

**PLEASE MAKE SURE THAT YOU HAVE INCLUDED  
ALL THE FOLLOWING DOCUMENTS  
IN THE ORDER MENTIONED BELOW  
IN AN ENVELOPE**

1. **Visa application** form completed and signed.
2. **Passport** with at least two blank pages. The passport should have been issued within the previous ten years and be valid for at least three months after the intended date of your departure from the Schengen area or, in the case of multiple trips, until the date on which you plan to depart after your final stay.
3. **A recent** photograph conforming to ICAO standards .
4. **GNIB (IRP) card** valid for at least 3 months after the intended date of your departure from the Schengen area.
5. **Confirmed flight tickets** to and from the Schengen area (including all between trips even in the same country) in chronological order.
6. **Confirmed hotel booking** for your full stay in the Schengen area or any other appropriate document stating the planned accommodation.
  - 6b. In case of private (family-friends) visit: proof of invitation or letter of sponsorship (providing board and lodging).
7. **Travel Medical Insurance** covering emergency medical care, hospitalisation and repatriation (in case of death included). The minimum coverage should be for €30.000. This insurance shall be valid for the entire Schengen area.
8. **Irish bank statement** in the applicant's name and address, showing movements over the last three months and a balance proving sufficient means of subsistence both for the duration of the intended stay and for the return to Ireland or, if the applicant is financially supported by her/his spouse (for example if the applicant does not work herself/himself), a marriage certificate and the spouse's bank statements.
9. **Proof of work/studies**
  - 9a. For employees: Recent, official and signed **letter from employer** (headed letter with name, position of signatory and date of issue, address, recent telephone number and registration number in Ireland) and/or work permit and/or payslips for the last 3 months.
  - 9b. For self-employed: Company's registration certificate and a recent business printout available from the Companies Registration Office.
  - 9c. For students: Recent, official and signed **letter from university**, college or school based in Ireland stating date of issue, name of the applicant and type of studies and number of lessons (hours) per week and confirming attendance/status, and, if applicable, proof of (part-time) employment (three most recent pay-slips and letter from employer).
  - 9d. If travelling for Business purposes: specific invitation with original signature from a firm or an authority in Greece to attend meetings/conferences and/or proof of registration.

**10. Photocopies of:**

- a) Passport page with personal details
- b) GNIB (IRP) card
- c) Passport page with Police stamp
- d) Passport pages with other Schengen visas

**THE VISA FEE SHOULD BE PAID IN CASH**

For Minors (children below 18 years) we will ALSO require:

- both parents should be present unless one parent has the sole custody or residence order for the child supported by legal documents. In case one parent cannot attend proof of consent of parental authority.
- original passports of both parents plus photocopies
- original birth certificate plus photocopy
- recent letter from school

For family members of EU/EEA citizens (spouses and children) ONLY when travelling to Greece together we will require :

- Documents 1, 2, 3, 4, 10 from the above list (visa application, passport, recent photograph, GNIB (IRP) card and relevant photocopies)
- the EU/EEA citizen's passport or National ID card plus photocopy
- proof of the family relationship (such as marriage certificate or birth certificate for children plus photocopy).
- Confirmed flight tickets showing that the applicant is travelling together with the EU/EEA citizen
- Proof of address