

**GREECE SHORT TERM STUDENT / RESEARCH / INTERNSHIP VISA**

Documents	Particulars
<b>Passports</b>	* Original Passport with atleast 6 months validity and atleast 2 blank pages. * Original old passport booklets if any
<b>Photographs</b>	* 3 photographs each * White background; Glossy finish; 80% face coverage with a little shoulder to be seen; Eyes and face to be clearly visible; Dimensions: 45mm x 35mm
<b>Covering Letter</b>	* A covering letter per individual / family/ company addressed to The Visa officer, Embassy of Greece, New Delhi * Covering Letter can be on a plain paper for individuals and on the company letterhead for officials / sponsored applicants * Copy of Student ID card should be presented
<b>Confirmation of Student Status</b>	* Original letter from school / college / university, student cards or certificates of the establishment at which the applicant is enrolled.
<b>Proof of Fund</b>	*Proof of sufficient fund to cover overall expenses during the period of stay in Greece
<b>Evidence of payment of fees</b>	* Evidences of remittance of tuition fees or acceptance of scholarships should be presented.
<b>Certificate of admission</b>	*Certificate of admission from an educational institute for the purpose of attending academic or vocational courses, or cover letter from the host company in case of internships and researches.
<b>Bank Statements</b>	* Original 3 months personal and company's bank statements with the seal and signature from the bank * Bank statements should be of relevant and active accounts which shows the proof of funds and income * Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)
<b>IT Returns</b>	* Latest 3 years Income Tax Acknowledgement / ITR-V (SARAL) of individuals and the company
<b>Itinerary / Air tickets</b>	* Air tickets and proof of other means of travel within Europe
<b>Purpose of Travel / Accommodation</b>	* Hotel vouchers or hostel arrangements or other accommodation proof
<b>Supporting Credentials</b>	<b>Businessmen:</b> * Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed * NOC from other partners or Directors in case of partnership <b>Employees:</b> * Leave sanction letter from the company (from the Government body in case of Government employees / public servants) * Last 3 months Salary Statements (only for Private firms) * Company ID card (optional) * Retirement Certificate or Letter / Copy of Pension Book (for retired employees) <b>Students:</b> Leave sanction letter from the educational institution (for travel during working days) Bonafide Certificate from the educational institution (for travel during vacations) * School/ College ID card (optional) <b>Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):</b> * Marriage Certificate (Original) * Wedding Invitation card / Photographs (in case the marriage certificate is not ready) <b>Children travelling and unaccompanied by both the parents / either parent</b> * A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompanied * Passport copies / copy of both / either of the parents <b>Travellers unaccompanied by spouses/partners</b> * A notary attested NOC on a stamp paper from the unaccompanied spouse * Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted. <b>Additional supporting documents if available</b> * FD Receipts from banks * Public shares / debentures certificate * Asset evaluation report from a CA
<b>Travel Insurance</b>	* Valid Travel Insurance from the Embassy approved companies which covers the days of travel with minimum coverage of EUR 30,000

<b>Disclaimers</b>	* The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification.
	* The Embassy / Consulate / High Commission hold the rights to call the applicant for a Personal Interview if needed
	* BPVS offers Visa Facilitation services to our customers against a Service Fee
	* BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission

Information Updated on 05.06.2024