

EXPLANATION TO THE GENERAL AGREED LIST FOR APPLICANTS SUBMITTING DOCUMENTS TO THE CONSULATE GENERAL OF GREECE IN SAINT PETERSBURG

(Consular district covering St. Petersburg, Leningrad, Pskov, Novgorod, Arkhangelsk, Murmansk regions and the Republic of Karelia)

ATTENTION! Each applicant (including minor children, family members, co-travelers, etc.) must have their own individual package of documents with all required copies of passports, certificates, financial documents and documents confirming the trip!

1. Correctly filled out application form (**in English or with Latin characters**) signed by the applicant. For minors the application form should be filled in and signed by one of the parents (parent's information should be indicated in paragraph 10 of the application form).

The application form is printed on two separate pages.

2. 2 color photos 3.5 x 4.5 cm taken no earlier than 6 months and not used in previous visas. One photo must be glued to the profile. The number of a valid international passport must be written on the back of the second photo.
3. Original internal passport of Russian citizen and a copy of all used pages. **Copies should be double-sided, with two double-page spreads of the passport on each page.**

Citizens from other regions, **long-term** residents in the North-West region, provide a certificate of temporary registration in this consular district, issued by the Ministry of Internal Affairs and valid for the entire planned trip + a copy of registration.

If no registration is available, it is necessary to provide documents confirming the fact of long-term residence in the territory of this consular district (original work certificate, original student status confirmation, rent certificate).

Foreign citizens provide their valid internal passport of their respective country + copies of all its used pages, as well as documents, which prove the legal and **long-term** residence in this consular district: residence permit in Russia; or temporary registrations confirmed by the Ministry of Internal Affairs + migration card + work permit (originals and copies). Documents confirming the legal status of a foreign citizen on the territory of the Russian Federation should be valid for at least three months after returning from a trip.

4. Foreign passport issued no more than 10 years before the submission of documents, valid for at least 3 months after the expiry of the requested visa and with at least two free pages + copies of pages: with personal data and copies of Schengen visas for the last three years, as well as all entry-exit stamps to Schengen. If you have an old passport, you must provide its original + copies of the page with personal data, copies of Schengen visas for the last three years as well as all entry-exit stamps to Schengen. Copies should be double-sided, with two double-page spreads of the passport on each page. If you have a second valid passport, you should provide its original and copies of all pages.

5. Documents confirming the financial means and social and professional status of the applicant:

Proof of financial means:

- A bank statement covering at least 3 preceding months. The statement must have information about the balance, be certified by the seal of the bank and issued no earlier than a month before the submission of documents. If the applicants cannot confirm their funds and income level, a sponsor's letter covering all the applicant's expenses, sponsor's bank statement (see above) in the original, copies of documents confirming the relationship to the applicant and a copy of the first page and of the registration page of the sponsor's civil passport should be provided. **Only a close relative (spouses, parents, children, grandmothers, grandfathers) can act as a sponsor.**
- Proof of real estate property in Russia (if exist).

BESIDES:

Working citizens provide the original certificate from their place of work indicating their position, the duration of work and their average monthly salary. The certificate must be issued on the company's letterhead (featuring the address and phone numbers) and certified by the signature of the responsible official and the seal. Certificates issued not earlier than a month before the submission of documents are accepted.

If the applicant works for an individual entrepreneur, it is necessary, in addition to the certificate, to attach a copy of the certificate of registration of the individual entrepreneur.

If the applicant in the capacity of the director of the company signs a certificate of employment by themselves, it is also necessary to provide a copy of the company's order to appoint them as director.

Individual entrepreneurs should provide a copy of their registration as individual entrepreneur or registration as individual entrepreneur in the tax office, a copy of the tax declaration or a bank statement covering at least 3 preceding months (see above).

Students should provide a copy of their student ID or a certificate from the dean's office (mandatory if they do not have registration in this consular district).

Retirees provide a copy of their pension certificate.

6. 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 due to 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 duration of the first trip.**

7. Return air travel ticket reservations.

8. For children under the age of 18: original birth certificate + a copy.

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. The notarized consent form from the parent(s) or legal guardian must be issued no earlier than 6 months before the submission of the minor's documents. Consent of the parental authority or legal guardian is not required 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.

