Greece - CHECKLIST FOR SHORT STAY VISA APPLICATION (KSA)

	Visa application requirements:	YES	NO	Remarks
1.	**Application form** (available online, free of charge) • Duly completed (all applicable fields have to be filled), signed and dated by the applicant or the legal guardian in case of minors (legal guardian´s passport copy must be attached)			
2.	**One recent passport-size photograph (3,5 x 4,5 cm)** • Photo not older than 6 month with white background & of good quality			
3.	**Individual applicant: Original passport + copy of all relevant pages (ID page, previous Schengen visas, US /UK Visa etc.)** • Must be valid for at least 3 months after the intended return from the Schengen area, be issued within previous 10 years and contain at least 2 blank pages • If the passport does not state place of birth (KSA), ID card needs to be presented • Family ID card or Marriage certificate & birth Certificate • Passport must be in good physical condition. The country name and emblem on the outer cover must be clearly visible; any damage or defect will render the passport non-admissible • If you have previous Schengen visas in your old passport, you are requested to submit the old passport along with the current passport			
4.	**For business/conference/sports event visit:** • letter from the inviting company/organizer stating the period and duration of stay, • **For visiting family or friends:** • original letter from the inviting person stating the period and duration of stay, the contact details and a full reference address. Passport or Greek ID copy of the inviting person and utility bill if accommodation is provided by the inviting person. • **For medical reasons visit:** 1. a recent medical report from a Saudi health or rehabilitation facility and, 2. a letter issued by the receiving Greece institution confirming the type of treatment reserved, the dates of stay and cost and, 3. pre-payment or other proof of sufficient financial means for the treatment and related expenses **For study visit:** • official documents from the receiving Greece institution including contact details For EU spouse/family member visa: Family status/marriage certificate, passport and ID copy of the EU spouse/family member. Documents showing that the applicant is accompanying or joining his/her family member, such as tickets or a solemn declaration of the EU family member. Copies of previous visas, if available. Requirements under n. 5-10 and 12-13 are optional for Directive 2004/38/EC beneficiaries.			
5.	**Sponsor for Family/ Relative:** Sponsor /Affidavit (FOLLOWING DOCUMENTS MUST BE PROVIDED FOR EACH SPONSORED APPLICANT\S): - Affidavit of sponsorship - Employment letter of sponsor, (chambered if private company) - Passport copy of the sponsor along with signature page. - Employment contract signed by both parties (applicable for domestic workers) - Bank statement for (3 Months Saudi-national,6 months non-Saudi, for main sponsor, stamped or needs to have a QR code) First and last page of the bank statement for sponsored applicants. If Saudi National sponsoring Non-Saudi applicant need 6month bank statement.			
6.	**Hotel reservation(s) or other proof of accommodation for the whole stay in Schengen** • for the whole of stay in the Schengen area			
7.	**Flight/travel reservations, including return flight** • incl. domestic flights within Schengen area, train/bus reservations, etc. if applicable			
8.	**Proof of sufficient financial means for the intended visit of the Schengen area** • For Saudi nationals a bank statement indicating salary transactions for the past 3 months is requested showing sufficient means of funds available to cover expenses during entire trip, additionally a credit card statement with a copy of the credit card may be attached. • For non-Saudi nationals original bank statement indicating salary transactions for the past 6 months is requested to prove sufficient means of funds available to cover expenses during entire trip. (Online print-out statements need to be stamped by the bank unless they can be verified online through a QR code. Applicants need to make sure the QR code is operational before submitting the document)			

9.	**Original letter from employer/sponsor in KSA (**stamped and signed, attested by Chamber of Commerce) • Stating name, ID/passport number, employment status, position held, date of recruitment, length of contract, whether renewable or not, salary and the purpose of trip **Self-sponsored**: valid original trade license + 1 copy thereof with translation **Domestic staff**: a letter from sponsor stating the purpose of the travel, how long the applicant has been employed by the sponsor, his/her position and salary and a copy of job contract. If the applicant is accompanying a family, passport and visa copies, as well as hotel reservations and tickets for all travelling family members are required and the applicant needs to be under the sponsorship of a family member. If the trip is financed by another person, the relationship between that person and the sponsor needs to be demonstrated. Sponsor's employment letter and proof of financial means need to be submitted.			
10.	**Travel medical insurance policy** • valid for the Schengen area and covering the entire period of intended stay minimum coverage of 30.000 EUR, including repatriation			
11.	**Minors travelling with or without parents/legal guardian:** Minor: (Below 18 years) - Non-Objection Letter signed by both parents. - Passport copy along with signature page of both parents. - In case if child is under the custody of any single parent, there should be an official letter to confirm the custodianship. - Family card copy.			
	Additional, for Non-Saudi applicants:			
12.	Iqama and 1 copy thereof • valid at least 3 months after the planned return. The expiry date of the Iqama needs to be shown on the exit re-entry visa submitted (from Absher) • Copies of all family members Iqama (without translation) if residing in KSA and list of family members from Absher			
13.	**Saudi Arabian re-entry visa + 1 copy thereof** • valid beyond the intended return from Schengen, showing the expiry date of the Iqama (from Absher)			
14.	**Any other documents submitted, specify:**			

Important note:

- Supporting documents must be presented in original during submission (additional copy required if the original cannot be given away).
- Translation of all Arabic documents into English or Greek is mandatory.
- In all applicants aged 12 and older fingerprints will be collected.
- For a child registered in a parent´s passport, a separate application needs to be submitted.
- Visas can be requested at the earliest 6 months and as a rule 15 days before the planned trip.
- Visa applications are decided within 15 calendar days. That period may be extended up to a maximum of 45 calendar days in individual cases. There is no express fee for a faster visa appointment or procedure. An express procedure is followed for Directive 2004/38/EC beneficiaries free of charge. In case of visa refusal, visa fee is not refunded.
- The Embassy of Greece in Riyadh reserves the right to request any additional supporting documents or an interview and does not guarantee the issuance of the visa.

Applicant´s Declaration (tick below if applicable):

☐ I am aware that my application file does not comply with the above stated list of requirements, which may result in a visa refusal. Nevertheless, I insist on submitting my application.

☐ I am aware that my intended trip starts in less than 15 days, which is the processing time given by the Schengen Visa Code. Nevertheless, I insist on submitting my application and I am assuming all the responsibility if my application is not processed in time.

Place: ***Date:***

Applicant´s (Legal guardian's) Signature:

Application received by:

Applicant´s identity checked by:

Remarks by VFS Global, if any: