



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **GREECE TOURIST STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Visa form completed online, printed and signed.
  - First you must create an account online on the Greek Visa centre website, then proceed to complete the visa form. [Start here](#)
  - If the applicant is a minor:
    - Application form filled in and originally signed by both the parents.
    - Full unabridged birth certificate should be submitted and the official documents/ court decisions establishing the minor's parents/ legal guardians, if applicable (original and copy); if not in English or Greek, then translation by a certified translator in the UK is also required.
    - Both parents/ legal guardians must sign in person at the VAC and submit form of parental consent duly signed. If parents live abroad, then a submitted letter of consent and passport copy has to be stamped and certified by the Greek Embassy based in their country. If only one parent has guardianship of the minor or in case of one of the parents' death, the relevant court documents or death certificate must be submitted (original and copies).
    - Both parents' passport (Original and copy)
    - Both parents' existent Schengen visa photocopies (if applicable)
- Passport
  - If the signature page is not on the bio page then supply a photocopy of the signature page is also required.
  - Must have two blank pages adjacent.
  - Extended passports older than 10 years are not acceptable.
  - Include photocopies of previous Schengen visas if they are in an old passport) issued in the last 3 years.
  - Also include 1 copy of the Bio page(s) with the photo and signature.
  - Must be valid 3 Months beyond the return date from the Schengen states.
- UK Residence Permit
  - Must be valid 3 Months beyond the return date from Schengen area.
  - If it is in the passport also supply a photocopy.
  - If it is a BRP card then supply the original plus a photocopy of both sides.
  - C type visitor visa is not acceptable.
- Photograph
  - Supply Two recent Passport sized photo of photo booth quality on a white or off white background.
  - Must be in colour, 3.5 x 4 cm (approx. 1.2 x 1.6 inch).
- Proof of Employment:
  - Employers Letter. No older than 30 days.
  - Must have an original HR stamp and signature from the HR department.
  - Specify date of recruitment and position in the company.
  - Alternatively, supply the last 3 payslips. Copies are acceptable
  - If Self-employed:
    - Either the last Tax return form or an original Self-employment letter, no older than 30 days, addresses to the Embassy and obtained from:
    - The Applicants Accountant where the accountant is not a part of the company.
    - Solicitor. When the company has been registered by a solicitor.
    - Certificate of Incorporation. Applicants name must be on it. If not then additional proof must be supplied.
  - If Unemployed:

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- Recent original letter, not older than 30 days, obtained from local Jobcentre or Pension service.
- Proof of Funds:
  - UK Bank statement, up to date (not older than 30 days), covering 90 days of transactions and showing applicants name and the account in which the salary goes into it.
  - It must have enough to cover £40 per day in the Schengen area.
  - Travellers cheques. Covering the same amount of £40 per day, but can only be submitted as an addition to the bank statements, not as a substitute.
  - If the applicant is being sponsored (only immediate family members can sponsor) :
    - Supply sponsors passport copy
    - Supply proof of relationship (marriage/birth certificate, original and a copy). Any documents not in English or Greek must be translated by a certified translator.
    - Sponsorship letter from the sponsor.
    - Supply the Sponsors Bank statements copies from the last 3 months.
    - Letter from Sponsors employer/self employed. See details under Proof of Employment.
    - In case of minors proof of funds from one parent is required.
- Proof of Travel:
  - Fully pre-paid return travel tickets. Must have the applicants full name on them.
  - If travelling by Car supply Driving licence, car registration, car insurance and return tickets (ferry or Eurotunnel mentioning applicants name and registration number).
  - If applicant is not the driver, driver's passport, driving license and cover letter (signed & dated) confirming joint travel with applicant and travel dates need to be provided too.
- Proof of Accommodation:
  - Hotel/ holiday home confirmed reservation: Names of applicants, arrival and departure date, address of the hotel and contact details should be clearly stated. If the applicant is also travelling to other Schengen States, proof of accommodation in each of the Member States is required. If the applicant's name is not mentioned on the accommodation reservation, then a joint travel confirmation letter, signed and dated by the person whose name is on the reservation, must also be provided along with a photocopy of that same person's passport/ ID card + passport signature page, if signature is not on passport's bio-page. When accommodation is reserved for a group, then a list with the names of the group members will also be required.
  - For Cruise: full itinerary, passengers' details from the company along with proof of payment is required.
  - For Yacht/ Sailing: letter from sailing company/ skipper with itinerary for each day and details of applicants travelling for vacation. Yacht registration and a copy of the skipper's passport is required.
  - Accommodation provided by family/ friends in Greece: applicant's host's recent (not older than 30 days from the date of application) cover letter (signed & dated) confirming travel period, address of stay and contact details is required, along with the host's proof of residence (utility bill/ tenancy agreement/ deeds of property etc). The host also needs to have the signature on the invitation letter authorised by a Greek authority (police, Honorary Consulate etc). If host is a non-EU citizen, their permit of stay in Greece is also required.
- Travel insurance (all-risk medical travel insurance):
  - Clearly showing the applicant's name
  - Covering the entire period of intended stay
  - Valid for all Schengen States
  - The main destination must be Greece (if mentioned)
  - Covering any expenses for repatriation, urgent medical attention, emergency hospital treatment or death during stay (The words Urgent/Emergency Medical attention/treatment & Repatriation must be on the policy).
  - Minimum coverage EUR 30 000. (clause to be stated on the medical insurance)
  - Applicants insured through a bank, must obtain a bank letter confirmation as bank statements alone are not sufficient; it has to be recent (not older than 30 days from the

- date of the application).
- Field trip/ study/ research purposes (additionally):
  - Original letter (not older than 30 days from the date of application) signed university/ college/ school letter, which is addressed to the Mission; mentioning the applicant's name, the inviting university (it has to be a Greek national institution), the reason for the trip, the dates and the name and surname of the professor accompanying the students. Official invitation from Greek institution (it has to be a Greek national institution). Original (not older than 30 days from the date of application) signed university invitation, which is addressed to the Mission; mentioning the invited university/ college/ applicant's name and surname, the reason for the trip and the duration of stay in Greece. When travel tickets and/ or accommodation is paid or provided by the school/ college/ university, it has to be mentioned either in the UK university letter, or in the invitation letter of the Greek institution.
  - Also supply a copy of the letter.
- Family member of EEA/ EU/ Swiss national citizen (additionally): applied to spouses or children under the age of 21 of EEA/ EU/ Swiss national passport holders:
  - EEA/ EU/ Swiss national citizen's passport (original to be seen and photocopy to be submitted)
  - Proof of relation to EEA/ EU/ Swiss national citizen: marriage/ birth certificate (original to be seen and photocopy to be submitted), if not in English or Greek, then translation by a certified translator in the U.K. of the same document is required.

## **GREECE TOURIST STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Flight reservation with details of applicant and EEA/ EU/ Swiss national: Fully paid return travel tickets, mentioning both the applicant's and the EEA/ EU/ Swiss national family member's name and travel dates to and from the Schengen Area, as per the proof of travel specifications (field B3).
- Note: No proof of adequate funds, travel insurance and proof of accommodation is needed from applicants who are travelling together by plane or intend to meet their family member in Greece (optional). Family members of EEA/ EU/ Swiss national citizens who are travelling by themselves and do not intend to meet their family member in Greece, need to submit all the standard and supporting documentation as per the checklist, and pay full visa fees.
- Where there is no blood line to the family member who is the EU member (as in the case of Step children) these applicants cannot apply as EU family members, even though they may hold BRP cards with EU family member status. member BRP cards cannot apply as
- When travelling by car: Driving license, car registration, car insurance, fully paid return travel tickets (ferry or Eurotunnel) mentioning the registration number of the car, both the applicant's and their family member's name and also accommodation bookings need to be submitted. If applicant is not the driver, driver's passport, driving license and cover letter (signed and dated) confirming joint travel with applicant and travel dates need to be provided, too.
- Supply originals of all requested documents, plus 1 photocopy.
- Authorisation form:
  - This gives a Regent Visas staff member permission to collect your passport and visa.
  - It must have an original signature.
  - The Authorisation letter is handed in on collection of your visa from the Visa centre.
  - A copy of the applicants Passport Bio page must accompany it.
  - Leave the name of the person collecting your visa blank as it must be person specific.
  - You will find one in our downloadable pack.
- Minors:
  - Minors are applicants who have not reached the age of 18 years.
  - Minors must supply their full Original Birth certificate. It must show both parents name.
  - Also, supply a copy of the Birth certificate.
  - Children under 18 years must be accompanied by both parents. If not possible contact Regent Visas.
- For students: Recent (not older than 30 days from the date of application) letter from school/ college/ university with original signature confirming attendance.
- Appointment confirmation email:
  - Print out and include this with your documents.
- Important Information:
  - The applicant must be present at least 20 minutes before the scheduled appointment .
  - An appointment has to be booked to lodge the application.. Applicants will lodge the documents and have a finger print scan.
  - For this destination (Greece) although part of the Schengen agreement, applicants must always attend for a finger print scan.
  - The cost of the visa for spouses or children of EU citizens travelling with the latter and as long as all the correct supporting documents are supplied then the visa fee is Gratis. An admin fee of £1.95 may be applied.
  - For Minors under 12 years old the visa fee is Gratis. An admin fee of £1.95 may be applied.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Greece Tourist"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE