



EMBASSY OF GREECE
TEHRAN

Embassy of Greece in Tehran – Consular Section

Checklist for Schengen VISA (Type C) – <https://vacglobal.com>

All required documents/ letters/ certificates etc. should be in English. *Translations shall be verified/ legalized by the Ministries of Justice and Foreign Affairs.*

All documents (including verified/ legalized translations) should have been issued **no earlier than a month** before the application date.

Processing time for Schengen Visa is **minimum 20 working days**. It is highly recommended that you **submit your application well in advance** of your travel date. In addition, applications shall be lodged no more than six months, and for seafarers in the performance of their duties no more than nine months, before the start of the intended visit.

Any inaccuracy in the submitted documents may result in the **visa refusal**. Please bear in mind that the consular office may verify your documentation by contacting directly the issuing Authority.*

I. DOCUMENTS TO BE SUBMITTED

1. Online Visa Application Form

Duly filled (exclusively in English), dated and signed and printed out by the applicant

In case of minors, the application must be signed by both parents and a legal guardian.

2. One passport photo

Coloured, taken no earlier than six months before the application date, with a white background, and with a size of 3.5 x 4.5 cm.

3. Applicant's passport

Valid for at least three (3) months after the intended date of departure from the territory of the Member States, having at least two blank pages, signed by the applicant, with photocopies of both the ID page and all Schengen VISAs (on the current and previous passports) with border stamps also included.

* If a previous passport was lost or stolen, an official document certifying the issue is needed.

* Please bear in mind that the time of response varies from one competent authority to another and that the embassy isn't responsible for any delay from their side.

4. Birth Certificate (shenasnameh)

Birth Certificate translation shall not be older than one month.

5. Official account balance certificate and bank statement

Official account balance certificate and bank statements for the last three months for all accounts in Iran (and Greece, if applicable). In addition, proof of ownership of property in Iran (and Greece if applicable). Please note that the mentioned documents should not be issued earlier than a week prior to the application date.

6. Accommodation

Valid hotel reservation(s) with dates and destination(s) matching those of the application. *Full contact details of the hotel should be included.*

7. Transport Reservations

Flight reservation(s) should include a departure date no later than 20 calendar days from the application date covering all intended flights (domestic or international). The applicants are required to declare and sign the parts that mention the country/ countries they are travelling to except Greece.

*If reservations have been made by a travel agency, the agency needs to have them officially stamped.

8. Full itinerary or detailed day-to-day activities of trip (tourism or invitation)

The itinerary should include information on which you are travelling with; detailed information about the tourist attractions you plan to visit, including dates, transportation and accommodation.

9. Travel medical insurance certification:

The insurance shall be valid throughout the territory of the Member States (they intend to travel to) and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30.000 (validation should be 365 days and should be multiple in case of multiple visa).

10. Invitation Letter (family members/business/university seminars)

By an individual: the invitation should be officially legalized by the Greek Authorities or issued via gov.gr. Full contact details of the inviter should be included.

Copy of the ID (in case of a Greek citizen) or the Greek residence permit (in case of a third country national) should be attached. In case of invitation from Iranians, the inviter's Birth Certificate should also be submitted.

By a company/ law office/ university etc.: the invitation should be written in the form of a formal letter and should be officially stamped and signed via gov.gr.

11. If currently employed:

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- a. Employment certificate signed, stamped and dated by the employer *stating* the length of the contract (together with expiry date, which should be at least three months after the end of the requested visa), the applicant's salary and current position. In addition, a document of no objection to leave of absence from the employer (with dates and destination matching those of the application),
- b. Pay Slips for the last three months,
- c. Employment contract, if it is a state company/organization (issued no earlier than a month from the application date),
- d. SSO records and
- e. Latest Gazette

12. For Truck Drivers

- a. CMR Waybill
- b. International Drivers' License
- c. Official Registration License
- d. Official letter from the Greek or Iranian Company

13. If Self-employed

- a. For Stock Market holders, document of shares' ownership from the service provider
- b. For Owners of companies, the latest official Gazette and Association articles.
- c. Business license, if applicable.

14. If Pensioner

Proof of pension or other regular income for the last three (3) months.

15. If currently a student

Proof of enrolment in the current academic year of the school/ university in which they are currently studying.

Letter from school or university indicating the vacation days granted and confirming applicant's enrolment for the next term.

Evidence of the parents' social or employment status.

16. In case of a minor (under 18 years old) travelling without either Parent:

Consent letter from the parent that is not traveling (with dates and destination/s matching those

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of the application) verified by the notary public.

Copy of the not traveling parent's legalized birth certificate ("shenasnameh") and passport.
Declaration of parents' income, work certificates, salary payment slips for the past three (3) months.

Divorced parents travelling with their minor kids are also required to submit the court decision/legal custody of the child.

Visa application form can be signed by one parent, in case of single full custody. The pertinent Court decision should be submitted.

II. INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- An application without the complete set of documents, mentioned above may result in its refusal.
- Please note that the hotel booking must be valid until the day of your entry to Greece.
- The Consular Authority reserves the right to revoke a visa when it becomes evident that the conditions for issuing it are no longer met.
- Each application is submitted and examined on an individual basis.
- In case of visa denial, all fees are non-refundable.
- The Greek Embassy reserves the right, at any time, to ask for additional documents and/or call the applicant for an interview.
- The submission of all required documents does not prejudice the issuance of the Schengen visa

III. SIGNATURES AND AGREEMENT

- For VISA applicant:

I hereby confirm that I, personally, have submitted this application for a visa and that all information stated in the application is correct. I have been informed about the documents I have not submitted and I understand my application can be rejected if I do not hand in all required documents.

- For VAC Global Staff:

The applicant has been informed of the above. The remarks have been completed together with the applicant.

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City and Date (Signature of applicant)

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City and Date(Signature of VAC Global staff)

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(Details)

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