

<b>For Consulate Use</b>	
Pre-screening	
Personnel Initials	



20 January 2016

### SELF-CHECK LIST for TOURIST/BUSINESS VISA APPLICATION

#### Eligibility:

We only receive visa applications from:

- Holders of Philippine passports with permanent address in the Philippines.
- Holders of non Philippine passports registered as permanent residents in the Philippines.
- To determine if you require a visa to travel to Greece, please visit:  
<http://www.mfa.gr/en/visas/visas-for-foreigners-traveling-to-greece>

#### Required Documents (originals only):

- Completed Self-Check List**
- Application Form**
  - One (1) duly filled (typewritten) application form (available on our website).
- Photo**
  - One (1) recent passport-sized photo with white background pasted on the application form.
- Passport**
  - Passport with a minimum remaining validity of six (6) months after the starting date of the travel, at least two (2) adjacent free pages and no existing valid Schengen visas.
- Previous Passports**
  - All previous passports. Affidavit of loss for any previous passports lost, stolen or destroyed.
- For applicants with non-Filipino passports: valid ACR and re-entry permit**
- Financial Means (all documents required)**
  - Formal bank certificate addressed to the Consular Section, indicating the applicant's bank account remaining balance and average daily balance for the past six (6) months, accompanied by past six (6) months account statement and original bank book.
  - Latest income tax return form (ITR).
  - Property titles, if applicable.
- Employment Status**
  - For employees: formal certificate of employment addressed to the Consular Section, stating salary level and authorizing leave of absence for the duration of the travel.
  - For self-employed: latest business permit, company's registration and incorporation document (GIS), and company ITR.
  - For University students: recent certificate of enrolment, and formal letter authorizing the student's absence outside regular holidays.
- If invited:**
  - Dully signed recent original invitation letter from the inviting person or company addressed to the Consular Section, guaranteeing repatriation and coverage of travel, accommodation and any medical expenses, accompanied by a photocopy of the signatory's id/passport.
  - If invited by Greek: solemn declaration ("Υπεύθυνη Δήλωση") with authenticated signature and same content as above. If invited by Portuguese: "Termo de Responsabilidade".
- For minors:**
  - Joint notarized affidavit of both parents/legal guardians giving their consent for the travel, accompanied by photocopies of their passports.
  - Recent original copy of birth certificate issued by NSO.
  - In addition to the above, DSWD clearance is required if the applicant is not travelling with either of his/her parents or legal guardians.
  - Recent certificate of school enrolment and formal letter authorizing the student's absence outside regular school holidays.
- Detailed travel itinerary**
- Flight reservations (purchased tickets not required)**
  - Including flights within Schengen countries.
  - Please note: your departure date from the Philippines should be at least fifteen (15) days after application submission date.

**Confirmed hotel reservations**

- For the entire duration of your stay in the Schengen area.

**Travel health insurance**

- From an internationally recognized insurance company, for the entire duration of your stay in the Schengen area, valid in all Member States and with a minimum coverage of €30,000.

**One (1) set of photocopies of all documents**

- For passports: only pages with the holder's id and affixed visas or stamps.

**Important notice:**

You may be required to present the above-mentioned documents at any time during your travel. Please note that visa issuance does not guarantee your entry into Schengen area: this decision lies exclusively with border control authorities.

**Visa application procedure:**

Request for a visa appointment through our dedicated email address only ([visa.man@mfa.gr](mailto:visa.man@mfa.gr)) following the exact format provided on our website.

Kindly send a single email for groups or families travelling together.

You should immediately receive an automatic reply confirming reception.

You will be informed of your allocated appointment date and time by email as soon as possible.

**Please note:**

Personal appearance of all visa applicants is mandatory.

We reserve the right to allocate appointments outside applicant's preferred dates.

Allocated appointment slots are definite and not subject to change.

In case of non appearance, applicants forfeit their allocated appointment slot.

**On the day of your appointment:**

Bring all required documents in a long brown envelope, with your surname, name and contact number written in bold capital letters on the upper left corner.

Enclosed documents should be in the order of the self-check list.

Arrive on time and proceed to the counter to submit your application.

After application pre-screening, you will be given instructions on how to pay the visa fee by bank deposit (cash only, fee amount subject to change according to Euro exchange rate).

Upon receipt of payment, your application and biometric data will be registered.

A short interview may follow.

**Please note:**

Visa fee payment is a prerequisite for examining your application: it is not refundable and it does not guarantee visa issuance.

You may be required to provide additional documents, based on the outcome of your interview.

**Visa release:**

You may claim your passport in person or by authorised representative, fourteen (14) days after submitting your application.

No appointment is required: simply visit us Monday to Friday from 13:00 to 14:00.

You may inquire on the possibility of an earlier visa release, subject to availability.

You may only retrieve your passport pending visa issuance by withdrawing your application entirely.

**Please remember:**

We cannot accommodate telephone or email inquiries on the outcome of your application, or the release date of your visa.

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