Greek Student Visa Application Instructions
STEP BY STEP GREEK VISA PROCESS IN DETAIL

Phase 1 – Initial Process (responsibility of the student)

**Step 1).** Be sure you have a valid passport that will be good for at least three months following the completion of the program. Make sure that your passport is signed.

**Step 2).** Based on your permanent place of residence, determine which Greek Consulate you must apply to for your visa. Example, if you go to school in Chicago, IL, but your home address is in suburban Philadelphia, you should use the New York Consulate and not the Chicago Consulate. Please refer to the “Consular Affairs” on the Greek Embassy website [http://www.greekembassy.org](http://www.greekembassy.org) to locate your appropriate consulate.

**Step 3).** Be certain to contact your Greek Consulate and double check with them about the visa application process. This is necessary because each Consulate follows slightly different rules. These rules change without notice and it is your responsibility to know exactly what is expected of you at your particular Consulate.

**Step 4).** Most consulates require students to secure an FBI Identification Record. This may take up to 18 weeks and needs to be applied for **Immediately**. See the included “FBI Identification Record Request” or go to the FBI website for more information and all necessary forms at: [http://www.fbi.gov/hq/cjisd/fprequest.htm](http://www.fbi.gov/hq/cjisd/fprequest.htm). Have yourself fingerprinted at your local police station. Please indicate a “date needed by” (approximately 1 ½ months from submission date) both on your FBI identification record request and on the outside of the envelope and mail this with your fingerprints and money order or credit card request to the FBI as directed. It is strongly recommended you send your request via US Post Express Mail or UPS, so you are able to track your letter and confirm when it arrived to the FBI. Be certain to save this information.

**Step 5).** In additional to the FBI Record, all students are required to obtain a Local Police or Penal Record. These results should be returned to Arcadia along with the required forms list below. Contact your local police station immediately to inquire about this process.

Phase 2 – Returning Requested Visa Forms (responsibility of the student)

**Step 6).** Complete all of the required documents listed in **Column One** of the “Visa Checklist”, which is available on Arcadia’s website- [www.arcadia.edu/cea/forms](http://www.arcadia.edu/cea/forms), then fax or mail them to the Arcadia University Center for Education Abroad, 450 S. Easton Road, Glenside, PA or fax: (215) 572-2174.

**Step 7).** These documents include passport (copy), local police record (copy), doctor’s letter (copy), parental declaration, declaration for foreigners, & student application letter.

Phase 3 – Submission by Arcadia to authorities in Greece (responsibility of Arcadia)

**Step 8).** The Arcadia Center in Athens will submit the necessary student visa documents to the immigration authorities in Athens.

**Step 9).** Within about 3 weeks, you will receive via UPS the required certification letter from the Arcadia Center in Athens, the **Nomarchia document**, a certification letter from Arcadia University in Pennsylvania and a CISI insurance verification letter.

Phase 4 – Applying for Greek Visa (responsibility of the student)

**Step 10).** Please refer again to “Consular Affairs” on the Greek Embassy website [http://www.greekembassy.org](http://www.greekembassy.org) to locate your appropriate consulate. Contact your Greek Consulate Office again to double check the visa application process. Do you need an appointment? Is the visa department open on the day you plan to visit? What are the hours of the visa section? How much is the visa, since the price can fluctuate? Does the Consulate require payment, if so by money order or cash?
**Step 11.** Collect or acquire all the documents listed in *Column Two* of the “Visa Checklist” and submit them to your Greek Consulate.

➤ Here’s how:

- Complete the “Application for a Schengen Visa” form using the directions provided. You can find it on-line at: [http://www.eurovisa.info/Forms/pdf/SchengenVisaApplication_En.pdf](http://www.eurovisa.info/Forms/pdf/SchengenVisaApplication_En.pdf). Do not visit the Consulate without this application and the other requirements in *Column Two* of the “Visa Checklist” as the Consulate will not accept your application and you will have to make a new appointment and try again. This will delay the process.

