VISA APPLICATION CENTER FOR GREECE

Applicant's Name and Surname:		
Email address:		
Visa Type: **SHORT TERM SCHENGEN "Type-C" VISA** **Purpose of travel:** **STUDY, RESEARCH OR EDUCATIONAL TRAINING**	**Submitted**	**Missing**
>> Application form - Application form filled-in in Latin characters (English language) and signed by the applicant (personally submitted and singed in front of the visa officer). If applicants apply for Greece, the stay in Greece should be the longest or equal to other Schengen Member States. In case of equal duration stay, Greece should be the first State of entry. If applicants apply for Portugal, the stay in Portugal should be the longest or equal to other Schengen Member States. In case of equal duration stay, Portugal should be the first State of entry. Details and the signature on the application form must be exactly as they appear in the passport. • **If the applicant is a minor (under 18 years old):** Application form filled-in in Latin characters (English language) and originally signed by both the parents/ legal guardians (personally submitted and signed in front of the visa officer). **>> ID Photo** - Recent (not older than 6 months from the date of application) passport-size colour photo in white or off-white background matching ICAO specifications: • 3,5 x 4 cm (approx. 1.2 x 1.6 inch) • with a light background (white or off-white) so that features are distinguishable • in color and with facing forward • with the forehead and ears visible, without heavy jewelry • full face, non-smiling (without sunglasses, a hat/ cap or other head covering, unless the applicant wears such items because of their religious belief or ethnic background) • of high quality and printed on normal photographic paper (camera print), preferably not glossy	☐	☐
>> Passport/ Travel Document - Signed passport, valid for at least 3 months after the departure from the Schengen area. - It must contain at least 2 empty pages to affix the visa. - It must be issued within the last 10 years on the day of leaving the Schengen area. Passports issued more than 10 years before are not accepted; in that case, the applicant first needs to get a new passport. **>> Copy of the passport/ travel document** - Photocopy of the biometric data page; If signature is not on the biometric data page, a photocopy of the signature page is also required. **>> Original old passport with previous visas** - Original old passports with previous Schengen, Australia, Canada, U.S.A., U.K. visas with the stamps, if applicable. **>> For non-Filipino citizens** - For non-Filipino citizens, the original and a copy of the Alien Certificate Registration (ACR), valid at least 3 months beyond the date of departure from the territory of the Schengen area must be provided. **If the applicant is a minor (under 18 years old) and travelling with both the parents, alone or with only one parent or legal guardian:** - Application form filled-in in Latin characters (English language) and signed by both the parents or legal guardians in front of the officer. - Both parents' or legal guardians' original passports and a copy of them. If signature is not on the bio-page, a photocopy of the signature page is also required. - Original birth certificate, certified by the Philippine Statistics Authority (PSA). - If the minor is travelling alone or with only one parent/legal guardian: an original written consent, affidavit of support and valid ID of the non-travelling parent/legal guardian OR proof of sole custody of the travelling parent/legal guardian must be submitted. • Exception: If the name of the father does not appear on the PSA issued birth certificate, no written consent is required - If the minor is travelling alone: Department of Social Welfare and Development (DSWD) clearance must be submitted.	☐	☐

