Please read the following instructions COMPLETELY and CAREFULLY before beginning the process for obtaining a visa to study in Greece.

**Greek law requires that citizens from non-Schengen countries** (the 25 Schengen countries (countries that have signed the Schengen Agreement) 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) **obtain a National, Long Stay Visa in order to study in Greece for a period in excess of 90-days.**

The Long Stay Visa must be obtained prior to your departure for Greece from your local Greek Consulate. Visas cannot be obtained after arrival in Greece. Guidelines for obtaining your visa are listed below in the section titled ‘Pre-Departure’. **DO NOT delay, begin the visa process immediately.**

A vital part of the process is obtaining an FBI Identification Record and this may take up to 6 weeks.

**IMPORTANT:** Greek law requires that you obtain a Long Stay Visa for the duration of your studies in Greece. Students unable to obtain a visa for any reason, or those who elect not to obtain a visa, may be subject to a fine by the Greek authorities at the time of their departure from Greece. Fines ranging between €500 to €1200 have been reported. **CYA requires that a student who elects to study in Greece without obtaining a visa acknowledge that he/she is aware of the consequences of the Greek law by signing an *Inability to Obtain a Visa* statement upon arrival at CYA.**
Pre-Departure: Obtaining a Long Stay Visa for Greece

1. Make sure that you have a valid passport that will be good for at least three months following the completion of the program. Make sure that you have signed your passport. IF YOU DO NOT HAVE ONE, you must choose EXPEDITED processing in order to get one back in time.

2. If you did not include photos with your application, upon notification of acceptance please obtain eight (8) passport photos. Keep two (2) of them for submission to the Greek Consulate when you apply for your student visa and send six (6) of them by mail to:
   College Year in Athens
   P.O. Box 390890
   Cambridge, MA 02139

   Photos must be 2x2 inches and display a full face, front view and eyes open, against a light colored (preferably white or off-white) background. It is important that there are no distracting shadows on your face or the background.

   Print your full name on the back of all photos.

   Please note that photos are essential for CYA to obtain your Certificate of Studies necessary for your visa application. Please do not delay sending your photos.

3. Make an appointment with your physician to ensure timely completion of the Medical Certificate for Visa form (included as page 6 of this document).

4. IMPORTANT: A vital part of your visa application is an FBI Identification Record (a national criminal record check from the FBI). The process for obtaining this report is extremely lengthy (may take 5-6 weeks) and therefore requesting this report demands your immediate attention.

   Students holding U.S. passports must request this report through the FBI. Students who are citizens of other countries must obtain such a report from the country where they will apply for their visa (either the US or their home country).

   Please follow the instructions below or your request may be further delayed. Although the FBI does not admit to expediting record requests, the instructions below may help to ensure a timely response.


   2. Have yourself fingerprinted. Contact your campus police or the local police department for information. Download and print a fingerprint form from the FBI website listed above.

   3. Complete the online FBI Applicant Information Form found on the FBI website listed above. Please instruct the FBI to send the report to you (take into consideration whether you want it sent to your
home address or your school address—e.g., if you plan to go to the Greek Consulate over school vacation, make sure you have the FBI report sent to your home address).

4. Print and sign the request.

5. Prepare your packet containing:
   a. FBI Applicant Information Form
   b. Fingerprints
   c. Fee: Money Order or Credit Card form (NO Checks or Cash will be accepted)

   Optional (but highly recommended): In order to expedite the process, enclose a prepaid, pre-addressed overnight (courier) envelope addressed to yourself.

6. Submit your request to the FBI by following the directions on the FBI website.

7. Follow-up with the FBI by email (liaison@leo.gov) or by telephone, (304)625-5590, within a few weeks to confirm that your request was received.

5. Shortly after your acceptance and after CYA has received your photographs, you will receive an original Certificate of Studies from CYA confirming enrollment in the program, and supporting documentation stating that CYA is providing you with supplemental health insurance and housing while you are a student in Greece. CYA recommends that you use the time between your acceptance and your receipt of the Certificate of Studies to collect the documents (listed below under #7) you will be required to submit to the Greek Consulate in support of your application for a visa.

6. Based upon your place of residence, locate your local Greek Consulate.

   Students holding U.S. passports should visit http://www.mfa.gr/www.mfa.gr/AuthoritiesAbroad/North+America/USA/EmbassyWashington/en-US/ and find the Consulate having jurisdiction over your place of residence, its telephone numbers, and hours of operation.

   Students holding passports from countries other than the U.S. should contact their nearest Greek Consulate for information on how to obtain a student visa.