- Prepare a copy of the photo page of your passport to submit with your application.

**Step 12.** Please confirm with your Consulate the proper method of returning your passport and visa to you. Many times you must provide a business-sized, self-addressed and stamped US Postal Service Express envelope with appropriate postage and completed air bill for your passport to be returned to you. Some Consulates, however, requires visas to be picked up in person.

**Other important notes:**

- All student visas are valid for a period of 90 days which will not cover the entire semester abroad. Upon arrival in Athens, the staff at the Arcadia Center will help you get an extension to this visa. This two step process involves registering with the proper authorities and applying for an extension of your 90 day visa.

- If you are traveling to other countries before your stay in Greece, you should inquire about the entry requirements permitted with this visa. Please contact the Resident Director in Athens (sanders@arcadia.edu) before finalizing any travel prior to arrival in Athens.

- Passports must be left at the Consulate for processing. This processing time varies depending on the Consulate, but please allow a minimum of 30 days for processing. Please take into account any holidays (including Greek holidays) that may occur around the time you hope to submit your visa for processing.

- Please retain at least one photocopy of all the documents presented to the Consulate.

- Please note that the visa is simply a sticky label that is affixed to the inside of your passport.

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**Phase 5 – Visa Requirements After Arrival (responsibility of the student)**

- Submit €150 (local visa registration fee) to the Arcadia Center staff for submission to the immigration authorities in Athens.

- Visit local health center for a chest x-ray, accompanied by an Arcadia Center staff member. A chest x-ray will costs you approximately €7 to €10.

- Submit your residence permit application at the appropriate office, accompanied by an Arcadia Center staff member.

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**Phase 6 - Visa Requirements After Arrival (responsibility of Arcadia)**

- Accompanying students to the hospital for their x-rays and to the government office for submission of the residence permit applications.

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**Final Step**

Once all of the above steps are complete, you will receive a Greek document stating that the student has followed all regulations correctly and can now legally stay in Greece. This document must be photocopied by the Arcadia Center and then kept in the student’s passport. When you depart Greece for the U.S. at the end of the program, you will show this document at passport control.
## VISA CHECKLIST

<table>
<thead>
<tr>
<th>COLUMN 1: THINGS YOU NEED TO SEND TO ARCADIA UNIVERSITY FOR SUBMISSION TO GREEK AUTHORITIES IN ATHENS</th>
<th>COLUMN 2: THINGS YOU NEED TO SUBMIT WITH YOUR APPLICATION FOR A STUDENT VISA AT A GREEK CONSULATE IN THE US</th>
<th>COLUMN 3: THINGS YOU NEED TO HAVE TO REGISTER AND APPLY FOR A RESIDENCE PERMIT – THIS IS NOT NEEDED UNTIL AFTER YOUR ARRIVAL IN GREECE.</th>
</tr>
</thead>
</table>
| In order to receive the Nomarchia document and the overseas institution’s certification letter, you need to provide items 1) through 8). Please mail, scan or fax these items to the Greece Program Coordinator at (215) 572-2174 ASAP.  
1) A completed Parental/Guardian Declaration for Foreigners. (This form is available online at www.arcadia.edu/cea/forms.)  
2) A completed Student Application Letter. (This form is available online at www.arcadia.edu/cea/forms.)  
3) A completed Declaration of Foreigner for Studies in Greece (Student Declaration). (This form is available online at www.arcadia.edu/cea/forms.)  
4) A photocopy of the photo page of your passport.  
5) A photocopy of a letter (on doctor’s letterhead) from a medical doctor saying that you are in good health. The letter must state that you are free of yellow fever, cholera, the plague, drug addiction and mental illness. It should also state that you are not suffering from any transferable or contagious diseases.  
6) A photocopy of your local Identification Record, or FBI Identification Record if process has been completed.  
7) A completed Student Emergency Card. (This document will be emailed to you to complete and return.)  
8) A TB (tuberculosis) Test from a doctor. (This document will be emailed to you to complete and return.) This document can be submitted after the above visa requirements. | The Center for Education Abroad will provide items 1), 2), 3), and 4) about 3 or 4 weeks after we receive the items in column 1 from you.  
1) An original certification letter from the Arcadia Center in Athens confirming enrollment. This cannot be produced until we receive the documents listed in the first column.  
2) Your Nomarchia document (provided by the authorities in Athens)  
3) An original certification letter from Arcadia University in Pennsylvania verifying enrollment.  
4) CISI health insurance verification.  
➔ You need to provide 5) through 12)  
5) A completed Schengen Application. (Provided instructions and link to application below).  
6) Original passport and photocopy of photo page.  
7) Two recent color passport photos  
8) A copy of your travel itinerary with departure and return dates.  
9) The original letter (on doctor’s letterhead) from a medical doctor saying that you are in good health. The letter must state that you are free of yellow fever, cholera, the plague, drug addiction and mental illness. It should also state that you are not suffering from any transferable or contagious diseases. | The Arcadia Center in Athens will help you with 1), 2) and 3)  
1) Making a photocopy of photo and visa page of your passport  
2) Required chest X-ray at a state hospital after arrival in Athens  
2) Submitting the application for the residence permit, which the Arcadia Center will complete for you.  
You need to provide 4) through 5)  
4) Four recent color passport photos. You should have already submitted these to Arcadia University.  
5) €150 |
Required visa documents do not need to be submitted together, but should be promptly returned to Arcadia.

