

Business

Overview

Applicants who wish to apply for a Visa are kindly requested to carefully read the provided information. The guidelines listed on this website are to help you prepare your documents as accurately as possible, on the basis of the common list of supporting documents to be presented by applicants for short stay Schengen visas in Kosovo. This will reduce the chances of your application being incomplete or a delay in being processed.

A short stay type C Schengen Visa is for any person who plans to visit Greece and remain in the Schengen area for up to 90 days over a period of 180 days (6 months) (You will find information on how to calculate your visa travel days on this page in the category Travel Days Calculator). The purpose of travel could be Tourism, Business, Visiting Family or Friends, Cultural and Educational, Sports, Medical reasons, Studies, Airport transit, Seafarers and Other. A visa application may now be lodged six (6) months before and not later than fifteen (15) calendar days before the date of the intended visit.

Please note that for non-Kosovan passport holders to be eligible to submit an application, it is necessary to have a permanent or temporary residency permit valid for more than 3 months after the intended date of return to Kosovo in order to apply. In any other case the Greek Consular Authorities will not be able to process your application.

The visa applications may be submitted either at the Visa Application Center for Greece in Pristina or directly at the Liaison Office of Greece in Pristina - Consular Office, as part of Art. 17 (5) Visa Code.

All applications will be assessed by the Liaison Office of Greece in Pristina - Consular Office - Visa Section. The Visa Application Center for Greece offer the option of courier service for the return of your submitted documents, directly at your doorstep. You may be required to appear before a Visa Officer for a personal or Skype interview at the Consular Office of the Liaison Office of Greece in Pristina, prior to a decision being made regarding your application and this may cause delays in the visa process, which applicants accept responsibility for.

Important - Visa applications may take up to 15 calendar days to process. Some applications may require further processing due to consultation from other Schengen countries and therefore the processing time may be extended up to 45 calendar days. Applications may be submitted at the earliest six (6) months before departure.

When lodging the application at the Visa Application Centers for Greece, applicants shall pay the Visa Fee and Service Fee, which may only be paid in EUR, and present the following **Basic Documents**:

1	Visa application form	-Fully completed and signed by the applicant
2	Two recent passport-sized pictures	- In colour, 3.5 x 4 cm (approx. 1.2 x 1.6 inch) - Facing forward, white background
3	Passport	- Valid for at least three months after date of return to Kosovo

	<ul style="list-style-type: none"> - Containing at least two blank visa pages - Issued within the previous ten (10) years -1 copy of the identification page and 1 copy of all visa pages
Medical insurance 4 (holders of diplomatic passports are exempted)	-Minimum coverage 30,000 EURO, for medical costs and medical repatriation, valid in all Schengen countries during the whole validity of the issued visa.

Additionally, and according to the purpose of the journey, applicant shall present the necessary [required documents](#).

The GVCW Visa Application Center for Greece is authorised by the Diplomatic and Consular Authorities of Greece in Kosovo to collect visa applications on their behalf. The VAC for Greece is only responsible for collecting/ retrieving visa applications, and play no part in the decision making process of visa applications.

Holders of **ordinary passports** who wish to apply for a Visa are kindly requested to carefully read the information on this website. The guidelines listed on this website are to help you prepare your documents as accurately as possible. This will reduce the risk of your application being incomplete or unnecessarily delayed.

Holders of **Diplomatic, Service and Public affairs passports** are welcome to submit their applications through the Liaison Office of Greece in Pristina/ Consular Office - Visa Section.

For general information on NATIONAL – Long term visas (type D) kindly note that Visa Application Center for Greece in Kosovo does not accept applications for National-Long term Visas. Please be advised to submit applications through the Liaison Office of Greece in Pristina/ Consular Office - Visa Section directly.

The Consular Authorities of Greece reserve the right to ask for additional documents and may call the applicant for an interview.

To download the visa application form, please click [here](#).

For visa applicants' rights in case of rejection due to registration in the Schengen Information System or the National Record of Undesirable Foreigners, please click [here](#).

For information request form about personal data processed in the National SCHENGEN Information System(N-SIS), please click [here](#).

Required Documents

[Download checklist Business](#)

You are kindly advised to check the list of required documents before submitting your application. This will minimize the chances of your application being delayed or declined due to inadequate or incorrect

submission of documents.

Following this, we advise you to download, print out and fill in the checklist which contains and explains what documents you need to hand in along with your passport when visiting VAC for Greece to submit your application. This is done in order to help you prepare your application more effectively and save you time and efforts while you visit the GVCW Application Center in Pristina.

