



**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. <b>Biometric photo:</b> 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. Proof of adequate travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be 30.000 EURO.	<input type="checkbox"/>
6. Flight / Travel reservations or other proof of intended transport.(with the price) <b>If travel by private vehicle:</b> Copies of vehicle licence, driver's licence and car's insurance. Letter from car owner explaining with details the travel plan. <b>If travel/accommodation by yacht:</b> Vehicle license, insurance of the yacht, captain's licence, invitation letter by yacht owner, copy of his/her valid visa.	<input type="checkbox"/>
7. <b>Official invitation letter:</b> To be obtained from the municipality by your host, filled out completely, legalized by the municipality and no older than 3 months. 3 months tax payment and the invitor's residency(can be copied). If the invitor is turkish citizen the applicant put in the documents invitor's residency permit and identity card photocopies	<input type="checkbox"/>
8. <b>For employees:</b> 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. <b>Company documents:</b> 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). <b>Farmer:</b> Farmer certificate issued by the Chamber of Agriculture, proof of grown products/land. <b>Pensioners:</b> Documents proving the retirement from SGK. <b>Students:</b> Student certificate (should contain a Barcode). Sponsor documents should be also provided. <b>For those who are not working:</b> 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"/>
9. Recent three months original and up to date online bank statements.(Bank's signatory circular)	<input type="checkbox"/>
10. Extract of Turkish family book showing civil status, parents, spouse, children, siblings and residence place.	<input type="checkbox"/>
11. 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 and that was issued not older than 1 months from current date. 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"/>
12. Verified document from the police regarding previous issued passports.	<input type="checkbox"/>
13. Entrance/ Exit statement to the country. (Provided from SGK website.)	<input type="checkbox"/>

Company Owner:

Employee:

Pensioner:

Sponsor:

Established:

Started:

Pension:

Taxes:

Payroll:

Bank:

SGK:

SGK:

Bank:

Bank:

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