FYI: Your program coordinator will combine these items with several other documents and send them to Jan Sanders, Resident Director in Athens. Jan will submit these documents to the immigration authorities in Athens. In about 3 weeks, she will collect from the authorities the Nomarchia document. This, along with the overseas certification letter, will be sent on to you from Arcadia University.

**RESULT:**

The submission of these documents to the authorities in Athens will result in the Nomarchia document and the overseas institution’s certification letter. You need both of these documents to support your application for a student visa at your Greek consulate in the US.

10) The original FBI Identification Record and local police record. You are required to go to the police station and get your fingerprints before you apply for this record from the FBI.

11) A copy of your parent’s financial records. Submit a copy of your parent’s 2006 1040 tax form or current bank statement.

12) The cost of the student visa may vary. Please be certain to contact your consulate to verify the cost. Necessary payments are generally only accepted as cash or money order; again please check with your consulate.

Please confirm with the consulate the proper method of returning your passport/visa to you. You might need to include a business-sized, self-addressed stamped and certified US Post Office Express Mail envelope for your passport to be returned to you.

**RESULT:**

Once all these documents are processed by your Greek consulate, your passport will be returned to you with the student visa. The visa is a passport sized stamp that your Greek consulate glues to a page of your passport.

**RESULT:**

Once your student visa and supporting documents and fees are submitted to the authorities in Athens, you will receive a letter stating that you are legal to reside in Greece (and, therefore the European Union and the Schengen Zone) through the end of the program.
PROCEDURE TO OBTAIN AN IDENTIFICATION RECORD

The subject of an identification record may obtain a copy thereof by submitting a written request via the U.S. mail directly to:

FBI
CJIS Division— Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

Tel: 304-625-5590

Directions for obtaining a Federal Bureau of Investigation Identification Record can be found on the following website:  
www.fbi.gov/hq/cjisd/fprequest.htm

Please follow each step to obtain your Identification Record.

1. Complete the cover letter (provided on website)
2. Obtain proof of identity, including finger print records
3. Include $18 payment to the US Treasury
   - Money Order, Certified Check or Credit Card (online) accepted
4. Mail the items #1, #2, #3 (list above) to the above address.

Be certain to indicate a “date needed by” on your FBI Identification Records cover letter and on the outside of the envelope. This date should be 1 ½ or 2 months from submission.

