



Applicant's Name and Surname:		
Email Address:		
Purpose of Visit:	Yes	No
<p>- <u>Passport</u> Attention: Passports with entry and exit stamps of Northern Cyprus are not accepted for consideration</p> <ul style="list-style-type: none"> - Valid for a period of at least 3 months beyond the applicant's last day of stay in the Schengen States - At least two blank pages to affix visa - For non-residents of Kazakhstan: residence permit confirmation or temporary registration or please contact directly the Greek Consulate for permission to submit documents on the basis of registration and an employment contract. - For Russian Federation citizens: labor contract and temporary registration (both should be valid for at least 3 months after the date of return to Kazakhstan) <p>- <u>Copy of the passport</u></p> <p>- <u>The ID card and a photocopy of the ID card</u></p> <ul style="list-style-type: none"> - <u>Two recent passport-size photos</u>: With white back ground, in color, not older than 3 months and must not have been used anywhere in the current or previous passports 	<input type="checkbox"/>	<input type="checkbox"/>
<p>- <u>Application form</u></p> <ul style="list-style-type: none"> - <u>Completed and signed by the applicant</u> (the stay in Greece should be the longest or equal to other Schengen Member States or in case of equal duration stay, Greece should be the first State of entry) - If the applicant is a minor: - All children have to submit own passports. - A separate Application Form for each child with photographs and set of documents shall be required. - Original full unabridged birth certificate (original to be seen) and a copy should be submitted and the official documents/ court decisions establishing the minor's parents/ legal guardians - The unabridged birth certificate should be verified by Notary (when providing the original to the employees of the visa center to be seen, the copy does not need to be certified) - If the child is not travelling with either parents, or the validity period of the visa is different for the child than one of the travelling parents, the original of a notary public form of the non-travelling parent (original to be seen) and a copy are required to be submitted along with a copy of his passport - If the child is being accompanied by another person, and not the parent, a notary public form from both parents is being required along with copies of their passports. - In case a child has ONLY one parent, then the document that needs to be provided should state that the child was raised alone by the Father or the Mother (e.g. the Death certificate or Decision of the court stating that one of the parents was deprived of his/her parent's rights, a certificate stating that the father is indicated according to the mother) and should be Verified by notary. - <u>Both parents/ legal guardians</u>: - must sign the application form of the child <u>in person at the Visa Application Center</u> - must provide certified copies of both parent's IDs/ passports (when providing the original IDs/ passports to the employees of the visa center to be seen, copies do not need to be certified) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> - <u>Copy of round-trip air-ticket</u> with dates specifying entry and exit from Schengen State. Please provide a copy for each application. - <u>Full Itinerary for the entire stay (to explain the whole trip, with destinations and dates)</u> - Please ensure the reservation states the passenger's name - The visa of the final country of destination (if needed) should be obtained before applying for a Schengen visa 	<input type="checkbox"/>	<input type="checkbox"/>
<p>- <u>Original and a Copy of Travel Insurance Policy</u></p> <p>- Note: Insurance is a mandatory document for all applicants</p> <ul style="list-style-type: none"> - Covering the entire period of intended stay - Valid for all Schengen States - Address to the Consular Section of the Embassy of the Hellenic Republic in Astana - Covering any expenses for repatriation, urgent medical attention, emergency hospital treatment or death during stay - Minimum coverage EUR 30 000 (clause to be stated on the medical insurance) 	<input type="checkbox"/>	<input type="checkbox"/>



