



CHECKLIST FOR SCHENGEN VISA – TOURISM OR VISITING FAMILY / FRIENDS

Sr. No	REQUIRED DOCUMENTS	YES/NO	REMARKS
1.	Visa application form - Application form should be fully completed either in Greek or in English and signed by the applicant. - For minors (under the age of 18), application form must be signed by both their parents/legal guardians in front of a Visa Officer. Copies of both parents' /legal guardian's passports are required.		
2.	Passport - Valid for at least 3 months after the intended date of departure from the Schengen area, issued within the previous 10 years and containing at least 2 consecutive blank pages. - Residence permit (where applicable), must be valid for at least 3 months after the intended date of departure from the Schengen area. - Photocopies of data page, residence permit and previous Schengen visas are required (in case of a new passport, photocopies of the old passport).		
3.	One (01) recent color photograph - Not older than 6 months, size 3.5 cm x 4 cm, white background, no head or face cover(s) that prevent(s) full visibility of the facial features.		
4.	Travel medical insurance - Covering the entire period of intended stay, valid for all Schengen States, covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during your stay (min. coverage €30000 , Insurance card copies are not accepted).		
5.	Ticket - Copy of flight ticket or flight reservation, including return flight. If travelling to several Schengen States, itinerary reservation.		
6.	Proof of financial means. - Personal bank account statement for the past 6 months (Internet extracts without stamp will not be accepted). - Salary pay-slips/certificates for the past 6 months may be submitted additionally.		
7.	Non objection letter from employer or sponsor (Original) - Stating date of recruitment, position, employment status, length of contract and salary. - For self-sponsored, valid trade license copy (<u>Translation either in Greek or English language</u>). - For pupils and students, proof of enrolment in school or university. - For minors (under the age of 18) travelling with/without parents, consent of both parents/legal guardians, either through a notarized certificate or by an authorization signed in front of the visa officer. Copies of both parents' /legal guardians' passports are required. - If sponsored by spouse/parents: Non objection letter, Passport and UAE Residence Visa copy of the sponsor must be submitted.		
8.	Accommodation - Hotel reservation or copy of a rental contract or proof of residential property. - When travelling to several Schengen States, proof of accommodation in each one of them. - When visiting family/friends, proof of private accommodation (original invitation letter) from the host covering the intended stay. Where applicable, certificate proving the existence of family relation (Marriage certificate or Birth certificate).		
9.	Mandatory additional documents - Birth certificate should be submitted for minors (under the age of 18 years) and for those sponsored by parents (The documents should be translated either in the Greek or English language). Third nationals & EU Spouse - Marriage certificate should be submitted if sponsored by the spouse or traveling with family (The documents should be attested by the respective Embassy and then by the UAE MoFA. Documents should be either translated in the Greek or English language and issued within the past 6 months from the date of submission). - Passport copy & undertaking letter from the third national/EU spouse. Greek Spouse - Marriage certificate should be issued from the respective Municipality Office in Greece within the past 6 months from the date of submission. - Passport copy & undertaking letter from the Greek spouse.		

Please note:

- All documentation has to be submitted either in the Greek or English language.
- Applicants will be required to submit their biometrics (fingerprints, digital photo) at the time of application.
- The Embassy reserves the right to ask for additional documents.
- The applicant may be requested to appear in the Embassy for interview.
- For children registered in parent's passport, a separate application form has to be submitted.
- Visa processing time at the Embassy will be approximately 15 working days.
- Submitting an application without the complete set of documentation according to the above checklist may result to the rejection of the visa application.

Date: _____

Applicant's signature: _____

VFS Officer's signature: _____

Remarks: _____