

## Checklist for visa application submission

All Greek Schengen Visa Application has to be submitted with the required documents in the following order:

- For every document, you must provide the original and one copy;
- The documents are to be presented in English (\*or translated to Greek);
- The documents submitted will not be returned. Only the travel document will be returned;

- Greek Schengen Application Form (completed and signed)  
 Yes      Remarks :  
 No
- Travel Documents (PASSPORT(s))  
 Yes      Remarks :  
 No
- A copy of all used pages of the passport (**visa stickers, exit and entry stamps - specifically for Schengen visa and stamps, for the pass 3 years**)  
 Yes      Remarks :  
 No
- Two (2) most recent photographs (size 3,5 x 4,5 with white background)  
 Yes      Remarks :  
 No
- Copy of Family Card (Kartu Keluarga) - in full A4 paper  
 Yes      Remarks :  
 No
- Copy of ID Card (KTP) - in full A4 paper  
 Yes      Remarks :  
 No
- Copy of Birth Certificate - in full A4 paper  
 Yes      Remarks :  
 No
- Copy of Marriage Certificate/ Divorce Cert, \*Court decision, etc - in full A4 paper  
 Yes      Remarks :  
 No
- Original** Reference letter from Work/School/ University/ College  
 Yes      Remarks :  
 No
- Salary Slip / Work Contract  
 Yes      Remarks :  
 No
- for Self Employed:  
SIUP (Business Permit) / Proof of business ownership  
 Yes       No      Remarks :
- Bank Statement (last 3 months)  
 Yes      Remarks :  
 No
- \*Invitation Letter / \*Sponsorship letter - signed/legalized by competent authority  
 Yes      Remarks :  
 No
- Copy of the sponsor's valid identification  
 Yes      Remarks :  
 No
- Bank statement of the sponsor (last 3 months)  
 Yes      Remarks :  
 No
- Roundtrip flight tickets (from Indonesia)  
 Yes      Remarks :  
 No
- Hotel(s)/Confirmation of place to stay  
 Yes      Remarks :  
 No
- Travel insurance  
 Yes      Remarks :  
 No
- Confirmation of all of the reservation of an organized trip  
 Yes      Remarks :  
 No
- \*Additional requirements for minors (e.g. Parental consent letter)  
 Yes      Remarks :  
 No
- Evidence of legal residence  
 Yes      Remarks :  
 No
- \*Others (or applicant declarations)  
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### Please be aware of the following:

- This application **without** the complete set of documents according to the above mentioned checklist and paid visa fee in full may result in a rejection of your visa application submission.
  - The decision on the visa application is made, as a rule, within 15 calendar days of the date of the lodging the application which is admissible by the consular authority. This period **may be extended** to up to 30 days or, in exceptional, specific cases to 60 calendar days.
  - Please note that during the processing time, the consulate may, in individual cases, ask you to submit additional information or documents, or, if deemed necessary, call the applicant for an interview.
- I have read and understood the terms and conditions above

DATE :

TIME :

APPLICANT'S NAME & SIGNATURE :

CHECKED BY :

AGENT/REPRESENTATIVE :

Contact number & email :