<p>- Proof of accommodation:</p> <p>For Tourists: hotel / holiday home confirmed reservation or tour vouchers (proof of prepayment of accommodation of at least 20% must be submitted). Reservations from <i>booking.com</i> are accepted only upon confirmation of 100% prepayment. It should clearly state names of applicants, arrival and departure date, address of the hotel and contact details. All confirmation of vouchers should be from the hotel and not via travel agent/ company. Vouchers from tour operators are accepted. If the voucher is provided from the hotel booking platform, you must provide proof of prepayment (at least 20%). If applicant is also travelling to other Schengen States, proof of accommodation in each of the Member State.</p> <p>For Cruise: full itinerary, passenger details from the company along with proof of payment.</p> <p>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 passport of the skipper.</p> <p>For applicants visiting friends or family: Invitation letter (On a sworn affidavit certified in Greece police station) from host, confirming names, dates and accommodation. The invitation letter must clearly identify the host and the invitee (name, address, birthdate, official identification number, occupation and permanent residence); the purpose of the visit; length of stay and accommodation status (where will the invitee stay and who pays for it). Some Member States may require that proof of sponsorship and/ or private accommodation is provided by means of a specific form</p> <p>Accompanied by a copy of the host's passport or ID (if EU citizen) and tax clearance form</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- Proof of sufficient funds for duration of stay:</p> <p>- Recent, original bank statements (With ORIGINAL INK STAMP) of the past three months, not older than 14 days from the date of application.</p> <p>- <u>Current account</u> (the account on which the applicant salary goes into; needed even if company or other sponsor pays for the trip), <u>Savings account, investments, credit card statements</u> can be submitted in addition.</p> <p>- If the bank accounts of the last three months do not show sufficient funds, any proof of other regular incomes</p> <p>- If the applicant is sponsored, the applicant should submit the sponsor's bank statement of the last three months with an original ink bank stamp on each page showing sufficient funds, a certified sponsorship letter signed by the sponsor and the ID/ PASSPORT copy of the sponsor</p> <p>- If account is a business account and not in the applicant name, a CK or CIPRO document or bank letter confirming the applicant has signing powers must be submitted</p> <p>- For family members it is allowed to submit a handwritten sponsorship letter without notarization</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- For employees:</p> <p>- <u>Employment letter (ORIGINAL NOT COPIED)</u>, with an original stamp and signature from the HR department of the company, specifying the date of recruitment, position in the company, salary and confirmation of leave approval</p> <p>- If self-employed or sole proprietor, proof of company registration CC/ CK or CIPRO DOCUMENTS with the Employment letter issued to self</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- For business travellers:</p> <p>- Official invitation letter from inviting company in Greece (ON OFFICIAL COMPANY LETTER HEAD, STAMPED AND SIGNED) containing:</p> <ul style="list-style-type: none"> ▪ Full address and contact details of the company ▪ Name and position of the countersigning company representative ▪ The purpose and duration of the trip ▪ Identity of the invited applicant ▪ Person or company who will bear the travel and living costs <p>- Hotel reservation unless the invitation letter clearly states that accommodation is provided mentioning the details of the accommodation</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- For pensioners: proof of pension (ID)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- For students: letter from school/ college/ university with original signature confirming attendance and copy of student card</p> <p>- Students should be sponsored by someone</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- Copies of previous Schengen visas</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>- EEA/EU Dependents:</p> <p>- Spouse or children (Grandparents and grandchildren) of EEA/ EU passport holders must provide proof of relationship by submitting a certified copy of marriage certificate (spouse) and unabridged birth certificate (children). These applicants will be exempted of consular fees.</p> <p>- A copy of EEA/ EU citizen's passport</p>	<input type="checkbox"/>	<input type="checkbox"/>



VISA APPLICATION CENTER FOR GREECE

<p>- For applicants travelling for cultural/ sports/ religious events:</p> <ul style="list-style-type: none">- Original letter of invitation by event organizer (containing contact details, name, event type, terms and position of undersigning representative)- Event Program- Letter of institution sending the applicant <p>- For film crews:</p> <ul style="list-style-type: none">- Letter of the film company specifying name, synopsis of the film and shooting locations- Complete list of names of travelling crew members along with their designations- Letter from the agency in Greece confirming arrangements for film permits- Certificate of registration with the Local Pictures Producers Association/ Film Chamber of Commerce.	<input type="checkbox"/>	<input type="checkbox"/>
<p>- For applicants travelling for study/ research purposes:</p> <ul style="list-style-type: none">- Certificate of admission or registration at an educational institute for the purpose of attending academic or vocational courses, or cover letter from the host company- Student cards or certificates of the current enrolled institute	<input type="checkbox"/>	<input type="checkbox"/>
<p>- For applicants travelling for medical treatment:</p> <ul style="list-style-type: none">- Certificate from a medical doctor and/ or a medical institution (local also) stating the medical history of the patient and confirming the need of specific medical treatment to be received- Official document from the receiving medical doctor or medical institution confirming that the specific medical treatment can be performed, and patient be accepted accordingly	<input type="checkbox"/>	<input type="checkbox"/>

GVCW Submission Officer Name: _____

Applicant's Signature: _____