You will need to prepare a separate application pack of supporting documents and Visa Application Form for each applicant (e.g. in case parents travel along with their children, confirmation of accommodation has to be given separately for every application pack). Only documents in A4 format are accepted.

You will need to fill out the application form in Latin characters (in English language) and submit it at the Visa Application Center for Greece in Pristina.

Under the new visa system (link to VIS document) implemented by all Schengen missions in Kosovo as of September 25, 2014, all VIS visa applicants must submit their application in person in order for their biometric data (10 fingerprints and digital photo) to be taken. Please note that appearance in person for all applicants regardless of age is mandatory for biometrics.

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Visa applications should be lodged no later than 15 calendar days prior to departure. Applications may be submitted at the earliest six (6) months before departure.

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Fees

CONSULAR SCHENGEN VISA (C) FEE:

The below rates are applicable and they may vary at any time:

Visa Type	EUR
Schengen Short stay (Type C) for nationals of Kosovo	35
Schengen Short stay (Type C) for nationals of Armenia, Azerbaijan and Belarus	35
Schengen Short stay (Type C) for nationals of Albania, Bosnia and Herzegovina, Georgia, Moldova, Montenegro, North Macedonia, Serbia and Ukraine holders of non biometric passports*	35
Schengen Short stay (Type C)	80
Schengen Short stay (Type C) for nationals of Gambia	120
Children under 12 years old	Gratis
Holders of Diplomatic and Service Passports	Gratis

Visa Type

EUR

Spouses and children of EU citizen traveling with the latter as long as relevant sufficient proof is provided along with the application (i.e. ticket bookings, copy of EU citizen's valid passport and marriage certificate or unabridged birth certificate as applicable) Gratis

Students, Pupils, post-graduate students and accompanying teachers/professors when on study - educational training trip Gratis

Researchers from third countries traveling for the purpose of carrying out scientific research (as defined in Recommendation No 2005/761/EC of the European Parliament and of the Council of 28 September 2005 to facilitate the issue by the Member States of uniform short-stay visas for researchers from third countries traveling within the Community for the purpose of carrying out scientific research) Gratis

Representatives and participants of non-profit organizations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organizations Gratis

Pensioners that provide a proof of pension (original and copy) Gratis

* **Note:** Citizens of: Albania, Bosnia and Herzegovina, Georgia, Moldova, Montenegro, North Macedonia, Serbia and Ukraine holders of biometric passports do not require Schengen visa. Please consult [here](#) for nationals of countries with which the EU has concluded Visa Facilitation Agreements.

SERVICE FEE:

The Service Fee amounts to **EUR 30** applicable per application over and above the Consular Visa Fees for all applications.

PLEASE NOTE:

All the above mentioned fees are payable in Euro at the time of submission of application at the Greece Visa Application Center and are subject to change without notice.

All the above mentioned fees can be paid in **cash** or **credit/ debit card** at the Visa Application Center.

Biometrics

As of 25 September 2014 all applicants applying for a Schengen visa will be required to present their biometric data - ten fingerprints and a digital photo. Biometric data will be stored in the Visa Information System (VIS), which is a central database for the exchange of data on short-stay visas (for stays up to 90 days in any 180-day period) between Schengen States. The main objectives of the VIS are to facilitate visa application procedures and checks at external border as well as to enhance security.

Therefore, as of 25 September 2014 all visa applicants will have to appear in person at the Visa Application Center for Greece, when lodging the application, in order to provide their fingerprints.

Under the VIS, mandatory fingerprinting is introduced for all passport categories. Consular sections must collect biometric data – digital photo and fingerprinting of ten fingers - from all visa applicants.

Consequently, all visa applicants, irrespective of nationality, shall be required to present themselves at the Visa Application Center for Greece at the time of their visa application for the biometric data collection.

(*)[1]Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland

The following categories of applicants are exempt from the requirement to provide fingerprints (Article 13(7) of the Visa Code):

- Children under the age of 12;
- Persons for whom fingerprinting is physically impossible. If the fingerprinting of fewer than 10 fingers is possible, the maximum number of fingerprints shall be taken. However, should the impossibility be temporary, the applicant shall be required to give the fingerprints at the following application. The authorities competent in accordance with Article 4(1), (2) and (3) shall be entitled to ask for further clarification of the grounds for the temporary impossibility. Member States shall ensure that appropriate procedures guaranteeing the dignity of the applicant are in place in the event of there being difficulties in enrolling;
- Heads of State or government and members of a national government with accompanying spouses, and the members of their official delegation when they are invited by Member States' governments or by international organizations for an official purpose;
- Sovereigns and other senior members of a royal family, when they are invited by Member States' governments or by international organizations for an official purpose.

