

## Embassy of Greece in Tehran – Consular Section

Checklist for Schengen VISA (Type C) – <http://www.vfsglobal.com/greece/iran/>

- ➔ All required documents/ letters/ certificates etc. should be in English. *Translations should be verified/ legalized by the Ministries of Foreign Affairs and Justice.*
- ➔ All documents (including verified/ legalized translations) should have been issued no earlier than a month before the application date.
- ➔ Please bear in mind that:
  - due to the great number of applicants, examination of a Schengen VISA application will most likely take some time. Hence, for your own convenience, you are strongly encouraged to **apply well in advance** of your travel.
  - any inaccuracy in the submitted documents may result in the rejection of the applicant. Please keep in mind that the consular office may check parts or all of the application by contacting the issuer of the document. Non confirmation may result in the rejection of the application.

<b>Application Form</b>	
- <b>a)</b> filled (exclusively in English), <b>b)</b> dated and <b>c)</b> signed by the applicant	
* in case of minors, the application should be signed by the minor’s father or legal guardian	
<b>One passport photo</b>	
- <b>a)</b> colored, <b>b)</b> taken no earlier than six months before the application date, <b>c)</b> with a white background, and <b>d)</b> with a size of 3.5 x 4.5 cm	
<b>Applicant’s passport</b>	
- <b>a)</b> valid for at least three months after the requested VISA’s expiry date, <b>b)</b> having at least two unused pages, <b>c)</b> signed by the applicant, <b>d)</b> with photocopies of both the ID page and all Schengen VISAs (on the current and/or previous passports)	
* if a previous passport was lost or stolen, an official document certifying the issue is needed	
<b>Birth Certificate</b> (“shenasnameh”)	
<b>Reservations</b>	
- hotel reservation(s) with dates and destination(s) matching those of the application. <i>Full contact details of the hotel should be included.</i>	
- flight reservation(s) <b>a)</b> with a departure date no earlier than 15 days from the application day and <b>b)</b> covering all intended flights (domestic or international)	
* if reservations have been made by a travel agency, the agency needs to have them officially stamped	
<b>Invitation Letter (optional)</b>	
- by a person: the invitation should be officially legalized by the Greek Police. Copy of the ID (in case of a Greek citizen) or the residence permit (in case of a non Greek citizen staying in Greece) should be attached. <i>Full contact details of the invitee should be included.</i>	
- by a company/ law office/ university etc.: the invitation should be written in the form of a formal letter and officially stamped and signed. <i>Full contact details of the invitee should be included.</i>	
<b>Work Certificate</b>	

<ul style="list-style-type: none"> <li>- For <u>employees</u>: a letter from the employer (issued no earlier than a month from the application date) stating: <b>a)</b> the length of the contract (together with expiry date, which should be at least three months after the end of the requested visa), <b>b)</b> the applicant’s salary, <b>c)</b> the applicant’s current position, <b>d)</b> no objection to leave of absence from the employer (with dates and destination matching those of the application). <u>Full contact details of the employer’s company, its unique National Identification Number (“shenaseh melli”) and the announcement of its establishment in the government gazette should be included.</u></li> <li>- For <u>company managers, CEOs, members of the board and shareholders</u>: <b>a)</b> a letter from the company stating the applicant’s income and position, together with <b>b)</b> the company constitution or its announcement in the government gazette. <u>Full contact details of the employer’s company its unique National Identification Number (“shenaseh melli”) should be included.</u></li> <li>- For <u>students</u>: proof of enrolment in the current academic year of the school/ university they are currently studying</li> <li>- For <u>self employed</u>: <b>a)</b> a valid work license, <b>b)</b> a valid professional identity card (including, but not limited to, doctors and lawyers), <b>c)</b> certificate of membership from the relevant union with full contact details (optional).</li> <li>- For <u>pensioners</u>: either pension certificate or order of pension</li> <li>- For <u>sailors</u>: <b>a)</b> valid seaman’s book (<b>original</b>, accompanied by the verified/ legalized translation), <b>b)</b> a copy of the official contract of appointment between the Greek company and the applicant, <b>c)</b> medical certificate (<b>click here for Template</b>) reporting applicant’s medical status, issued (stamped) by a government hospital no earlier than a month before the application, <b>d)</b> invitation letter from the Greek company</li> </ul> <p>* Social security record (optional)</p>	
<p><b>Proof of financial means:</b></p> <ul style="list-style-type: none"> <li>- <b>Original</b> proof of account ownership (in English) issued by a (greek or iranian) bank <u>no earlier than a week</u> before the application</li> <li>- At least 3-month long <b>original</b> personal bank account(s) statement(s), presenting a <b>normal fund flow</b>, and issued <u>no earlier than a week</u> before the application</li> <li>- A detailed property ownership deed of any property owned (optional)</li> </ul>	
<p><b>In case of a minor travelling without the father:</b></p> <ul style="list-style-type: none"> <li>- consent letter from the father (with dates and destination matching those of the application)</li> <li>- copy of the father’s birth certificate (“shenasnameh”) and passport copy</li> </ul>	
<p><b>Medical Insurance Certification</b></p> <ul style="list-style-type: none"> <li>- <b>a)</b> valid for all Schengen countries, <b>b)</b> covering (at least) the entire period of the intended stay, <b>c)</b> with a coverage of no less than €30,000</li> </ul>	

**I have been informed that:**

- **an application without the complete set of documents (see checklist) may result in the rejection of my visa application**
- **each application is submitted and examined on an individual basis**
- **in case of a rejection, visa fees are non-refundable**

<p>The Applicant (or his/her representative)</p>	<p>VFS Officer</p>
<p>Date of Submission:</p>	