



VISA APPLICATION CENTER FOR GREECE

Applicant's Name and Surname:		
Email:		
Purpose of Visit:	Yes	Missing
<u>Passport</u> - 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-S.A. citizens: Residence permit in South Africa must be valid for at least 3 months after the return of the applicant from a Schengen State - Temporary RSA passports are not accepted for traveling to or transit Austria, Germany, Belgium, France, The Netherlands, Denmark or Luxembourg <u>Copy of the passport</u> <u>Copies of previous Schengen visas</u> <u>ID photo:</u> recent passport-sized high-quality photo (not glossy), with white background, in color, with facing forward, not older than 3 months and must not have been used anywhere in the current or previous passports. The forehead and ears must be visible, no teeth showing and without heavy jewelry.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Application form</u> - Completed (online) and printed out by the applicant and signed by the applicant at the VAC in front of the officer (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: <ul style="list-style-type: none">Original full unabridged birth certificate should be submitted and the official documents/ court decisions establishing the minor's parents/ legal guardiansCertified copy of the full unabridged birth certificate of the minor and certified copy of the official documents/ court decisions establishing the minor's parents/ legal guardiansIf only one parent has guardianship of the minor, the relevant court documents must be submitted (original and certified copies)Only in case of delay by S.A. Authorities to issue unabridged birth certificate:<ul style="list-style-type: none">proof of having lodged the relevant request to the competent authoritiesand official letter from the minor's school or from the hospital where he/ she was born confirming the identity of the parentsboth parents/ legal guardians must:<ul style="list-style-type: none">sign in person at the Visa Application Center in front of the visa officersubmit a form of parental consent duly signed and certified by the South African police or a notarized certificate of parental consent form (in case of sole custody of one parent) even if the minor is traveling and/ or applying with both parents. Click here to download parental consent form.Certified copies of ID/ passports of both parents	<input type="checkbox"/>	<input type="checkbox"/>
- <u>Copy of confirmed round trip air-ticket</u> with dates and flight numbers specifying entry and exit from Schengen State. Please provide a copy for each application. (Confirm travel dates) - If the applicant is travelling to additional Schengen countries, the confirmed bookings for the entire itinerary should be submitted. - <u>Full Itinerary for the entire stay (to explain the whole trip, with destinations and dates)</u> - Please ensure flight tickets can only be issued up to 90 days, no longer - Please ensure that the reservation states the passenger's / the applicant'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"/>
<u>Copy of Travel Insurance Policy</u> - Covering the entire period of intended stay in the Schengen area - <u>Valid for all Schengen States</u> - Addressed to the Greek General Consulate in Johannesburg or to the Greek Consulate in Cape Town - Covering any expenses for repatriation, urgent medical attention, emergency hospital treatment or death during the whole stay in the Schengen area - Minimum coverage if EUR 30 000. (clause to be stated on the medical insurance) - You can purchase insurance coverage from any insurer of your selection. However, in order to expedite and facilitate your application, we wish to bring to your knowledge that GVCW is partnering, through INSURTE, a European company acting under EU laws, with first-class European Insurance Companies. In such a case, please click here . (Disclaimer: By clicking " here ", you will be redirected outside the Global Visa Center World (GVCW) website under our Privacy Notice. GVCW does not accept any liability arising from the purchase or use of the insurance services by any person.)	<input type="checkbox"/>	<input type="checkbox"/>



