



GREECE

CHECKLIST FOR Business/Conference Visa

Check Box	Indicative List	Remarks
	Original application form duly completed and signed. (Name should be written as per passport) Note: For applicants under 18 years old, both parents must sign the application and minor's travel Consent letter. Passport copies of the father and mother must be attached.	
	Original passport and passport copy Note: The passport must be valid for at least 6 months from the date of travel. For new passports, the old passport is also required. Copy of previous Schengen visas/USA/UK/Canada/Australia	
	Copy of residence permit (for Non-Qatari) Note: Residence permit should be valid for 3 months after the departure from Schengen area	
	1 recent colored passport-sized photograph Note: Photo must be recent (not older than 6 months) with white background and of good quality.	
	Copy of confirmed return airline/flight ticket Note: If travelling to other Schengen areas/countries, flight and hotel vouchers for all destinations must be submitted. Applicant may be asked to submit the proof of payment.	
	Hotel booking/Accommodation proof reference and confirmed hotel bookings for all destinations during the trip must be submitted	
	International travel insurance for the entire duration of the trip including the policy details covering the territory of the Member states of the Schengen agreement and with minimum coverage of EUR 30, 000 for medical expenses.	
	Recent Salary Certificate from local sponsor stating the applicant's, designation, salary and duration of employment with the company. Note: Salary certificate must be signed by the authorized signatory	
	Letter of Invitation from Host Company /Event Organizer in Greece with complete details/information of the invitation. Sponsorship/Confirmation letter from local company in Qatar along with valid Company CR Copy. It should be clear from the above documents who is paying the travel expenses and accommodation details during the visit.	

Please note:

- The visa must be applied for in person.
- If applicant is covering his trip expenses original Up-to-date 3 months Personal bank statement to be submitted.
- For children registered in a parent's passport, a separate application form has to be submitted.
- Original documents must be presented for verification; additional photocopies may be required
- The Embassy of Greece has a right to ask any other **additional documents**, or may call the applicant for an interview if the visa application is refused, the reason will be provided in the refusal form. No further explanation will be given to the applicants. In all cases the visa fee and Service fee are non-refundable.

Declaration

I have been informed that an application without a complete set of documentation according to above mentioned checklist may result to the rejection of my visa application. The Embassy of Greece reserves the right to ask for an additional supporting document and does not guarantee the issuance of visa.

Date: _____ Applicants Signature: _____ Mobile No. _____

VFS Officer Signature: _____