

EMBASSY OF GREECE IN AMMAN - SCHENGEN VISAS

We recommend persons wishing Schengen visas to apply at the Visa Application Centre (VAC)
Abdul Raheem Al-Haj Moh'd St. Galleria Mall, Building No. 56, 4th Floor, Sweifieh, Amman
Phone Number: 06 400 100 4 / 079 79 22 221 <http://www.vfsglobal.com/greece/jordan>

SN	BASIC REQUIEREMENTS	Yes	No
1	Completely filled and signed application form		
2	Valid passport and copy. Copy of the pages including previous visas. For a married woman, a copy of the page where the name of the husband and the included children appear		
3	One passport size photograph (white background. Avoid white or bright clothes)		
4	Proof of compliant travel medical insurance covering the period of stay with a value of at least 30,000 Euro (see list of companies accredited)		
5	Proof of sufficient financial means . Bank statement from a bank in Jordan showing movements of the applicants account for the last six months, signed and sealed by the bank, or other credible proof.		
6	Work certificate including position, salary and date of starting the post and proof of registered business (trade license and profession license) رخصة المهن والسجل التجاري		
7	Reservation of hotel/other kind of accommodation in Greece		
8	Flight reservation		
9	Copy of the valid Annual Residence Permit and Work Permit for non Jordanians. National exempted from residency rules should, submit the appropriate document from the Jordan Authority		
10	Payment of the equivalent of 60 Euros per visa, in advance, non refundable.		
11	In case applicant wish to apply in the VAC, There is a service charge of the equivalent of 20 Euros per application over and above the visa fees payable by all applicants in advance, non refundable.		

Invitations

1	Official invitation issued by the Police Authorities of the place of residence in Greece.		
2	Letter of invitation from a Greek company duly signed and sealed, showing the name and position of the signatory.		
3	Fixed appointment from a Greek doctor or hospital, with the slip of the advanced payment of the medical treatment. Also medical reports from a Jordanian doctor or hospital.		

Notes

1	Applicants may be called for interviews to assert purpose of travel and other relevant information. Applicants may be asked to present any other document that the Embassy might deem appropriate.
2	Inquiries about visa refusals should be addressed at gremb.amm@mfa.gr only

Applicant's name: _____ Signature: _____ Tel #: _____ Date: _____

Submission Officer (SO) VAC. Remarks: _____

SO. VAC. name and signature: _____ Date: _____

A. Gather the documents

B. Present them in the VAC:

From 9 am. to 3 pm. (Sunday-Thursday) except on public holidays or,

Visit the website: <http://www.vfsglobal.com/greece/jordan/index.html> (**Schedule an appointment**), or,

Email: info.greecejordan@vfshelpline.com, or call Tel. 06 400 100 4 / 079 79 22 221

C. Go in person. Your application will be checked and your finger prints as well as your digital photograph will be taken

D. In case visa processing exceeds 10 working days, please inquire about your application status, or track your application through our website <http://www.vfsglobal.com/greece/jordan>