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<p><u>Purpose of the trip</u></p> <p>- A document substantiating the purpose of the stay.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Proof of accommodation:</u></p> <p><u>For Tourists:</u> hotel/ rental of holiday home/ campus residence/ tour vouchers confirmed reservation. It should clearly state the name of the applicant, arrival and departure date, address of the hotel and contact details of the hotel. All confirmation of vouchers should be from the hotel and not via travel agent/ company. If the name of the applicant is not stated on the booking confirmation, the person who booked the accommodation and whose name is stated on the booking confirmation must provide a certified letter confirming that the applicant will be staying with him/ her and a copy of his/ her ID/ passport. If the applicant is also travelling to other Schengen States, proof of accommodation in each of the Member State should be submitted.</p> <p><u>For Cruise:</u> full itinerary with passenger details from the company along with proof of payment (a Visa is required for Cruise passengers when itinerary includes call at Greek port).</p> <p><u>For Yacht/ Sailing:</u> 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.</p> <p><u>For applicants visiting friends or family:</u> If the applicant stays with a family member of friends, proof of private accommodation in the form of an invitation letter from the host confirming names, dates and accommodation must be submitted. The letter should be on a Sworn Affidavit certified in a Greek police station or through www.gov.gr. In case the host is in South Africa, the Sworn Affidavit must be certified in S.A. police station.</p> <p>Click here to download the Sworn Affidavit. The invitation letter must clearly identify the host and the invitee (name, address, birth date, official identification number, occupation, and permanent residence); the purpose of the visit; length of stay and accommodation status (where the invitee will 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 certified copy of the host's passport.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>Proof of sufficient funds for duration of stay:</u></p> <p>- Recent, original bank statements with ORIGINAL INK STAMP on each page for Johannesburg and Durban. E-STAMP for Cape Town of the past three (3) months, not older than 14 days from the date of application.</p> <p>- The bank statements should be of current account (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. Internet statements, bank letters and credit card will not be accepted.</p> <p>- If the bank statements of the last three (3) months do not show sufficient funds, any proof of other regular income should be submitted.</p> <p>- If the applicant is sponsored, the applicant should submit the sponsor's bank statement of the last three (3) months with an original ink stamp on each page for Johannesburg & Durban and e-stamp for Cape Town showing sufficient funds, a certified sponsorship letter signed by the sponsor and a copy of the sponsor's ID/ PASSPORT.</p> <p>- If the account is a business account and not in the applicant's name, a CK or CIPRO document or bank letter (original) confirming the applicant has signing powers must be submitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>For employees in addition:</u></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>- <u>If the applicant is company owner or self-employed</u>, proof of company registration CC/ CK or CIPRO DOCUMENTS must be submitted.</p> <p>- If the applicant is sole proprietor, original letter from the accountant or the bookkeeper with original stamp and signature on the letterhead (not a copy) must be submitted.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>For business travellers in addition:</u></p> <p>- Official invitation letter from the inviting company in Greece (ON OFFICIAL COMPANY'S LETTERHEAD, STAMPED AND SIGNED) containing the following information:</p> <ul style="list-style-type: none"> • Full address and contact details of the inviting company in Greece • Nature of the business • Name and position of the countersigning company representative • The purpose and duration of the intended stay/ trip • Person or entity/ company who will bear the travel and living costs • Whether the sponsor gives financial guarantee of the visa applicant's return to South Africa • Identity of the invited applicant <p>- Hotel reservation unless the invitation letter clearly states that the accommodation is provided mentioning the details of the accommodation.</p> <p>- Information to be provided by the South African invited company:</p> <ul style="list-style-type: none"> • Copy of the invited company registry or tax card. • Official letter from the South African invited company, stamped and signed, mentioning clearly: <ul style="list-style-type: none"> ○ Full address & contact details of the invited company ○ Name and position of the countersigning company representative ○ Confirmation of employment, salary, years of employment, nature of work, type of contract ○ Purpose and duration of the visit/ trip ○ Nature of the work contract ○ Person or entity/ company which will bear the applicant's travel and living costs • An invitation letter from the inviting company which has been validated by the competent local authorities. 	<input type="checkbox"/>	<input type="checkbox"/>



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<u>For pensioners in addition:</u> If the applicant is a pensioner/ retired, the last 3 months pension statements must be submitted.	<input type="checkbox"/>	<input type="checkbox"/>
<u>For pupils or students in addition:</u> - A letter from the school/ college/ university with original signature and stamp confirming attendance and a copy of the student card. - Pupils or students must always be sponsored by someone (even if they have enough funds in their bank account).	<input type="checkbox"/>	<input type="checkbox"/>
<u>For family members of EU/ EEA/ Swiss citizens:</u> - Spouse or children of EU/ EEA/ Swiss passport holders are required to submit certified copy of marriage certificate (spouse) and/ or unabridged birth certificate (children). - Travel Insurance - Certified copy of the EU/ EEA/ Swiss citizen's passport - Flight reservation and accommodation with details of applicant and EU/ EEA/ Swiss national - No proof of sufficient funds and proof of accommodation are needed (optional)	<input type="checkbox"/>	<input type="checkbox"/>
<u>For applicants travelling for cultural/ sports/ religious events in addition:</u> - Original letter of invitation by event organizer (containing contact details, name and position of undersigning representative) - Enrollment/ Entry tickets/ Event Program - Original letter of the institution sending the applicant	<input type="checkbox"/>	<input type="checkbox"/>
<u>For film crews in addition:</u> - Original 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"/>
<u>For applicants travelling for study/ research purposes in addition:</u> - 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"/>
<u>For applicants travelling for medical treatment in addition:</u> - Certificate from a medical doctor and/ or a medical institution, designated by the Greek Consulate General in Johannesburg or the Greek Consulate in Cape Town, stating the medical history of the patient and confirming the need of specific medical treatment to be received. - Proof that the specific medical treatment cannot be provided in South Africa. - Official document from the receiving medical doctor or medical institution confirming that the specific medical treatment can be performed, and patient is accepted accordingly. - Proof of all the financial arrangements made - Any other correspondence between the sending medical doctor and the receiving medical institution, if available.	<input type="checkbox"/>	<input type="checkbox"/>

GVCW Submission Officer Name: _____

Applicant's Signature: _____