

**CONSULATE G E N E R A L O F G R E E C E I N J E R U S A L E M - S C H E N G E N V I S A S**

Applicants wishing to apply for a SCHENGEN VISA to VFS shall contact [info.greecepse@Vfsglobal.com](mailto:info.greecepse@Vfsglobal.com).

Address: Schengen Visa Application Centre (VAC), 2<sup>nd</sup> Floor, Wall St Building, Al Maahed St, Al Masyoun, Ramallah, Palestine.

Tel: + 972 (0) 22945400

SN	BASIC REQUIEREMENTS	Yes	No
1	Completely filled and signed <b>application form</b> .		
2	<b>Valid Passport</b> with minimum 2 blank pages. The passport shall be valid for six months beyond the intended length of stay in Greece. Copies of the pages including previous Schengen visas.		
3	One recent <b>passport photograph</b> .		
4	Proof of compliant travel <b>medical insurance</b> covering the period of stay with a value of at least 30,000 Euro. The insurance should be valid for 15 days more from the date of return to the home country (please refer to the list of accredited companies on next page).		
5	Proof of sufficient <b>financial means</b> . This includes a recent bank statement (not older than 3 months).		
6	<b>Employment certificate</b> including position, salary and date of starting at the position. Proof of registered business, if applicable (trade license and profession license). In case of self-employment, a recent certification by the Chamber of Commerce and Industry the applicant is registered in.		
7	<b>Accommodation in Greece</b> . Hotel reservation in Greece (not applicable for spouses of Greek Nationals).		
8	<b>Reservation of a round-trip ticket</b> .		
9	Copy of the valid Annual <b>Residence Permit</b> and Work Permit for non-Palestinians. National exempted from residency rules should, submit the appropriate document from the Palestinian Authority.		
10	<b>For spouses of EU nationals</b> , documents proving the relation (i.e. passport with the same surname, wedding certificate etc). A photocopy of the passport of the EU national is also needed.		
11	An application fee of 90 Euros per applicant, in advance, non-refundable. The application fee is waived for children below the age of 12 years old.		
12	A non-refundable service fee of 30 Euro per application over and above the visa fees payable by all applicants at the time of submission.		
13	In case the application is initially approved the original final round-trip ticket, the hotel reservation voucher and the international health insurance covering all days of the stay, will be requested.		
<b>Invitations</b>			
1	When the visa application is based on an invitation from a Greek national or a legal resident in Greece: The applicant shall submit the invitation or a formal declaration (through <a href="http://www.gov.gr">www.gov.gr</a> ) by the person taking responsibility for the applicant's stay in the Schengen area. The invitation shall be stamped by the Police Authorities of the place of residence in Greece and must include the full name and the address of the host. Copy of passport and the ID or residence card of the person living in Greece shall be submitted.		
2	Invitation letter from a Greek company duly signed and sealed, showing the name and position of the signatory.		
3	Scheduled appointment from a Greek doctor or hospital, with the slip of the advanced payment of the medical treatment. Also medical reports from a Palestinian doctor or hospital.		
<b>Notes</b>			
1	Applicants may be called for interviews to assert purpose of travel and other relevant information. The Consulate General of Greece in Jerusalem can request additional documents depending on each case.		
2	<b>APPEALS:</b> The rules on appeal against decisions on refusal/annulment/revocation of a visa are set out in (reference to national law): article 15 of Law 3068/2002 (National Gazette A' 274). The appeal must be written in Greek and signed by a Greek lawyer or the applicant. Information on the procedure to follow can be found at <a href="http://www.mfa.gr">www.mfa.gr</a> . An appeal must be lodged within 90 days of the date on which the applicant has been served herewith of notified hereof.		
3	All originals must be accompanied by photocopies.		

Applicant's name:  
SO. VAC. Remarks:

Signature:

Tel #:

Date:

SO. VAC. Name and signature:

Date:

### INSURANCE COMPANIES ACCREDITED TO THE SCHENGEN STATES IN RAMALLAH

SN	Company Name
1	Ahleia Insurance Group – AIG
2	Al-Takaful Palestinian Insurance Co.
3	Global United Insurance Company
4	Trust International Insurance Company – Palestine
5	National Insurance Company – NIC

### PROCEDURE

- A. Prepare the documents. An appointment is needed for the submission of the application.
- B. Present them in the VAC:  
Submission: 08.30 am. to 12.30 pm. (Sunday-Thursday) except public holidays.
- C. Apply in person. Your application will be checked and your finger prints as well as your digital photograph will be collected.
- D. Approximately two weeks later, inquire (email or telephone) about the status of your visa .  
Collection Time: 8:30 am to 3:00 pm. (Sunday – Thursday), except public holidays.