Greece visa checklist from India

The documents the Embassy of Greece in New Delhi asks for when an employee travels for tourism, in the order of the file. If your GVCW center's list differs, follow it.

	Document	For whom	What to check
☐	**Application form**	All	Filled in on the GVCW site, printed and signed
☐	**Data Protection Information**	All	Printed and added to the file
☐	**Passport**	All	Issued within 10 years, valid 3 months after the visa ends, two blank pages
☐	**Passport copies**	All	First and last pages, all visas and stamps; previous passport if you have one
☐	**Two photographs**	All	Recent, in color, 3.5 x 4 cm, white background
☐	**Travel medical insurance**	All	€30,000 minimum, all Schengen states, whole stay; insurer on the approved list
☐	**Return flight reservation**	All	In your name, on your travel dates
☐	**Hotel reservations**	All	Every night covered
☐	**Itinerary**	Tourism	Same dates as the flights and hotels
☐	**Cover letter**	All	Purpose, dates, companions, transport and accommodation
☐	**Bank statement, last 3 months**	All	Original, stamped and signed; €50 per day, €300 minimum
☐	**Income tax return acknowledgments**	All	Last two assessment years
☐	**Pay slips, last 3 months**	Employees	Same amounts as on the bank statement
☐	**Employment contract and leave approval**	Employees	Leave dates cover the whole trip