

# VFS Greece

<b>Business Visa Checklist</b>		Yes	No
1	<b>Application form</b> to be filled in completely and signed by the applicant.		
2	<b>One Recent passport-size photographs</b> in colour with white background		
3	The <b>Passport should be valid for atleast three months</b> after the intended date of departure from the territory of the Member States or, in case of several visits, after the last intended date of departure from the territory of the Member States.		
4	Copy of Schengen Visas, USA & UK Visas.		
5	Original <b>invitation letter</b> from the Greek company in GREEK LANGUAGE.		
6	Original <b>letter from the company</b> specifying reason for stay in Greece, Employment status & Salary.		
7	Original No-Objection Letter/Leave status Letter from the Employer.		
8	Return <b>Air ticket</b> Reservation.		
9	<b>Overseas medical insurance</b> valid for all Schengen-countries with a minimum coverage of 30,000 Euro. The insurance has to cover all risk e.g. accident, illness, etc. The policy has to clearly specify the period of validity and has to cover the date of arrival & departure has to be submitted in original. Applicant also has to sign the Health Policy declaration which can be downloaded from the website.		
10	<b>Reservations of Hotel Bookings</b> for entire stay in Schengen Area (GTA bookings will not be accepted)		
11	<b>Registration certificate</b> and profile of the Indian company		
12	Evidence of business relations (i.e. invoices, bank transfers e.t.c.)		
13	<b>Proof of sufficient Funds</b> <ul style="list-style-type: none"> <li>○ Original Personal bank statements* for last six months.</li> <li>○ Original Company's bank statements* of last six months.</li> <li>○ Personal Income Tax Return for the last three years.</li> <li>○ Company's Income Tax Return for the last three years.</li> <li>○ Salary Slips for the last six months.</li> <li>○ Credit Card copy/Foreign Exchange endorsement/Traveler's Cheque.</li> <li>○ Copy of PAN Card</li> </ul>		
14	<b>If Married and travelling with spouse</b> , copy of Marriage Certificate may be required by the Embassy.		
15	Copy of Educational/Technical certificates. Original certificates to be presented during the interview at the Visa section.		
16	<b>Applicants Travelling for Conference:</b> <ul style="list-style-type: none"> <li>○ Formal invitation to attend conference or seminar.</li> <li>○ Proof of Registration.</li> <li>○ Covering letter explaining the purpose of the visit.</li> <li>○ If going to present papers/documents than a hard copy of the paper/document.</li> </ul>		
17	<b>For Film Crew:</b> <ul style="list-style-type: none"> <li>○ Permission for shooting from the competent Greek Authorities.</li> <li>○ Arrangements for film permits.</li> <li>○ Proof of Accommodation.</li> <li>○ List of Names of travelling crew members along with designations.</li> <li>○ Certificate of Registration of the Indian company and Greek company.</li> </ul>		
18	For journeys undertaken for cultural, sports & scientific events it is required invitation stating name of host organization, length of stay, coverage of expenses if any, traveler's personal data.		
19	Previous passport may also be required by the Embassy.		

**Note:** \***Internet Bank Statement will not be accepted.** Only Bank Statement with name of the bank, branch address, contact number, applicant's & company's name, address, account number would be accepted.

Applicant would be asked for additional documents or may be called for an Interview if desired by The Embassy of Greece.

The visa fee, according to Schengen regulations, is non-refundable  
Original documents submitted must be accompanied along with a copy.

**Visa Fee:**

**Comments (if any):**

**Date:**