



GREECE

CHECKLIST FOR BUSINESS VISA

Check Box	Indicative List	Remarks
	Original application form duly completed and signed. (Name should be written as per passport)	
	Original passport and passport copy including previous Schengen visas. Note: The passport must be valid for at least 6 months from the date of visa issuance. For new passports, the old passport is also required.	
	Copy of Kuwait residence permit (for Non-Kuwaiti) and Civil ID copy. Note: Residence permit should be valid for 6 months from the Schengen exit date.	
	1 recent colored passport-sized photograph in compliance with ICAO standards Note: Photo must be recent (not older than 6 months) with white background and of good quality.	
	Copy of confirmed return airline/flight ticket with booking reference and confirmed hotel voucher. Note: If travelling to other Schengen areas/countries, flight and hotel vouchers for all destinations must be submitted. Applicant may be asked to submit the proof of payment.	
	International medical travel insurance for the entire duration of the trip including policy details covering the territory of the Member states of the Schengen agreement and with minimum coverage of EUR 30, 000 for medical expenses.	
	For non-Kuwaiti nationals. Recent Salary Certificate from local sponsor stating the applicant's qualification, salary and duration of employment with the company. Note: Salary certificate must be signed by the authorized signatory and with attached copy of "Eatamad Tawkiea".	
	<ul style="list-style-type: none"> • Letter of Invitation from Host Company in Greece with complete details/information of the invitation. • Sponsorship/Confirmation letter from local company in Kuwait. 	
	For non-Kuwaiti nationals. Original Up-to-date Salary bank account statement for the last 6 months and with sufficient balance. (Personal bank account statement - optional).	

Please note:

- The visa must be applied for either in person or through a representative.
- All documentation must be submitted in English.
- For children registered in a parent's passport, a separate application form has to be submitted.
- Original documents must be presented; additional photocopies may be required
- The Embassy of Greece has a right to ask any other **additional documents** it deemed necessary, or may call the applicant for an interview. If the visa application is refused, the reason will be provided in the refusal form. No further explanation will be given to the applicants. In all cases the visa fee and service fee is non-refundable.
- Head coverings is not permitted except for religious reasons, but facial features from bottom of chin to top of forehead and both edges of applicant's face must be clearly shown.

Declaration

I have been informed that an application without a complete set of documentation according to above mentioned checklist may result to the rejection of my visa application. The Embassy of Greece reserves the right to ask for an additional supporting document and does not guarantee the issuance of visa.

Date: _____ Applicants Signature : _____ Mobile No. _____

VFS Officer Signature: _____