



EMBASSY OF THE HELLENIC REPUBLIC
ABU DHABI – U.A.E.

**List of supporting documents to be submitted by applicants
for short-stay visas in the United Arab Emirates**

	Yes	No
Visa Application Form <ul style="list-style-type: none">• Application form should be fully completed online either in Greek or in English and signed by the applicant. <u>Handwritten forms are not accepted.</u>• For minors (under the age of 18), application form must be signed by both their parents/legal guardians in front of a Visa Officer. Copies of both parents'/legal guardian's passports are required.		
Passport/Residence Visa <ul style="list-style-type: none">• Valid for at least 3 months after the intended date of departure from the Schengen area, issued within the previous 10 years and containing at least 2 consecutive blank pages.• Residence permit (where applicable), must be valid for at least 3 months after the intended date of departure from the Schengen area.• Photocopies of data page, residence permit and previous Schengen visas are required (in case of a new passport, photocopies of the old passport).• Residence permit valid three months beyond the intended date of departure from the territory of the Member States or, for GCC citizens, a UAE-ID-card, valid for three months after the intended departure date from the territory of the Member States.		
One (1) recent color photograph Not older than 6 months, size 3.5 cm x 4 cm, white background, no head or facecover(s) that prevent(s) full visibility of the facial features.		
Travel medical insurance Covering the entire period of intended stay, valid for all Schengen States, covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during your stay (min. coverage €30000, Insurance card copies are not accepted). <i>*The insurance certificate covering all the details is required to be submitted and not the entire policy</i>		
Copy of flight ticket reservation including return flight. <i>*The ticket provided must match the travel mentioned in the application form.</i>		
Verifiable evidence of sufficient means of subsistence during intended stay: <ul style="list-style-type: none">• Payslips;• A valid international credit card accompanied by bank statements;• Bank account statements for the last three months; originally stamped by the bank. Internet extracts will not be accepted.• A national form for proof of sponsorship and/or accommodation.		
Proof of accommodation <ul style="list-style-type: none">• Hotel reservation;• proof of rental or ownership of real estate in the Member State of destination;• Confirmation of accommodation by the company inviting the applicant, mentioning that the company will cover the accommodation costs.		
Employment Letter/Sponsor Letter <ul style="list-style-type: none">• Employees: Original letter from employer stating the applicant's employment status, position, length of contract and salary & <u>copy of the company trade license is mandatory.</u>• Self-employed persons: valid original trade license.• For minors under the age of 18 Authorization or NOC by both Parents / Legal Guardians to be signed in the presence of VFS officer		

<p>Mandatory additional documents</p> <ul style="list-style-type: none"> • Birth certificate should be submitted mandatorily for minors (under the age of 18 years) and for those sponsored by parents (The documents should be submitted either in the Greek or English language only, translation is required to be submitted if not) <p>Third nationals & EU Spouse</p> <ul style="list-style-type: none"> • Marriage certificate should be submitted if sponsored by the spouse or traveling with family (The documents should be attested by the respective Embassy and then by the UAE MoFA. (The documents should be submitted either in the Greek or English language only, translation is required to be submitted if not) • Passport copy & undertaking letter from the third national/EU spouse. <p>Greek Spouse</p> <ul style="list-style-type: none"> • Marriage certificate should be issued from the respective Municipality Office in Greece. • Passport copy & undertaking letter from the Greek spouse. 		
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In addition to the above-mentioned documents, please provide the below mentioned documents if you are traveling for:

Tourism

Full travel itinerary.		
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Business

Invitation letter from a company or an authority to attend a meeting, conference or event or other documents which shows the existence of trade relations or relations for work purposes (e.g. confirmed registrations for trade fairs or congresses).		
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Official Delegation/Mission

Letter issued by the authority(-ies) concerned confirming identity of the applicant(s), purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations), period of intended stay and accommodation details.		
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Private Visit

Invitation letter signed by the host covering the period of the intended stay		
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Medical Treatment

A document issued by the medical institution in the Member State of destination confirming that the applicant will receive medical care in that institution.		
Pre-payment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as insurance coverage.		

Study or Training

A certificate of enrolment at an educational establishment for the purposes of attending vocational or theoretical courses within the framework of basic and further training; Student cards or certificates of the courses to be attended.		
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Airport Transit

Valid visa for the country of next or final destination.		
Proof of the intention of carrying out the onward journey: copy of ticket reservation ofticket for onward journey.”		

Please note:

All documentation has to be submitted either in English or Greek language.

- The Embassy reserves the right to ask for additional documents.
- The applicant may be requested to appear in the Embassy for an interview.
- For children registered in their parent's passport, a separate application form has to be submitted.
- Please note the Visa processing time required for your application. (21 calendar days)
- Applying without the complete set of documentation according to the above checklist may result in the rejection of the visa application.

Remarks:

I hereby confirm I have taken notice about the above-mentioned information and affixing my signature below.

Applicant's Signature: _____

Date: _____

VFS Officer: _____