:
If employed	<ul> <li>Payslips for the last three months</li> <li>Employment contract Employers</li> <li>statement on approval for holidays</li> </ul>
If self employed	Certificate of registration of the company
If Retired	Pension statements for the last three months: Proof of regular income generated by ownership of property or business
Marital status documents	Spouse travelling together: Spouse name to be endorsed in both the passports otherwise original marriage certificate required apostille from MEA If applicant is married and cannot provide evidence of marital status in the passport; copy of ration card, if applicable.





If minor

- If the minor is travelling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor
- If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor Copies of the passport of the parents.
- If not applicable, birth certificate of the applicant and copies of the ID cards of the parents.
- If one parent is having Valid visa still consent letter certified by Public notary is required from that parent

## If traveling as a part of a packaged group

Certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the travel plans





## **Greece Business Visa Checklist:**

Name	Description
Original Passport	Passport, which should: -be of a validity exceeding by three months the ending date of the visa length - include at least two blank pages - have been issued within the previous ten years
Copy of Passport Pages	Clear photocopy of the first and last page of the passport including photocopies of all Visas and stamps
Another Passport	Previous passport (if applicable)
Photograph	One recent passport-size photograph in colour with white background, according to the relevant specifications laid down by ICAO.





Application form	Application form for a Schengen visa, fully filled in and signed by the applicant
Flight tickets	Flight reservation of return or round ticket. If the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.
Hotel Tickets	Hotel reservations, rental of holiday home or campus residence reservation. If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. Individual Schengen States may require applicant to present proof of sponsorship and/or private accommodation by completing a form drawn up by the Schengen State's competent authority (hereinafter 'national form'). If applicant is travelling to several Schengen States, proof of lodging in each of them





Applicant Cover Letter	Cover Letter explaining the details of visit
Appointment slip	This needs be carried on the day of appointment
Travel Insurance	Travel medical insurance covering the territory of all Member States as well as the entire period of the intended stay The insurance policy should cover any eventual expenses relating to repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. Minimum coverage: 30.000 Euros
Bank statement	Original private bank statement showing movements in the last three months, duly stamped and signed by the bank
ITR	Copy of income tax return + ITR V acknowledgment of last 02 financial year





If sponsored	proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (seethe website of the Member State of destination) If the applicant is retired
If employed	<ul> <li>Payslips for the last three months</li> <li>Employment contract</li> <li>Employers statement on approval for holidays.</li> </ul>
If self employed	Certificate of registration of the company
Invitation letter	Invitation from the inviting company or or organisation
Company Cover Letter	<ul> <li>Cover letter from the applicant's employer Documents Description Format Greece Business Visa Checklist</li> <li>Must have details on: the applicant's identity; the purpose of the journey (meetings, conferences, training or business related events); and the period and place of intended stay</li> </ul>

