

Detailed explanations to the general harmonized list of documents for applicants applying for a Schengen visa to the Embassy of Greece in Moscow – Consular Section:

1. Visa application form in English or in Latin characters, filled out according to the sample published on the website, and signed by the applicant. For children/minors a separate application form must be filled out and a full package of required documents must be submitted.

2. Two (2) recent passport-sized color photos 3.5 x 4 cm, taken within the last six (6) months and not used on previous visas.

3. Original internal passport of Russian citizens and a copy of all pages.

Citizens from other regions temporarily residing in regions belonging to the Embassy of Greece in Moscow, must 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 proving the reason for this residence in the territory of this Consular district must be provided (work certificate, bank statements with the cash flow for the last 3 months confirming the transactions for the account and with the balance of the account, real estate certificate, rental agreement).

Non-Russian citizens must provide a valid internal passport of their country and a copy of pages with entry-exit stamps and visas, 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 non-Russian citizens on the territory of the Russian Federation must be valid for at least three (3) months after the return from the Schengen area.

4. International Passport valid for at least three (3) months after the return from the Schengen area with at least two (2) blank pages. A copy of the page with personal data and copies of all pages with entry-exit stamps and visas should also be provided. If applicants have an old passport, copies of its first page and copies of the Schengen visas for the last three (3) years must be provided. If applicants have a **second valid international passport**, copies of all its pages with entry-exit stamps and visas must be provided.

5. Original work certificate indicating the position, the duration of work and the monthly salary. The work certificate must be issued on the company's letterhead (indicating its address and phone number) and certified with a seal and the signature of the person in charge. The work certificate must be issued not earlier than one (1) month before the submission of the visa application.

Bank statements with the cash flow for the last 3 months confirming the transactions for the account and with the balance of the account must be submitted.

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

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

Retirees must provide a copy of their retirement certificate and confirmation of their available funds – bank statements with the cash flow for the last 3 months confirming the transactions for the account and with the balance of the account.

Applicants who are unemployed must provide bank statements with the cash flow for the last 3 months confirming the transactions for the account and with the balance of the account, certified with the seal of the bank and issued not earlier than one (1) month before the submission of the visa application.

Applicants on maternity leave must provide a certificate confirming they're on maternity leave and documents confirming their available funds – bank statements with the cash flow for the last 3 months confirming the transactions for the account and with the balance of the account.

6. If the applicants cannot confirm their financial 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 internal passport should be provided. **Attention:** only a close relative (spouse, children, parents) with confirmed kinship can be a sponsor to the applicant (original certificates and copies must 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) EUR, or 50,000 (fifty thousand) USD. When applying for a multiple-entry visa, travel medical insurance must cover at least the period of the first trip.

8. It is obligatory to provide **return air travel tickets or return air travel tickets reservations**. If travelling by car, applicants must provide an itinerary (route sheet) indicating in detail the cities/ places and the dates of stay in each country on the way to Greece, a copy of the technical passport of the car, the driver's license, and the international car insurance (Green Card).

9. For children under the age of 18 (minors):

The **original birth certificate and its copy** must be submitted.

It is also obligatory to provide a **notarized consent form** for the departure of the child from **BOTH** parents (even if they are flying together) issued not earlier than six (6) months before the submission of the minor's visa application, as well as copies of the pages with the personal data of the parents' internal passports (first pages) and their valid visas, if any. The notarized consent form must have a QR code, and **all the countries of the Schengen area** must be mentioned in the form. Old consent forms without a QR code are not accepted. The consent form should be notarized and submitted if the child travels alone, with either of the parents, as well as if both parents travel together with the child. Exceptions are made only if the parent with whom the minor is traveling has sole parental custody: in case that 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 visa application must be provided.

If the child is accompanied by another person and not by the parents, it is required to provide a notarized consent form to the accompanying person from both parents, as well as copies of the pages with the personal data of the parents' internal passports (first pages), a copy of the internal passport (first page) of the accompanying person, as well as the accompanying person's valid visa, if any. If one of the parents is dead or deprived of parental rights, in addition to the notarized consent form a death certificate of the other parent or a court decision transferring the parental custody right solely to the parent who signs the visa application must be provided.

If the parent(s) are applying for a **multiple-entry visa** for the minor, the validity period of the notarized consent form must cover the entire period of the requested visa and extend beyond the dates of the first trip. If the parent(s) are applying for a **single-entry visa** for the minor, the notarized consent form must be issued for the dates of the first trip + 15 days longer (because the Embassy of Greece in Moscow – Consular Section may add a 15-day period to a single-entry visa).

