

## **Explanations to the general agreed list of documents for applicants submitting documents to the Consulate General of Greece in Moscow:**

**1.** Visa application form in English or in English transliteration, filled out according to the sample presented on the website, and signed by the applicant. For children registered in their parents' passport, a separate application form and a full package of documents for minors are to be filled out.

**2.** Two (2) color photos 3.5 x 4 cm, taken within the last six months and not used on previous visas. The photo must be glued to the application form.

### **3. Original internal passport of Russian citizen and a copy of all completed pages.**

Citizens from other regions temporarily residing in regions belonging to the Consulate General of Greece in Moscow, provide an original certificate confirming their temporary registration in this consular district, as well as its copy. The validity of the certificate issued by the Federal Migration Service must necessarily cover the entire planned trip. In addition to temporary registration, documents confirming the fact of residence in the territory of this consular district are to be provided (work certificate, real estate certificate, bank statement confirming the transactions for the account, rental agreement).

Foreign citizens provide a valid internal passport of their country and a copy of all its completed pages, as well as a valid residence permit or temporary registration in Russia, or a migration card and a work permit issued by the Federal Migration Service. Documents confirming the legal status of a foreign citizen on the territory of the Russian Federation must be valid for at least three months after returning from a trip.

**4. Foreign passport** valid for at least 3 months after the expiration of the requested visa with at least two free pages. A copy of the page with personal data and copies of all completed pages, as well as all entry-exit stamps should also be provided. If you have an old passport, copies of its first page and copies of Schengen visas for the last three years are to be provided. If you have a **second valid foreign passport**, copies of all completed pages as well as all entry-exit stamps are to be provided.

**5.** Original work certificate indicating the position, duration of work and average monthly salary. The certificate must be issued on the company's letterhead (indicating its address and phone numbers) and certified by the signature of the person in charge and the seal. Certificates issued not earlier than a month before the submission of documents are accepted.

**Individual entrepreneurs** are requested to provide permission to business activities (certificate of registration as individual entrepreneur, tax certificate) and a copy of the tax return.

**Students** must provide their student ID and their educational certificate + their financial documents (see point 6).

**Retirees** provide a copy of their retiring certificate and confirmation of their available funds. Unemployed can provide a bank statement, certified by the seal of the bank and issued no earlier than a month before the submission of documents. Persons on maternity leave provide a certificate confirming their on parental leave and documents confirming their available funds.

**6.** If the applicant cannot confirm their funds and income level, an uncertified sponsorship letter, an original sponsor's work certificate, copies of documents confirming the relationship to the applicant (birth certificate, certificates of marriage, etc.) and a copy of the first page of the sponsor's civil passport should be provided. **Attention:** only a close relative with confirmed kinship can act as a sponsor (original certificates plus copies are to be provided).

**7.** Travel medical insurance for the entire period of the intended trip, valid in all Schengen countries and covering any costs that may arise in connection with returning home for medical reasons, the need for urgent medical attention, urgent hospital treatment or death during the trip. The minimum insured amount is 30,000 (thirty thousand) euros, or 50,000 (fifty thousand) dollars. When applying for a multi-visa, health insurance must cover at least the period of the first trip. You can purchase an electronic visa insurance policy online [here](#).

**8.** It is obligatory to provide air tickets or air ticket reservations. If you travel by your own car, you must provide a route sheet indicating the dates of stay in each country on your way to Greece, a copy of the technical passport of the car, driver's license and international car insurance (Green Card).

**9. For children under the age of 18:** original birth certificate and its copy. It is obligatory to provide notarized consent for the departure of the child from BOTH parents (even if they are flying together). The notarized consent form from the parents or legal guardian **must be issued in the same year of the submission of the minor's documents**. The notarized form of consent must have a QR code and all countries of the Schengen Area must be mentioned in the form. Old consent forms without a QR code are not accepted. The consent should be notarized and provided if the child travels alone, with either of the parents, as well as if both parents intend to travel together with the child and are applying for a multiple-entry visa for the child. Exceptions are made only if the parent with whom the minor is traveling has sole parental rights (i.e. in cases where the other parent is dead or deprived of parental rights, a death certificate of the other parent or a court decision transferring parental custody solely to the parent who signs the application must be provided). If the parents are applying for a multiple entry visa for the minor, the validity period of the travel consent must cover the entire period of the requested visa and extend beyond the dates of the first trip. If the child is accompanied not by the parents, but by a different person, it is necessary to provide consent to the accompanying person from both parents, as well as a copy of the internal passport (first page) of the accompanying person, as well as their valid visa.