Allow approximately 16-18 weeks for processing, upon receipt to the FBI.

Arcadia strongly recommends students send their request via US Post Express Mail, for expediency and tracking purposes. Be certain to save your tracking information.

OBTAINING LOCAL POLICE RECORD

All students are required to obtain and submit a police record or penal record from their local police services.

Please contact your local police services; in many cases students maybe required to request their police record from their home town constabulary.

A copy of this record should be returned to Arcadia University Center for Education Abroad immediately, along with the other items indicated in Column One of the “Visa Checklist”
This form is required as part of the Greek visa process. Please download and complete this form from the Arcadia University Center for Education Abroad website—www.arcadia.edu/cea/forms. This completed form should be returned to Arcadia, along other requirements referred to in Column 1 of the Arcadia Greek Visa Instructions.

TODAY’S DATE

Arcadia Center for Hellenic, Mediterranean and Balkan Studies
Embedokleus 26
11636 Athens
GREECE

Dear Arcadia Center,

Please accept my application to attend the Arcadia Center for Hellenic, Mediterranean and Balkan Studies. I, Lisa Simpson, US passport number 123456789, am a full-time student at Springfield University and I wish to follow the educational program offered at the Arcadia Center for Hellenic, Mediterranean and Balkan Studies for the Fall/Spring/Summer Semester 20__. The credits earned at the Arcadia Center for Hellenic, Mediterranean and Balkan Studies will count toward my graduation requirements at Springfield University.

Thank you,

Lisa Simpson
Arcadia Greek Visa
Student Declaration

This form is required as part of the Greek visa process. Please download and complete this form from the Arcadia University Center for Education Abroad website—www.arcadia.edu/cea/forms. This completed form should be returned to Arcadia, along other requirements referred to in Column 1 of the Arcadia Greek Visa Instructions.

<table>
<thead>
<tr>
<th>Υπεύθυνη Δήλωση αλλοδαπού για σπουδές στην Ελλάδα</th>
<th>Declaration of foreigner for studies in Greece</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ο υπογεγραμμένος/ The undersigned person</th>
<th>BART SIMPSON</th>
</tr>
</thead>
</table>

δηλώνω ότι:
I declare that:

a) Τα στοιχεία που αναφέρονται στην αίτηση μου είναι ακριβή και αληθή.
a) The details which are referred in my application are accurate and true.

b) Θα ενημερώνω αμέσως τις Υπηρεσίες σε κάθε αλλαγή των στοιχείων αυτών και δη των στοιχείων της διαμονής μου.
b) I will immediately inform the Authorities for every change of these details and especially for my accommodation data.

c) Θα τηρώ απαρεγκλίτως τους κανονισμούς του Εκπαιδευτηρίου, καθώς και τους νόμους και τις αποφάσεις που αφορούν στη νόμιμη παρουσία μου στην Ελλάδα.
c) I will follow the rules of the College, as well as the laws regarding my legal presence in Greece.

d) Γνωρίζω πως αν παραβώ τους όρους αυτούς και καταγγελθεί αρμοδίως από τους υπευθύνους του Εκπαιδευτηρίου, θα πρέπει να εγκαταλείψω τη χώρα, χαρακτηρίζομενος σε αντίθετη περίπτωση ως λαθρομετανάστης.
d) I have acknowledgement that if I break these rules and am denounced from the responsible persons of the College, I will have to leave the country. In case this will not happen, I will be characterized as illegal immigrant.

Ο/Η υπευθύνως Δηλών /-ούσα,  
Responsibly the declarant,

_______________________  
(Signature)
This form is required as part of the Greek visa process. Please download and complete this form from the Arcadia University Center for Education Abroad website—www.arcadia.edu/cea/forms. This completed form should be returned to Arcadia, along with other requirements referred to in Column 1 of the Arcadia Greek Visa Instructions.