>> Travel Insurance - Copy of travel insurance policy clearly showing the applicant's full name. - It must be **valid for all Schengen States/ countries** and covering the entire period of the intended stay in the Schengen Area. - The minimum coverage of EUR 30.000 for any expenses for repatriation, urgent medical attention, emergency hospital treatment and death during stay must be mentioned.	☐	☐
>> If applicant is travelling with spouse and/or children - If applicant is travelling with spouse, original marriage contract, certified by the Philippine Statistics Authority (PSA) must be submitted. - If applicant is travelling with children, original birth certificates of children, certified by the Philippine Statistics Authority (PSA) must be submitted.	☐	☐
>> Proof of ties in the Philippines - Proof of social security contributions, if applicable. - Copy of real estate property – title-deeds, if applicable. - Proof of family ties in the Philippines (e.g., original birth certificate of children or original marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA).	☐	☐
>> Proof of sufficient financial means - Recent individual Income Tax Return (ITR) - Applicant's original personal bank certification, bank books, personal bank statements covering at least 6 months, stating applicant's name and surname, showing regular income, credit card statements and balance; it is required even if company/ organization/ institution pays for the trip. The bank certification must be issued 1 week prior to the date of the application. • Business/saving accounts can be submitted in addition (if the applicant's full name is not stated on the business account, a letter from the Accountant/ Solicitor/ bank Manager confirming the applicant has signing powers must be submitted). **If the applicant is sponsored (please note that only immediate family members – spouse or children – can sponsor each other):** - Sponsor's original passport and a copy of it; If signature is not on the bio-page, a photocopy of the signature page is also required. - Proof of relationship such as original marriage or original birth certificate. - Sponsor's original personal bank certification, bank books, personal bank statements covering at least 6 months, stating sponsor's name and surname, showing regular income, credit card statements and balance. The bank certification must be issued 1 week prior to the date of the application. - Notarized affidavit of support	☐	☐
>> Proof of current occupation **For employees:** - Original certificate of employment, not older than 1 month prior to the date of the application, specifying the date of recruitment and position in the company. - Original recent employment letter, with an original stamp and signature from the HR department of the company or from the employer, addressed to the Embassy of Greece in Manila, confirming the leave approval and specifying the dates of vacation and destination. - Recent individual Income Tax Return (ITR) **For self-employed/ business owner:** - Proof of business registration, issued by the Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business - Business financial statement, covering at least 6 months - Recent individual Income Tax Return (ITR) **For students/ pupils**: - Proof of enrolment at the school/ college/ university - In case the student/ pupil has the intention to travel during academic/ school year, a recent original letter from school/ college/ university addressed to the Embassy of Greece in Manila with original signature and stamp authorizing his/her absence. - Notarized affidavit of support	☐	☐
>> Proof of travel arrangements - Detailed day-to-day itinerary for the entire stay (to explain the whole trip, with destinations and dates). If applicant is also travelling to other Schengen States, proof of travel in each of the Member States, as follows below: - Return travel ticket reservation with travel dates and booking reference specifying entry and exit from the Schengen Area, clearly stating the applicant's name, if applicable.	☐	☐

>> Proof of accommodation and booking details - Hotel/ holiday home confirmed booking confirmation: Applicant's name and surname, arrival and departure date, address of the hotel and contact details should be clearly stated. If the applicant's name is not mentioned on the accommodation reservation, then a joint travel cover letter, signed and dated by the person whose name is on the reservation must also be provided along with a photocopy of that same person's passport/ ID card and signature page, if signature is not on the bio-page of the passport. If applicant is also travelling to other Schengen States, proof of accommodation in each of the Member States is required. • For Cruise: full itinerary with the passenger's details from the company. • For Yacht/ Sailing: letter from sailing company/ skipper with itinerary for each day and details of applicants travelling for vacation. Yacht registration and a copy of the skipper's passport is required. **>> If the applicant is hosted by family in Greece/ Portugal:** - Cover letter from the host in Greece/ Portugal clarifying their relationship with the applicant; it must be addressed to the Embassy of Greece in Manila. - Invitation letter from the host, confirming names, dates and accommodation. The invitation letter must be recent (not older than 30 days from the date of the application) and, clearly identify the host and the invitee/applicant (name, address, date of birth, passport number, occupation and permanent residence); the purpose of the visit; dates of stay and accommodation details (where will the invitee/applicant stay and who pays for it). - A copy of the passport of the host. - Proof of relationship with the host, such as copy of birth certificate or copy of marriage certificate, if applicable. - The applicant also needs to provide the host's proof of residence (utility bill/ tenancy agreement/ deeds of property) in addition to the abovementioned documents. - Host's permit of stay in Greece/ Portugal, if host is non-EU citizen.	☐	☐
>> Additional documentation related to the purpose of the trip: **For study, research, educational training or other type of internship**: - Original certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses OR - An original cover letter from the inviting company/organization, with official stamp and signature of the company/organization, containing the following information: a. first name, last name, passport number and date of birth of the invited person b. the function of the invited person c. exact dates and duration of the intended stay d. the purpose of the visit and the activity undertaken during the stay e. address of residence in the hosting country f. specification of who covers the costs that arise from the visit g. copy of the passport of the responsible person in the hosting country h. full address and contact details of the company/organization i. name and position of the countersigning company representative - Any additional documents related to the purpose of the trip, if applicable.	☐	☐

GVCW Submission Officer Name: _____

Applicant's Signature: _____