To prove **sole parental custody**, the parent must provide either a certificate from the Registry Office (the form Number 25) stating that the record about the father was made "*according to the mother*" or a court decision on deprivation of parental rights, or a parent's death certificate.

If one of the parents is unable to trace the other parent, a court decision on deprivation of parental rights or a court permission that allows the child to leave the country must be provided (in such a case a police certificate is not enough).

10. TOURISM:

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

Applicants who own real estate in Greece should provide a copy of the real estate contract.

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

11. VISITING FAMILY OR FRIENDS (INVITATION FROM GREECE)

An **invitation letter** from a Greek/ EU citizen residing in Greece must be provided that includes all information regarding the inviting person/host and the invitee/applicant: name, surname, passport number, date of birth, residence address, telephone number, the relationship, if any, the purpose of the visit, and the duration of the trip with specific dates. Additionally, the host must commit in the invitation letter to cover all expenses of the invitee's/ applicant's accommodation, nutrition, and medical care that arise during the stay in Greece. The invitation letter with the host's original signature must be certified by a Greek public Authority (police/ Citizens Service Centre (KEP)/ www.gov.gr – with a QR code). The invitation must be recent, less than three (3) months from the date of the submission of the visa application. In addition to the certified invitation letter, a copy of the host's identity card and a copy of the host's tax return for the last year must be provided. An original certified invitation letter, as well as copies sent by email are accepted for consideration.

If the invitation is from non-Greek/EU citizens legally residing in Greece, in addition to the certified invitation letter, their residence permit, their tax return for the last year and documents proving the relationship with the invitee/applicant must be provided. If non-Greek/EU citizens legally residing in Greece invite a non-relative, the ownership agreement or real estate lease in Greece must be submitted in addition to the certified invitation letter. An original certified invitation letter, as well as copies sent by email are accepted for consideration.

If Russian citizens who own real estate in Greece invite a non-relative, an invitation letter duly notarized by a Russian Notary, the real estate contract and documents proving payment of the real estate taxes must be submitted. If the invitee/applicant is a relative, in addition to the invitation letter (in this case not notarized) the real estate contract and the documents proving payment of the real estate taxes, additional documents proving their relationship with the Russian host must be provided. An original notarized invitation letter, as well as copies sent by email are accepted for consideration.

12. BUSINESS TRIP

An **invitation letter** from a Greek company or organization (original or copy) on the company's or organization's official letterhead (indicating the address and phone number) must be submitted. The invitation letter must include information about the invitee/applicant (name, surname, passport number, date of birth), the purpose of the visit/trip and the duration of the trip with specific dates. The invitation letter with the original signature of the Greek company's person in charge must be certified by a Greek public Authority (police/ Citizens Service Centre (KEP)/ www.gov.gr – with a QR code). If the inviting party/Greek company bears the costs of the business trip, this should be indicated in the invitation letter.

A work certificate from the applicant's employer must also be submitted. Please, read the respective instructions under paragraph 5.

In case of applying for a **multiple-entry visa**, it is required, after carefully reading the text of the application form, to check-in the box "*multiple entries*" and fill out the duration of the first trip under field 27 and to sign at the end of the 4th page under field "*Signature*".

Please note that the decision to grant or not an applicant's request for a Schengen visa and the validity term of the visa, if granted, comes under the exclusive prerogative of the Embassy of Greece – Consular Section.

IMPORTANT NOTE: Every applicant, including children above 12 years old must visit the Visa Application Center in person to submit their Schengen visa application on their appointment date. If a family (spouse, children, parents, grandparents) submits their visa applications, the presence of **ALL family members** is required even though they have provided their fingerprints within the last 59 months.

Please be advised that since 18.10.2013 the procedure for calculating the number of days of stay in the Schengen area has changed. For correct travel planning, please use the travel calculator under the following link: https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/border-crossing_en, scroll down to the section "*Duration of short-stay visas*", click on the link "*the short-stay visa calculator*" and fill out the respective table data regarding your stay in the Schengen area.

IMPORTANT NOTES:

Submission of visa application can be done:

1. By the applicant in person.
2. Through a travel agency **accredited** by the Embassy of Greece.

The Embassy of Greece reserves the right to request any additional documents.

The Consular fee for applying for a Schengen visa is 80 euros **paid in the equivalent amount in rubles** as per the current exchange rate at the time of the submission of the visa application. Upon submission of the visa application at the Visa Application Center for Greece, in addition to the Consular fee, applicants must pay a service fee of 30 euros paid in the equivalent amount in rubles.