

## GREECE: Putting documents in order

**Please note: every applicant should have their own package of documents including all the below mentioned ones. Please arrange the documents of every applicant in the following order:**

1. Application form with two photos glued onto it.
2. Copies and originals of the valid and previous foreign passports (first page + Schengen visa for three years and entry / exit stamps).
3. Copy and original of the internal passport of Russian citizen (all used pages).
4. Copy and original of temporary registration (if any), valid for at least 1 month before the submission of the documents and covering the duration of the entire planned trip.
5. Documents confirming funds and income level of the applicant (issued no earlier than 1 month before the submission):
  - **for employed applicants:** work certificate or 2-NDFL (for the current year).
  - **for individual entrepreneurs:** certificate of registration as individual entrepreneur or extract from individual entrepreneurs register, tax return for the latest reporting period and bank statement.
  - **for unemployed:** bank statement or sponsor's package of documents for a close relative (spouses, parents, children, grandparents may all act as sponsors) confirming their funds and income level, a copy of the first page of Russian citizen internal passport and a copy of documents confirming kinship.
  - **for students:** educational certificate or a copy of valid student ID + bank statement or sponsor's package of documents
  - **for retirees:** copy of retirement certificate and bank statement or sponsor's package of documents
  - **for applicants on maternity leave:** work certificate or sponsor's package of documents.
6. Documents confirming the purpose of the trip:

<b>Tourism</b>	<b>Hotel:</b> online hotel booking for all applicants <b>or</b> confirmation from the hotel on its letterhead certified by the signature of the person in charge and sealed.
	<b>Organized trip:</b> voucher certified by the seal of a Greek company/hotel
	<b>Rent:</b> lease agreement, copy of the landlord's identity document, document confirming the payment of rent.
	<b>Property:</b> copy of a document confirming ownership, a copy of individual property register extract + tax return for the latest economic or the latest electricity payment confirmation.
	<b>Owner's spouses, parents, children:</b> copy of a document confirming ownership, copy of individual property register extract + tax return for the latest economic or the latest electricity payment confirmation, copies of documents confirming kinship, copies of the foreign passport of the owner (pages with personal data and visa).
	<b>Owner's guests:</b> owner's invitation letter, copy of a document confirming ownership, copy of individual property register extract, copies of the foreign (pages with personal data and visa) and the internal (pages with personal data and registration) passport of the owner.
	<b>Yacht:</b> crew list, invitation from foreign agency, contract with payment confirmation, travel route.
<b>Visiting relatives, friends</b>	Invitation from individual person, copy of inviting person's ID, copy of the tax return for the latest economic year.
<b>Pilgrimage</b>	Invitation from monastery or pilgrimage bureau.
<b>Business/ Culture/ Science/ Sport</b>	Invitation from organization + confirmation of stay (if the stay is not confirmed by the invitation).

7. Travel insurance policy.
8. Air, train, bus tickets.  
By car: itinerary sheet, vehicle registration certificate, driver's license copy, international car insurance (Green Card).
- 1) **For foreign citizens:** a copy of all used pages of valid internal passport of their country, valid visa (if any), registration in systemic credit organization valid for at least one year for the moment of application, permit for work in Russia (except for citizens of Belarus, Kazakhstan and applicants with a residence permit). 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.

**For minors:** copy of birth certificate, original and copy of the notarized travel consent from the parent(s), copies of pages with personal data and registration from internal passport of Russian citizen of the parent(s) who issued the travel consent, or alternative documents – original and copy of the form No. 25 certificate, original and copy of the death certificate for the relevant parent, original and copy of the court decision on deprivation of parental rights. *When applying for a MULTI visa for a child, a consent of both parents should be attached.* 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. 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.

9. Consent to the processing of personal data.