



Greece Document Checklist

Greece Tourist Visa Checklist

Documents	Description	Format
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	Cover Letter Template
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 (see the website of the Member State of destination) If the applicant is retired:	Sponsorship Letter Template
If employed	• Payslips for the last three months • Employment contract • Employers statement on approval for holidays	Employer NOC Template
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

Documents	Description	Format
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	Cover Letter Template
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 (see the website of the Member State of destination)	Sponsorship Letter Template
If employed	• Payslips for the last three months • Employment contract • Employers statement on approval for holidays.	Employer NOC Template
If self employed	• Certificate of registration of the company	
Invitation letter	• Invitation from the inviting company or organisation	
Company Cover Letter	• Cover letter from the applicant's employer • 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	

Greece Additional Information Required

Info

Are you visiting any other Schengen countries during your stay?

What is your first country of entry?

Have you been issued Schengen visa in the past 5 years?

Have your digital fingerprints previously been taken in connection with a previous application for a Schengen visa?

What is your marital status?

How long are you planning to stay in Schengen area?

What is your employment status?

Will someone else will be paying towards the cost of your trip?

Details

Check list of Schengen countries: Austria, Belgium, Czech Republic, Croatia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

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If yes, mention last visa start date and end date

If yes, mentioned Date of taking fingerprints and Visa number of last visa

Pick one: Single, Married, Divorced, Widowed, Unmarried Partner, Separated

No. of days

If Student, mention: name of the Institution, Institute address, Institute address and Institute email

If Employed, mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email

If Unemployed, mention last job role and last date of working

If Self Employed, mention: Job Title

If Retired, mention: Date of retirement

If Other, mention details on the other employment status

If yes, mention if it will be paid by

- 1) Friend/family
- 2) Employer
- 3) Any other company

Also mention: Name of the person/org who will fund, relationship of the person/org who will fund, how much money they will be paying

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