   Make telephone contact with your Greek Consulate and confirm the application fee and what is required to obtain a Long Term visa. Find out whether an appointment is required and when you should plan to visit the consulate (ideally about 4 weeks before departure). This is necessary because different Consulates follow slightly different rules. The fee and the rules change without notice and it is your responsibility to know exactly what is expected of you from your particular Consulate. Please bear in mind that polite, pleasant, and respectful communication with Consulate staffers will serve you well.
You will then present the following documents to the Greek Consulate (again, you must confirm this information with the consulate to which you are applying):

- The original Certificate of Studies (CYA will mail this to you – see item #5 above),
- A valid passport,
- A completed and signed Long Term visa application form (available as a separate downloadable.pdf document in the Accepted Students section of the CYA website, www.cyathens.org),
- The original copy of your FBI Identification Report,
- The original copy of your Medical Certificate for Visa form (included as page 6 of this visa info packet) completed and signed by your physician,
- Two passport sized photos with your FULL NAME printed on the back of each photo,
- A money order in the amount of the visa fee (confirm the fee amount immediately prior to submitting the application); personal checks will not be accepted,
- A statement of good standing from your college or university (this should be a letter on letterhead from your Abroad Office or Registrar that states you are in good academic and financial standing and are approved for study abroad),
- Specific financial information (usually in the form of your parent’s tax returns/credit card statement/bank statements or a notarized bank letter stating your parents have sufficient funds available to support your study abroad),
- Flight information to/from Greece,
- Copy of your Driver’s License,
- Copy of your School ID,
- Proof of health insurance for the duration of your studies in Greece (your ISIC card and any supporting documentation indicating coverage through your family),
- A prepaid, self-addressed, courier envelope (only if you want your passport mailed back to you instead of picking it up). If you are applying closer than 2 weeks from departure to Greece we suggest you use an overnight envelope with a tracking number. Note: The Consulate General of Greece in New York accepts only Post Office (USPS) prepaid express envelopes.

If you are not in easy traveling distance to a Greek Consulate, call and inquire about the possibility of obtaining a Visa by mail. Most Consulates require an in-person interview, however, if you are permitted to apply for a visa by mail please be sure to use the services of a courier service (UPS/FedEx/DHL/USPS) with a tracking number to expedite transport of documents, and to provide a prepaid courier envelope with a tracking number for the consulate to return your passport to you. If you do get approval to apply by mail, please inquire what documents must be notarized and if an Apostille is necessary.
Important Note: According to student reports, e-mail communication is often slow or unanswered by various Consulates so DO NOT rely on email as your primary mode of communication with the Greek Consulate. Do NOT assume that once you have submitted your materials you have finished. Call the Consulate and confirm that your application has been received, that it is not missing any required items, and that it is being processed. Again, please bear in mind that polite, pleasant, and respectful communication with Consulate staffers may serve you well toward receiving your visa in a timely manner.

8. You will be issued a multiple entry visa to study at DIKEMES (the Greek acronym for the International Center for Hellenic and Mediterranean Studies), CYA’s affiliate in Athens.

IMPORTANT: Greek law requires that you obtain a Long Stay Visa for the duration of your studies in Greece. Students unable to obtain a visa for any reason, or those who elect not to obtain a visa, may be subject to a fine by the Greek authorities at the time of their departure from Greece. Fines ranging between €500 to €1200 have been reported. CYA requires that a student who elects to study in Greece without obtaining a visa acknowledge that he/she is aware of the consequences of the Greek law by signing an *Inability to Obtain a Visa* statement upon arrival at CYA.
# MEDICAL CERTIFICATE FOR VISA

The undersigned Doctor in medicine Dr. _______________________________

<table>
<thead>
<tr>
<th>Certifies that he has examined this day</th>
<th>SURNAME:</th>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Place of birth</td>
<td></td>
</tr>
<tr>
<td>Number of travel document</td>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>Home Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

and based on the examination and results of laboratory tests, has found **him/her**, in accordance with the provisions of Article 6, paragraph 3 and Article 8, paragraph 2, point b of the Law 3386/2005\(^1\) on the "entry, residence and social integration of third-country nationals on Greek territory" free of one of the following illnesses, as mentioned in the Council Directive 64/221/EEC of 25 February 1964\(^2\) on the “co-ordination of special measures concerning the movement and residence of foreign nationals which are justified on grounds of public policy, public security or public health”.

A. **Diseases which might endanger public health:**
1. Diseases subject to quarantine listed in International Health Regulation No 2 of the World Health Organisation of 25 May 1951;
2. Tuberculosis of the respiratory system in an active state or showing a tendency to develop;
3. Syphilis;
4. Other infectious diseases or contagious parasitic diseases if they are the subject of provisions for the protection of nationals of the host country.

B. **Diseases and disabilities which might threaten public policy or public security:**
1. Drug addiction;
2. Profound mental disturbance; manifest conditions of psychotic disturbance with agitation, delirium, hallucinations or confusion.

<table>
<thead>
<tr>
<th>Date of issue</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor’s signature and stamp</td>
<td></td>
</tr>
</tbody>
</table>

---

2. *Official Journal 056, 04/04/1964 P. 0850 - 0857*