Visa and Residence Permits

PLEASE READ THE INFORMATION THOROUGHLY

In order to study and stay in Greece, or another country of the Schengen Area, for MORE than 90 days in a 180-day period, you MUST obtain a VISA (prior to arriving in Greece) from the local Greek Consulate, and you may need to apply for a Residence Permit after arriving in Greece.

The countries forming the Schengen Area are: Austria, Belgium, Czech Republic Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland. (Bulgaria and Romania are currently in the process of joining the Schengen Area.)

IMPORTANT: When you arrive into the Schengen Area, it is crucial to ensure that your passport is stamped; this is the only way to prove the amount of days you spend in the Schengen. If you enter without a visa, you are considered a tourist and are not eligible to apply for a visa or residence permit in country.

Obtaining a Visa

Get your visa prior to arrival in Greece. The process can be lengthy, please start right away.

There are 5 steps to the visa process:

1. Choose the Greek Consulate for your region and read the online steps for obtaining a National Visa.
2. Call the Consulate where you will apply to set an appointment AND verify the documents required, fee amount, type of payment accepted and procedure for receiving your passport with the visa affixed.
   ALERT: The required documentation to apply for a visa varies among Consulates
3. Collect all your documents and make a photocopy of everything for your records.
4. Take all documents to the Consulate for your application appointment.
5. Pick up or receive your visa.

Commonly Needed Documents to obtain a Greek National Visa. Some or all of the following documents will be required in their original form. Additional documents may be requested, confirm with your Consulate.

- Completed Greek National Visa Application Form
- Valid passport. The expiration date printed on the passport must be at least three months after the date you plan to depart from the Schengen Area.
- One color passport type photograph (2x2 in)
- Acceptance letter from ACT in Greek (You must email Roula Lebetli, Director of ACT Admissions rleb@act.edu and provide a mailing address where you will receive the letter. This takes up to two weeks to process.)
- Criminal background check (FBI Identification Record)
- Medical form (can be found on consulate website)
- Comprehensive travel insurance stating that student is covered in a medical emergency
- Travel documents (flight tickets)
- Proof of funds for the duration of stay in Greece
- Bank and credit card statements (or parents/guardians' if they are covering expenses)
- W2 forms for the last two years (or parents/guardians' if they are covering expenses)
- Payment fee for application
- Payment fee for returning your passport to you after the visa has been placed
- Self-addressed envelope for returning your passport to you
Obtaining a Greek Residence Permit

The application process to obtain a Greek Residence Permit (RP) happens in Greece. ACT will guide students through the process and students will apply for the RP as a group. You must travel to Greece with all appropriate paperwork as listed below. During Orientation at ACT, you will receive step-by-step instructions. The residence permit is valid for one year.

At the time of entry into the Schengen, a stamp must be placed in your passport showing the date and place of entry. If the first port of entry is another Schengen country, even if you are only transiting that country, the entry stamp should be placed in the passport upon entry into that country. Persons who lack port of entry stamps may be fined upon departure from Greece. In addition, we recommend that all travelers hold on to their ticket receipts and/or boarding passes until they leave Greece.

**Checklist of documents you will need for your residence permit:**

Bring these documents with you from home. All documents must be in English.

- **Current passport with a Greek National visa**
- **Proof of your Tax Identification Number or Social Security Number.** The information will only be used at the bank and will remain strictly confidential. A document from your home country’s authorities stating your number will be sufficient. If you don’t have a Tax Identification Number or Social Security number, you will need a document stating that you don’t have such a number.
- **Proof of permanent address.** Any official document stating your name and permanent address (e.g. driver’s license).
- **Proof of your place of birth** (city or state), if not stated in your passport. You will need an official document from your home country’s authorities stating your name and city/state of birth.
- **Photocopy of your entire passport** (even blank pages)

ACT will help you obtain these documents in Greece

- **4 passport-size (4x6 cm) photos on photographic paper**
- **CD/DVD with the photograph in JPEG2000 format**
- **Proof of finances.** You will need to open a bank account at a Greek National bank and deposit €400. You will then receive a certificate from the bank, but the money is yours to keep. ACT will assist you in opening the account after you have arrived.
- **Proof of address in Greece.** If you are staying in ACT housing, we will issue a letter confirming your address.
- **Proof of Greek National medical insurance.** You need an original, official letter of insurance coverage (on insurance company letterhead) valid for one year from a Greek insurance provider. The Student Services Office can assist you in locating an insurance provider that offers the minimum coverage policy required for residence permit purposes, at a cost of approximately €120.
- **Official letter of acceptance in Greek from ACT (This will provided to you by ACT).**
- **Residence permit fee payment receipts (e-paravolo) for €169 cash.**

**Cost:** The following fees associated with the residence permit must be paid in cash at the time of application and are not included in other ACT fees.

- €20 for the passport photos with CD
- €169 for the residence permit
- €120 for insurance policy by a Greek provider
- €400 Bank deposit to open the Greek National bank account. The money is yours to keep.