A copy of the page with personal data and a valid registration from the parent's internal passport should be attached to their consent.

If the parents accompanying the child have a valid visa, its copy, as well as a copy of the first page of the international passport, should be attached to the application.

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 "based on the mother's account", 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, a police certificate alone is not enough. It is necessary to provide a court decision on deprivation of parental rights or court permission for the child to leave the country.

Please note that the final decision on issuing a multiple-entry visa rests with the consulate.

9. **FOR A TOURIST VISA:**

Hotel reservation / voucher / confirmation of stay. Original documents or confirmations sent by fax / e-mail are accepted.

To confirm your stay at a hotel, you should provide a hotel voucher, issued on the official letterhead of the hotel and certified by the signature and seal of the responsible hotel employee. The voucher must contain personal data of all persons staying together and the dates of their stay at the hotel.

In the case of electronic hotel reservation (e.g. through booking.com, Airbnb.com, etc), you should provide a form from the site containing the personal data of all persons staying in the room and the dates of their stay at the hotel.

When buying a tour from a travel agency, provide a voucher certified by the seal of a Greek company or hotel, and a copy of the first page of the agreement ("visa support").

In the case of renting an apartment / house from the owner, provide a lease agreement, a copy of the landlord's identity document.

Travelers on a yacht must provide a crew list and an invitation from the agency, drawn up on the official letterhead of the agency indicating the type of yacht, the number of days of travel, the itinerary sheet, or a contract containing all of the above information.

Owners of real estate in Greece should provide the original and a copy of the real estate contract, as well as a copy of the extract from the registry of private property issued by relevant Greek authorities and the copies of the receipts for communal payments concerning real estate in Greece.

If the real estate owner invites the applicant, in addition to the documents listed above, the following documents should be provided: an invitation letter from the owner of the property (indicating the personal data of the owner, the property and the invited persons), a copy of the page with personal data and valid visa of the real estate owner's international passport and documents confirming the family relation (if the owner invites family members: spouse, children, parents). If the owner does not have a visa, a copy of the page with the personal data of their civil passport must be provided.

10. FOR A VISA BY INVITATION FROM A PRIVATE PERSON:

An invitation from a Greek / EU citizen with all personal data of the inviter and the invitee (surname, first name, residence address, telephone number), family relation, if any, purpose and duration of the trip. In addition, the inviting party must indicate that it assumes all costs associated with the accommodation, sustenance, and medical care of the invited person. The invitation must be issued through any public service (i.e. Citizen Service Center, Police) or website www.gov.gr. The invitation is valid within 3 months from the date of issue. It is also necessary to provide a copy of the identity card and tax return of the inviter for the past year.

Non-residents of Greece / EU legally residing in Greece must, in addition to the invitation, provide a copy of the passport, residence permit, documents confirming relationship, if any, and a tax return. Originals of the invitation, as well as copies sent by fax or e-mail are accepted.

11. 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 and rents a hotel room, this should be indicated in the invitation (including the hotel data). If the inviting party does not bear all the costs of staying in Greece, a hotel reservation is necessary.

When applying for a multiple-entry visa, it is necessary, after carefully reading the text of the application, mark the item “multiple entries” in column 27 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.

For correct travel planning and counting the number of days of stay in the Schengen zone, use the calculator at the following address: https://home-affairs.ec.europa.eu/policies/schengen-borders-and-visa/border-crossing/short-stay-visa-calculator_en

On this page, select the link “short-stay visa calculator” and enter the dates of your stay in the Schengen states into the table.

NOTE:

- **The minimum amount of money required from a traveler entering Greece is 50 (fifty) euros per day.**
- **The consulate has the right to request any other documents at its discretion.**
- **The consular fee of 80 euros for processing an application for a Schengen visa is paid in rubles directly upon the submission of documents.**
- **When contacting a visa center, in addition to the consular fee, a VC service fee of 30 euros in rubles is paid.**
- **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 (in case of obtaining a tour in touristic agency).**