Exceptions are made only when the other parent is dead or deprived of parental rights. In such case death certificate of the second parent or a court decision transferring the parental custody right exclusively to the parent who signs the application is to be presented. Besides, if one of the parents has a dash in the birth certificate, consent to leave is not required.

If applicants are requesting a multiple entry visa for a minor, the consent to leave must be issued for a period of long duration (not just for the first trip).

If you plan to issue consent that will be valid only on the dates of the first trip, please note that the Consulate General of Greece adds a 15-day period to a single-entry visa, therefore, consent must be issued for the dates of the first trip + 15 days.

If the child is accompanied not by his parents, but by another person, it is necessary to provide consent from both parents, as well as copies of the pages with the personal data of the parents' internal passport, a copy of the internal passport (first page) of the accompanying person, as well as his valid visa.

To confirm sole parental rights, you must provide a certificate from the registry office (form No. 25) stating that the record about the father was made "from the mother's words" or a court decision on deprivation of parental rights, or a parent's death certificate. If the whereabouts of one of the child's parents are unknown, then just a police certificate is not enough. It is necessary to provide a court decision on deprivation of parental rights or a court permission for the child to leave the country.

#### **10. FOR A TOURIST VISA:**

- Hotel reservation / voucher / confirmation of stay. Original documents or confirmations sent by e-mail are accepted. In case of electronic confirmation of residence, it is necessary to provide an electronic confirmation with the data of all persons who intend to live in the room. In the case of renting an apartment / house from the owner, a lease agreement, a copy of the landlord's identity document, and a document confirming the payment of the rent should be provided.

- Owners of real estate in Greece should provide a copy of the real estate contract. If the owner of real estate in Greece invites an applicant, it is necessary to provide, in addition to a copy of the real estate contract, an invitation letter from the owner and a copy of their valid visa. If the owner of the property does not have a visa, then you need to provide a copy of the page with the personal data of their civil passport. Close relatives (spouses, children, parents) should provide documents confirming their relationship.

- For those traveling on a yacht the following documents are provided: contract; an invitation from the agency indicating the name of the agency, the type of yacht, the duration of the trip in days, the route; crew list; skipper's certificate; proof of payment.

## **11. FOR A VISA BY THE INVITATION OF A PRIVATE PERSON**

An invitation from a citizen of Greece / EU with full information about the inviter and the invitee (surname, first name, residence address, telephone number), relationship, if any, purpose and duration of the trip. In addition, the inviting party must indicate that it assumes all costs associated with the accommodation, alimentation and medical care of the invited person. The signature on the invitation must be certified by any public service. The invitation is valid within 3 months from the date of its issue. It is also necessary to provide a copy of the identity card and tax return of the inviter for the last year. Non-residents of Greece / EU legally residing in Greece, in addition to the invitation, must provide a residence permit, documents confirming relationship, and a tax return. If non-residents of Greece / EU legally residing in Greece invite a non-relative, then it is necessary to provide an agreement on the ownership or lease of real estate in Greece. The originals of the invitation, as well as copies sent by e-mail, are accepted for consideration.

## **12. FOR A BUSINESS VISA**

An invitation from a Greek company or organization (original or copy) on the official letterhead of the organization (with address and phone numbers), certified by the signature of the responsible person and containing information about the purpose and timing of the trip. If the inviting party bears the costs of the trip, this should be indicated in the invitation. A certificate from the applicant's place of work when applying for a business visa is required. Read about the rules for issuing a certificate from the place of work in paragraph 5 above.

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In case of applying for a multiple-entry visa, it is necessary, after carefully reading the text of the application, to sign at the end of the fourth page in the field "Health insurance obligation", in column 27 to mark the item "multiple entries" and indicate the duration of the first trip. Please note that the final decision on the issuance of any visa and its duration remains with the Consulate General.

**Please note** that from 18.10.2013 the procedure for calculating the number of days of stay in the Schengen area has changed. For correct travel planning, you need to use the calculator located at the following address: [https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/border-crossing\\_en](https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/border-crossing_en).

On this page, you must select the link “the short-stay calculator” and enter into the proposed table data on your stay in the Schengen countries.

NOTE:

**Visa applications and passport issuance can be done as follows:**

1. By personal filing of documents.
2. Through a travel agency accredited by the Consulate General of Greece.
3. If documents are submitted for a family, the presence of at least one family member is required (upon presentation of original certificates confirming the relationship).

The consulate has the right to request any other documents at its discretion.

The consular fee for considering an application for a Schengen visa is 35 euros and **is paid in rubles** directly upon submission of documents.

When contacting the visa center, in addition to the consular fee, a VC service fee is paid in the amount of 20 euros in rubles.