

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

1. Visa application form filled out properly (in English transliteration) and signed by the applicant. For children registered in their parents' passport (each applicant needs a passport, the same is for children) a separate application form is to be filled out.
2. One (1) color photo 3.5 x 4 cm (conforming to ICAO standards), 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 and a copy of all used pages.  
Foreign citizens provide a valid internal passport of their country + a copy of all its used pages, as well as a valid residence permit in the Republic of Belarus, temporary registration. Documents confirming the legal status of a foreign citizen on the territory of the Republic of Belarus must be valid for at least three months after returning from the trip.
4. Foreign passport valid for at least 3 months after the expiration of the requested visa with at least two free visa pages. A copy of the page with personal data and copies of all used 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.
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 no 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) and a copy of the tax return or a bank statement.

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

**Retirees** provide a copy of their retiring certificate and confirmation of their available funds. Unemployed may provide a bank statement, certified by the seal of the bank and issued no earlier than a month before the trip. Persons on maternity leave provide a certificate confirming their 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 (spouses, parents, children, grandparents).

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 (+15days)

8. 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 and a copy of driver's license.

9. For children under the age of 18: it is obligatory to provide notarized consent, with a QR code, for the departure of the child from both parents (or official representatives) if the child travels alone, with one of his/her parents as well as if BOTH parents are travelling with the child. The consent must be issued not more than 30 days from the date of submission of the application and copies of the parents' internal passports must be attached to the consent (only the first pages).

Exceptions are made only when the parent whom the child is travelling with, has all 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.

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). Accordingly, in the application form the period of the requested visa must completely coincide with the period of the exit consent validity. If the validity of the exit consent is less than the period specified in the application form, the validity period of the visa may be limited by the period specified in the consent.

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 (case of quarantine due to covid infection)

To confirm exclusive 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.

#### 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.

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 or with e-signature certified by CA: [www.gov.gr](http://www.gov.gr). 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 24 to mark the item "multiple entries", in column 25 to indicate the duration of the first trip and next in brackets to put 90 (the number of days allowed for stay in the Schengen area for six months). In columns 29 and 30, it is necessary to indicate the dates of the visa you are applying for.

**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, 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.