Basic Procedure:

Biometrics will be collected using a quick, discreet and non-intrusive process that captures a facial image with a digital camera and a 10-digit fingerprint scan with a digital finger scanner.

Your face must be clearly visible for a photograph to be taken. This means that you cannot:

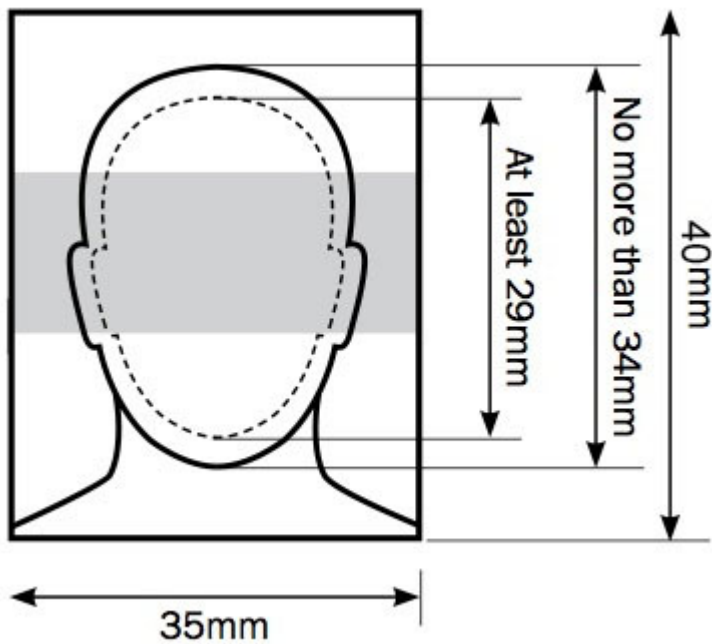
- have hair that covers the eyes
- wear a hat or scarf or any other item that obscures the face, hair or neck (with the exception of religious head coverings detailed below)
- If you wear a head or neck covering for religious reasons you must ensure your face is clearly visible, from the bottom of your chin to above your eyebrows including both cheeks. If possible both ears should also be displayed. You may also need to remove your glasses when the photograph is taken.

If you have cut or damaged your fingertips, you should make an appointment with the Visa Application Center for Greece when the injury has healed.

If you have a temporary decoration, such as mehndi, you should advise the Visa Application Center for Greece when booking your appointment to determine whether a scan will be possible.

If you refuse to submit your biometric data, your visa application cannot be processed and you will be referred to the Liaison Office of Greece.

Photo Specifications



Before submitting Schengen Visa photos make sure that they are absolutely in a high quality form in order to make their reproduction easy – something needed when facial biometrics applies in the ID Document of the visa holder. The applicants should present two recent (not more than 6 months old) passport-sized photos that should be:

- 3,5 x 4 cm (approx. 1.2 x 1.6 inch)
- with a light background (white or off-white) so that features are distinguishable and contrast against the background
- in color and with facing forward
- with the forehead and ears visible, without heavy jewelry
- full face, non-smiling (without sunglasses, a hat/ cap or other head covering, unless the applicant wears such items because of their religions belief or ethnic background)
- of high quality and printed on normal photographic paper (camera print), preferably not glossy

Please [click here](#) for the specifications.

Knowing and meeting properly these requirements is essential, as only if in the needed format, the biometric recognition of the applicant and perfect reproduction can be authorised correctly.

Note:

Please follow these instructions carefully. If photographs presented do not meet these requirements, your application will be considered incomplete.

Need photos for your VISA Application?

Learn more about our photo booth service!

Travel Medical Insurance

Pursuant to Regulation (EC) No 810/2009 (Article 15) of the European Parliament and of the Council of 13 July 2009”, which entered into force on April 5 of 2010, applicants must purchase a travel insurance

product before they apply for a travel visa. Purchasing adequate travel insurance is one of the requirements of the Schengen visa.

The requirements for Schengen travel insurance:

- The travel insurance should include medical evacuation/ repatriation. The minimum coverage shall be EUR 30,000 (denominated in Euros).
- The insurance company must have a representative office in European Union countries.
- The insurance must be valid for duration of stay in the Schengen countries.

Travel Days Calculator

Regulation (EU) No 610/2013 of 26 June 2013, amended the Convention Implementing the Schengen Agreement, the Schengen Borders Code and the Visa Code and – among others – re-defined the concept of "short stay" for third-country nationals in the Schengen area which is a fundamental element of the Schengen acquis.

