

LIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED BY APPLICANTS FOR A SCHENGEN VISA

A. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS FOR TOURISM

- (1) Proof of travel for the entire trip
- (2) Proof of accommodations (hotel reservations for all cities to be visited)
- (3) Proof of means of subsistence. For example:
 - Proof of regular income e.g., salary slips of the last three months
and /or
 - Bank account statements of the account turnover during the last three (3) months
- (4)(a) If the applicant is **employed** the following documents are required:
 - Letter of employment stating position and annual/monthly salary
 - Bank or credit card statements for the last three (3) months indicating his /her financial standing
- (b) If the applicant is **retired** he/she must provide pension statement
- (c) If the applicant is **self-employed** the following documents are required:
 - A certificate of business registration
 - Income tax assessment
- (d) If the applicant is a **student** the following documents are required:
 - A recent letter from their educational institution (school, college or university) stating that he/she is in good standing, as well as their major and expected date of graduation.
 - Foreign students are expected to present a valid student visa in addition to the above-mentioned document.
 - If the student has a scholarship, he/she must submit the scholarship papers.
- (e) If the applicant is unemployed he/she must provide the following documents:
 - Proof of their spouse's employment (a detailed letter from the employer)
 - Spouse's last three (3) pay stubs
 - Photocopy **and** translated copy of marriage certificate
- (f) Minors under 18 years of age must be accompanied by both parents/legal guardians as well as the following documents:
 - Original birth certificate of the minor. (Please note that if the birth certificate has been issued by a country other than Canada, the parents must have it certified by the competent Embassy and it must be accompanied by an official translation)
 - Parents'/ guardians' passports (originals and photocopies)

Minors, under 18 years of age, must be accompanied by both parent/legal guardian. If one parent/legal guardian is out of Canada, the written consent of the other is required. The authenticity of the signature of this parent should be validated by a Greek authority.

B. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS TO VISIT FAMILY OR FRIENDS

- (1) Proof of travel for the entire trip
- (2) Original invitation letter, duly signed by the host , whose signature needs to be verified by a Greek authority (Police or KEP)
- (3) Proof of means of subsistence. For example:
 - Proof of regular income e.g., salary slips of the last three months and /or
 - Bank account statements of the account turnover during the last three (3) months
- (4) The following documents need to be presented for either of the above-mentioned categories:
 - (a) If the applicant is **employed** the following documents are required:
 - Letter of employment stating position and annual/monthly salary
 - Bank or credit card statements for the last three (3) months indicating his /her financial standing
 - (b) If the applicant is **retired** he/she must provide pension statement
 - (c) If the applicant is **self-employed** the following documents are required:
 - A certificate of business registration
 - Income tax assessment
 - (d) If the applicant is a **student** the following documents are required:
 - A recent letter from their educational institution (school, college, university) stating that he/she is in good standing, as well as their major and expected date of graduation.
 - Foreign students are expected to present a valid student visa in addition to the above-mentioned document.
 - If the student has a scholarship, he/she must submit the scholarship papers.
 - (e) If the applicant is unemployed he/she must provide the following documents:
 - Proof of their spouse's employment (a detailed letter from employer)
 - Spouse's last three (3) pay stubs
 - Photocopy **and** translated copy of marriage certificate
 - (f) Minors under 18 years of age must be accompanied by both parents/legal guardians, as well as the following documents:

- Original birth certificate of the minor. (Please note that if the birth certificate has been issued by a country other than Canada, the parents must have it certified by the competent Embassy and it must be accompanied by an official translation)
- Parents'/ guardians' passports (originals and photocopies)

Minors, under 18 years of age, must be accompanied by both parent/legal guardian. If one parent/legal guardian is out of Canada, the written consent of the other is required. The authenticity of the signature of this parent should be validated by a Greek authority.

C. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS FOR BUSINESS TRAVEL

- (1) Proof of travel for the entire trip
- (2) Proof of accommodations (hotel reservations for all cities to be visited)
- (3) Proof of means of subsistence. For example:
 - Proof of regular income e.g., salary slips of the last three months
and /or
 - Bank account statements of the account turnover during the last three (3) months
- (4) (a) If the applicant is **employed** the following documents are required:
 - Letter of employment stating position and annual/monthly salary
 - Bank or credit card statements for the last three (3) months, indicating his /her financial standing
 - Letter from employer stating the purpose of this trip, employee's position within the company and length of employment. If applicable, indicate who will be responsible for the coverage of expenses for the duration of this trip (e.g., his/her employer or the Greek company being visited).
- (b) If the applicant is **self-employed** the following documents are required:
 - A certificate of business registration
 - Income tax assessment
 - Invitation letter from the Greek company (providing the full name and contact information of the contact person in Greece) confirming the business trip and the itinerary of the visit.

D. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS TO ATTEND CULTURAL EVENTS/SPORTS EVENTS/CONFERENCES

- (1) Proof of travel for the entire trip

(2) Proof of accommodations (hotel reservations for all cities to be visited)

(3) Proof of means of subsistence. For example:

- Proof of regular income e.g., salary slips of the last three months and /or
- Bank account statements of the account turnover during the last three (3) months

(4) The following documents are required regarding the different type of events.

(a) For cultural events or conferences:

- An invitation from the organizer of the event or the contract concluded by the cultural service provider or invitation to a creative work

(b) For sporting events:

- An invitation from the sports club/federation **OR** the accreditation confirming the participation in the sporting event.
- Confirmation from the applicant belongs to sports club /federation

(5) The following documents regarding the personal situation of the applicant shall be presented for any of the above-mentioned categories:

(a) If the applicant is employed:

- Letter of employment stating position and annual/monthly salary
- Bank or credit card statement for the last three (3) months, indicating his /her financial standing

(b) If the applicant is **retired** he/she must provide pension statement

(c) If the applicant is **self-employed** the following documents are required:

- A certificate of business registration
- Income tax assessment

(d) If the applicant is a **student** the following documents are required:

- A recent letter from their educational institution (school, college, university) stating that he/she is in good standing, as well as their major and expected date of graduation.
- Foreign students are expected to present a valid student visa in addition to the above-mentioned document.
- If the student has a scholarship, he/she must submit the scholarship papers

(e) Minors under 18 years of age must be accompanied by both parents/legal guardians as well as the following documents:

- Original birth certificate of the minor. (Please note that if the birth certificate has been issued by a country other than Canada, the parents must have it certified by the competent Embassy and it must be accompanied by an official translation)
- Parents'/ guardians' passports (originals and photocopies)

Minors, under 18 years of age, must be accompanied by both parent/legal guardian. If one parent/legal guardian is out of Canada, the written consent of the other is required. The authenticity of the signature of this parent should be validated by a Greek authority.

E. LIST OF SUPPORTING DOCUMENTS FOR SCHENGEN VISA APPLICATIONS REGARDING STUDIES/PARTICIPATION IN EU EDUCATION/TRAINING OR RESEARCH PROGRAMS

- (1) Proof of travel for the entire trip
- (2) Proof of accommodations (hotel reservations for all cities to be visited)
- (3) Proof of means of subsistence. For example:
 - Proof of regular income e.g., salary slips of the last three months and /or
 - Bank account statements of the account turnover during the last three (3) months
- (4) The original acceptance letter issued by the Greek Educational Institution, certified by the Greek Ministry of Education is required for any of the above-mentioned categories.
- (5) The following documents shall be presented regarding the applicant's personal situation for any of the above-mentioned categories:
 - (a) Applicants employed as teachers/professors must submit a letter from their employer and/or approval of their leave.
 - (b) If the applicant is a **student** the following documents are required:
 - A recent letter from their educational institution (school, college, university) stating that he/she is in good standing, as well as their major and expected date of graduation.
 - Foreign students are expected to present a valid student visa in addition to the above-mentioned document.
 - (c) Minors under 18 years of age must be accompanied by both parents/legal guardians, as well as the following documents:
 - Original birth certificate of the minor. (Please note that if the birth certificate has been issued by a country other than Canada, the parents must have it certified by the competent Embassy and it must be accompanied by an official translation)
 - Parents'/ guardians' passports (originals and photocopies)

Minors, under 18 years of age, must be accompanied by both parent/legal guardian. If one parent/legal guardian is out of Canada, the written consent of the other is required. The authenticity of the signature of this parent should be validated by a Greek authority.