



Individual <input type="checkbox"/>	Travel Agency/Third Person <input type="checkbox"/>
Documents Required	
1. Schengen Visa Application Form (signed from both parents for children under 18 years old should be).	<input type="checkbox"/>
2. Valid passport (not old than 10 years with at least 2 blank pages). Copy of passport's first page and all of stamped or containing visas pages are required.	<input type="checkbox"/>
3. Copy of Identity card.	<input type="checkbox"/>
4. Biometric photo: Photos should not be more than 6 months old, for children until 12 years old photos should not be more than 3 months old.	<input type="checkbox"/>
5. Valid Travel health insurance with coverage of 30.000 € or 50.000 USD. The insurance should be valid throughout the territory of the Schengen Area Member States and cover the entire period of the person's intended stay or transit.	<input type="checkbox"/>
6. Flight / Travel reservations or other proof of intended transport.	<input type="checkbox"/>
7. If travel by private vehicle: Copies of vehicle licence and driver's licence. Letter from car owner explaining with details the travel plan. If travel by yacht: Vehicle license, insurance of the yacht, captain's licence, invitation letter by yacht owner, copy of his/her valid visa.	<input type="checkbox"/>
8. Hotel reservation: Reservation dates should be the same as the ticket's dates.	<input type="checkbox"/>
9. A letter from the Greek company confirming the visit, dates, reasons for visit, details of who will meet costs of trip, accommodation details, and full contact details. This letter should be on headed paper and clearly state the business phone number and business address.	<input type="checkbox"/>
10. Letter from conference host confirming applicant will be attending conference, details of the nature, dates, place, duration of conference and that the registration fees have been paid.	<input type="checkbox"/>
11. For employees: Letter from applicant's employer confirming that they are undertaking the trip, the purpose of the visit, dates, and outlining who will be responsible for the costs of the trip. SGK statement, SGK (social security) registration document (this document should contain a Barcode and Quick Reader code), your three most recent original payslips, authenticated by your employer. Company's documents are also required. Company documents: Copy of Signature circulars to verify the authority to sign the documents, copy of the company registration in chamber of commerce and copy of the bulletin of the trade register, tax registration certificate of the company, copy of article in official media regarding the formation of the company. (All documents should not be more than 6 months old). Farmer: Farmer certificate issued by the Chamber of Agriculture, proof of grown products/land. Pensioners: Documents proving the retirement. Students: Student certificate. For those who are not working: If the applicant does not have his/her own income, a sponsorship letter, financial and work documents from a sponsor are required (employee documents, company documents and bank account statements).	<input type="checkbox"/>
12. Recent three months original and up to date online bank statements.	<input type="checkbox"/>
13. Extract of Turkish family book (Nüfus) showing civil status, parents, spouse, children and siblings.	<input type="checkbox"/>
14. If a minor travels accompanied by one parent (guardian), it is required to provide a notarized exit permit from the child's other parent or guardian, which will be valid in all Schengen states. In the absence of the other parent the applicant must submit the court's decision on custody or letter from the custody court confirming the custody. In case of death of the other parent the death certificate should be submitted. In case of unknown location of the other parent, a letter from police should be submitted. If the minor travels unaccompanied, he/she must have a notarized consent from both parents for crossing the border valid in all Schengen states. Unaccompanied minors must have the passport and a notarized consent from both parents, which should indicate the person responsible for the minor in Schengen states.	<input type="checkbox"/>

Call Center: 0212 373 58 26

Web Site: www.vfsglobal.com/greece/turkey/

Note: Visa and service charge can not be refunded. I hereby confirm that I have provided all the above-listed genuine documents. I understand that an incomplete may prolong the processing of my case as well as being a contributing factor to a refusal of my visa application by the Hellenic authorities; that the Greek Consulate General reserves the right to ask the applicant does not automatically earn the right to a visa; that in case of a refusal or cancellation is entirely at the discretion of the Hellenic authorities.

I'm aware that my application process may last longer than 15 days. I've been warned that my application may not finalize on time and I accept full responsibility.

Applicant's Name Surname /Signature

Employee's Name/signature