As from 18 October 2013 for the vast majority of the third-country nationals – irrespective of being visa required or exempt – who intend to travel to the Schengen area for a short stay (contrary to reside in one of the Member States for longer than 3 months) the maximum duration of authorised stay is defined as ***"90 days in any 180-day period [...]". "The date of entry shall be considered as the first day of stay on the territory of the Member States and the date of exit shall be considered as the last day of stay on the territory of the Member States. Periods of stay authorised under a residence permit or a long-stay visa shall not be taken into account in the calculation of the duration of stay on the territory of the Member States."***

Contrary to the definition which was in force until 18 October 2013, the new concept is more precise by setting the duration in days, instead of months. Moreover, the term "from the date of first entry" which gave rise to many uncertainties and questions (especially after a judgment of the Court of Justice of the EU from 2006 (Case 241/05 "Bot)) has been dropped from the provision.

The notion of "any", implies the application of a "moving" 180-day reference period, looking backwards at each day of the stay (be it at the entry or at the day of an actual check), into the last 180-day period, in order to verify if the 90 days / 180-day requirement continues to be fulfilled.

Among others, it means that an absence for an uninterrupted period of 90 days allows for a new stay for up to 90 days.

Stays in Bulgaria, Croatia, Ireland, Romania, Cyprus and the United Kingdom shall not be taken into account as they are not (yet) part of the Schengen area without internal borders. At the same time, the non-EU Member States Iceland, Liechtenstein, Norway and Switzerland belong to the Schengen area; short stays in these countries count in when assessing the compliance with the 90 days / 180-day rule. Please note that the change does not apply to the **visa waiver agreements** concluded between the EU and Antigua and Barbuda, The Bahamas, Barbados, Brazil, Saint Kitts and Nevis, Mauritius, and Seychelles where **the old definition ("3 months during a 6 months period following the date of first**

entry") continues to apply. For citizens of these 7 third countries the calculator is not recommended to be used.

The length of stay of non-EU citizens traveling with a visa issued in accordance with the visa facilitation agreements concluded by the EU and certain third countries is to be calculated according to the new calculation method as there is reference in these agreements to "90 days per period of 180 days".

[USER MANUAL FOR SHORT-STAY SCHENGEN CALCULATOR](#)

[TRAVEL DAYS CALCULATOR](#)

INFORMATION SHEET TO VISA HOLDERS

Upon collection of passports, applicants are advised to immediately check that the visa granted meets their intended travel schedule and that all the information it contains is correct.

You have been issued a visa for the territories of the Schengen States.

As soon as you receive your short-stay visa, make sure that all the information it contains is correct.

Check the following:

- Your passport has a passport number. This number is also indicated on the visa sticker. Make sure that these numbers are the same.
- You applied for your visa for a specific period or periods. Check that your air ticket corresponds with the entry and exit dates indicated on the visa sticker.
- Check that the number of entries you applied for (one, two, or multiple) corresponds with the number of entries indicated on your visa sticker.
- Check that your name is spelled correctly.
- Do this yourself in order to avoid any problems or extra costs arising when using your visa. If you think that the information on the visa is incorrect, tell the consular authority immediately, so that any errors can be corrected.

How to read the visa sticker:

DURATION OF STAY.....DAYS indicates the number of days, you may stay in the Schengen area. The days should be counted from the date you enter the Schengen area (the entry stamp) to the date you exit the Schengen area (the exit stamp), i.e. both days included.

The period of time between "FROM ...UNTIL" is usually longer than the number of days printed in the "DURATION OF STAY" field. The difference in period is meant to give you flexibility to plan your entry into and exit from the Schengen area, but your stay in the Schengen area must never exceed the exact number of days in the "DURATION OF STAY ...DAYS" field. No matter how many days you have stayed in the Schengen area, you must leave no later than the date printed in the "UNTIL" field."

Controls at the border

Your short-stay visa allows you to travel to Greece and usually to other Schengen States. But it does not automatically entitle you to enter the Schengen area. So you may have to provide certain information at

border or other controls. You may, for instance, have to provide information on your means of support, how long you intend to stay in Greece and in the Schengen area, and why you are visiting. In some cases, such checks may result in a refusal for the visa holder to enter Greece or the Schengen area. It is therefore recommended that you carry with you copies of the documents which you presented when you applied for the visa (e.g. letters of invitation, travel confirmations, other documents stating the purpose of your stay). This will help to make the border control procedure easier and avoid delays at the border.

IMPORTANT NOTICE:

You must keep to the period of stay allowed by your visa. Misuse and overstay may result in you being expelled and banned from obtaining a new visa for a certain period of time.