### Υπεύθυνη Δήλωση Γονέα
### Parental / Guardian Declaration

<table>
<thead>
<tr>
<th>Ο υπογραμμένος</th>
<th>HOMER SIMPSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, the undersigned person</td>
<td>SPRINGFIELD, STATE USA</td>
</tr>
<tr>
<td>Κάτοικος</td>
<td>742 EVERGREEN TERRACE SPRINGFIELD, STATE USA</td>
</tr>
<tr>
<td>resident of</td>
<td>MAGGIE SIMPSON</td>
</tr>
<tr>
<td>Διεύθυνση</td>
<td>parent or guardian of the student</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

who will study in Greece, declare that I fully undertake all expenses of accommodation, transportation, studies and supporting in Greece for the whole duration of the course.

Ο γονέας ή κηδεμόνας
The parent or guardian,

Υπογραφή
Signature ……………………………..
Ολογράφως
PRINTED…Homer Simpson
Instructions to Complete Application for Schengen Visa

Please follow the numbered steps when completing your Schengen Visa. All instructions that are written below in CAPITAL LETTERS should be entered on the visa application exactly as they appear.

The Visa Application can be found at the following website--

1. **Surname**: last name
2. **Maiden name**: If married, name at birth
3. **First name**: first name as it appears on your passport
4. **Birth date**: (1984-19-08) [year-date-month]
   Europeans reverse the day and the month so please follow this format.
5. **ID #**: Social Security Number
6. **Place and Country of Birth**: City, State and Country of birth
7. **Nationality**: country of citizenship
8. **Nationality at Birth**: country of citizenship at birth
9. **Sex**: gender
10. **Marital Status**: selection one
11. **Father’s Name**: Father’s full name
12. **Mother’s Name**: Mother’s full name
13. **Type of Passport**: NATIONAL PASSPORT
14. **Passport #**: listed in passport
15. **Issued by**: listed in passport
16. **Date of Issue**: listed in passport
17. **Valid until**: listed in passport
18. **N/A** (not applicable in most cases)
19. **Current Occupation**: STUDENT
20. **University name, address and #**: Arcadia University
    450 S. Easton Road
    Glenside, PA 19038
    215-572-2901
21. **Destination**: Athens, Greece
22. **Type of Visa:** LONG STAY
23. **Visa:** INDIVIDUAL
24. **Number of entries:** MULTIPLE
25. **Duration of Stay:** determined by individual length of stay
26. **Other visas:** N/A (not applicable in most cases)
27. N/A (not applicable in most cases)
28. **Previous stays in other Schengen states:** determined by individual travel history
29. **Purpose:** select “Other”: FULL-TIME IN A UNIVERSITY STUDY ABROAD SEMESTER PROGRAM
30. **Date of Arrival:** program start date
31. **Date of Departure:** program end date
32. **Border of Entry:** group flight participants list GREECE, non-group flight participant indicate country of entry
33. **Means of Transportation:** AIRPLANE/FLIGHT
34. **Name:** ARCADIA CENTER FOR HELLENIC, MEDITERRANEAN & BALKAN STUDIES AND RESEARCH – JAN SANDERS
   **Full address:** EMBEDOKLEUS 26
   116 36 ATHENS, GREECE
   **Telephone:** (011-30) 210-752-5318
   **E-mail address:** SANDERS@ARCADIA.EDU
35. **Who is paying?**
   MYSELF AND HOST COMPANY- ARCADIA UNIVERSITY/CENTER FOR HELLENIC, MEDITERRANEAN AND BALKAN STUDIES AND RESEARCH
36. **Means of Support:** CASH/TRAVELER’S CHECKS/CREDIT CARDS AND OTHER: ARCADIA UNIVERSITY
37-42. **Spouse’s information:** if un-married, leave blank
38. For EU citizens only
44-48. **Your Personal Information:**
   Put your permanent address and telephone number.
   Sign and Date the form. [year-date-month]