

CHECKLIST FOR EDUCATION, TRAINING, RESEARCH PURPOSE



1	Fully completed and signed schengen visa application form , if the applicant is minor (less than 18 years old) signature(s) of legal guardian(s) is required	
2	Original Passport valid for at least 3 months after the intended date of departure from Greece following visits. Passport must have sufficient space for a visa to be inserted; at least two empty pages are required. If your passport does not comply with the above, your application will be returned to you. A copy of all stamped or containing visas pages of your passport is required. You should submit all previous passports. A copy of all stamped or containing visas pages of your passport is required. If you have been refused a visa for any other country, details of this, preferably the original letter issued to you by the authorities of that country, must be submitted. Concealment of other visa refusals will result in your Greek visa application being refused.	
3	Identity Card Copy (If you are not a national of the country from where you are applying, you must submit evidence of your permission to be in that country (residence card). You must also have at least 3 months permission to be in that country after your intended date of departure from Greece.	
4	2 biometric photo (background must be white, not older than 6 months, the main characteristics of the face must be apparent from the photograph. Chin, nose, eyes, ears and eyebrows must not be covered; the forehead should be uncovered to the extent that the shape of the face is apparent.)	
5	Certificate of travel health insurance. It must state coverage for the Schengen area of any medical expense that might arise such as urgent medical attention and/or emergency hospital treatment, repatriation for medical reasons or death, during the entire period of the visa applicant's intended stay. Minimum coverage must amount to 30.000€, (original) signed and stamped by the insurance company.	
6	Flight / Travel reservations or other proof of intended transport. If travel by private vehicle: If the car belongs to the applicant or another person (family, friend or company etc.); -Driving license of driver, -Vehicle license, -Trip plan written on the copy of vehicle license by the owner of car. -Car owner's authorisation letter, current passport and valid visa copy (if the driver is not the owner of the car.) Travel by yacht: Yacht belongs to the applicant or to the family of the applicant, all the documents of yacht (vehicle license), the existing insurance of the yacht, an invitation written by the owner of yacht and should specify the first stop in Greece. If the owner of the yacht is not applying for visa, a copy of current passport and visa of the owner, a copy of the captain license (of the captain or the person who will operate the yacht). If the yacht is hired, a copy of the hired documents that prove the hiring.	
7	Hotel Reservation: Confirmed hotel reservation valid for entire stay. The dates of the hotel reservation should correspond to your transportation reservation	
8	For study purpose: invitation and/or guarantee according to national legislation (Note: there is further information and links to downloadable forms on the websites of Member States' embassies and consulates) For EU education, training, or research programmes: original of the invitation letter from the university or research centre, letter from the Turkish National Agency (Centre for EU Education and Youth Programmes) or TÜBİTAK identifying that the individual applying for visa is supported by an European Union Programme.	
9	Employed/Private Sector a letter from your employer stating how long you have been employed there. The dates you will be on annual leave from and the date you will be returning to work in that employment. SGK (social security) detailed registration document. (This document should contain a readable barcode) Your three most recent original payslips authenticated by your employer. • Copy of signature circulars to verify the authority to sign the documents, • Copy of the company registration in chamber of commerce (not older than 6 months.) and copy of the bulletin of the trade register, • Tax registration certificate of the company valid for the current year, • Copy of article in an official media regarding the formation of the company. For self-employed: The company registration in the chamber of commerce (not older than 6 months) and a copy of the bulletin of the trade register, statement of taxes payment, signatory circular, SGK (social security, this document should contain a readable barcode) For retired: Proof of pension (either bank account statement or pensioner booklet), your three most recent original payslips authenticated by the institution where you take your salary. For farmer: Farmer certificate issued by a chamber of agriculture and SGK (social security, this document should contain a readable barcode) For Student: Student certificate from e-devlet with a readable barcode and should submit the documents of sponsor For an unemployed person: If the applicant is more than 18 years old, has to submit SGK (social security) with a readable barcode, and also should submit the documents of sponsor (e.g. employed, self-employed, retired or farmer)	
10	Proof of means of subsistence (company or applicant bank account details) It should be received in the last 15 days which should cover recent last 3 months and be stamped- signed with the signature circulars of the bank.	
	Petition of purpose of the travel from the applicant. (If the expenses covered by any family member, from them petition)	
11	Detailed family registration certificate (Tam Tekmil Vukuatlı Nüfus Kayıt örneği) which should contain your residence in the jurisdiction of the Consulate. If your residence is not older than 6 months, you have to submit your application with more documents. (e.g. deed of house which you reside in or rent contract and bills of the resident (electric, water, natural gas))	
12	If the applicant is under 18 years of age: If the applicant applies alone, a notarized consent is required from both parents. If a parent applies with their child (other parent does not apply), a notarized consent is required from the parent who is not applying. (If one or both parents have a valid visa - consent should be given unless the applicant is traveling with or without the child, and the consent must have been received within the last 6 months. If a visa application is applied together with both parents, no consent is required, but the applicants are required to sign both applicants on the application form. If the parents of the minor are separated and the parent who is the custody of the applicant is applying for a visa, a notary certified consent is also required from the parent who is not custody of the applicant. In addition, the original of the divorce decision must be submitted.	
13	Proof of entry - exit document to the home country (TURKEY)	

Attention: 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. Processing time is at least 15 working days.

Applicants name & surname

Staff name & surname