



UNIVERSITY OF THE AEGEAN

*Necessary Procedures for  
Nationals of European Union (EU) & Schengen  
Member States  
and  
Third-Country Nationals  
for Master & Doctoral Studies of over three months  
duration  
in the University of the Aegean*

[www.aegean.gr](http://www.aegean.gr)

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# 1. Nationals of EU & Schengen Member States

## 1.1. Procedures required by the University of the Aegean

### 1.1.1. Registration requirements for Master Studies Programs

Master Studies Programs of University of the Aegean Departments publish annually a call for applications in each program, whose outset is planned for the next academic year or semester. The applications of candidates have to be accompanied by the documents required by legislation in force, according to which:

- ✓ In Master Studies Programs, Higher Education Institutions (HEIs) graduates of domestic or equivalent recognized Institutions abroad are admitted.
- ✓ The selection criteria of master students are: a) the overall grade of the degree/diploma, b) the grades of undergraduate courses relative to the courses of the Master program, c) the performance in undergraduate thesis, when provided and d) any research activity of the candidate.
- ✓ Each department determines, by a decision of the General Assembly of Special Composition, any details for the appliance of the criteria mentioned above, the definition of additional criteria or whether to conduct examinations and interviews, the results of which are taken into account for the final selection. The specific criteria set by each Department are announced on its website. Interview, where provided, is taken by at least three Faculty Members of the relevant Department designated as members of the Committee of Evaluation and Selection of Master Students.
- ✓ **Graduates of European Union member states are required to provide recognition of their undergraduate degree/diploma from D.O.A.T.A.P. which is the competent organization for the recognition of university or technological degrees that are awarded by foreign Higher Education Institutions.**

### 1.1.2. Registration requirements for Ph.D. Candidates

In order to register as a Ph.D. Candidate at a Department of the University of the Aegean, one needs to have the following qualifications:

- ✓ Degree/Diploma of a Higher Education Institution in Greece or of an equivalent HEI abroad.
- ✓ Master diploma of a Higher Education Institution in Greece or of an equivalent HEI abroad recognized by D.O.A.T.A.P., in the research and teaching fields of the Department or in the most relative ones, promoting nevertheless, the academic interdisciplinary character of the Department in which he/she wishes to elaborate Doctoral Thesis.
- ✓ Exemption from the obligation of a Ph.D. Candidate to hold a master diploma is possible in exceptional cases because of the known quality of his/her scientific or professional work, or if the candidate has scientific publication(s) of exceptional quality and level or patent (according to the provisions of paragraph 1b, Article 9, Law 3685/2008). In this context, the candidate may be admitted even if he/she does not hold a master diploma, on a reasoned decision of the General Assembly of Special Composition of the Department. In this case, the candidate has to complete an organized cycle of additional courses designated by the General Assembly of Special Composition of the Department within the context of the Master Studies Programs of the Institution. When non holders of master diploma are admitted, degree/diploma of a Higher Education Institution in Greece or of an equivalent HEI abroad recognized by D.O.A.T.A.P. is required (to the meaning of Article 2, Law 3549/2007 (Government Gazette Issue No. 69, Series A, 20.03.2007).

#### *Selection process of Ph.D. Candidates*

The admission process for doctoral thesis begins either with an application to the Department submitted by someone interested or with the publication of a relative notice. In case a notice is published, accepted for evaluation are the applications submitted in time.

The required formal documents submitted by any Candidate are:

- ✓ Application.
- ✓ Detailed Curriculum Vitae.
- ✓ Copy of Degree / Diploma.
- ✓ Copy of Master Degree / Diploma of a Higher Education Institution in Greece or of an equivalent HEI abroad recognized by D.O.A.T.A.P. .
- ✓ Analysis of research interests and priorities (text of about 4 pages or 1,000 words).
- ✓ Certificate of sufficient knowledge of at least one official EU language, if required by the Department and mentioned in the notice published.
- ✓ At least two letters of recommendation from University professors with whom the Candidate has academic relationship. Letter of recommendation from employer may be additionally required, depending on the Department.
- ✓ Digital copies of projects developed in previous Undergraduate and Master Studies Programs of which the Candidate has graduated, and have not been published.
- ✓ Hard or digital copies of papers published either in journals or in conference proceedings which publish papers after review evaluation, monographs or distinctions.
- ✓ Summary Plan of Doctoral Thesis proposal, recommended to include (the exact contents are defined in the Internal Regulation of each Department):
  - i. Featured Doctoral Thesis topic.
  - ii. Description of the purpose of the Doctoral Thesis and of the various objectives as well.
  - iii. Description of the methodology to be followed.
  - iv. Indicative bibliography.
  - v. Expected results.

## 1.2. Required procedures of competent organizations according to legislation in force in Greece

**EU nationals in order to follow master or doctoral studies in Greek Universities, lasting more than three months have to issue the following documents-certificates**

### 1.2.1. Recognition of undergraduate title awarded abroad by the National Academic Recognition Information Centre (D.O.A.T.A.P.)

This procedure is followed by those wishing to be admitted in a Program of Master Studies or by exceptional candidates who wish to undertake doctoral thesis although they have not acquired a master diploma/ degree.

The procedure is carried out and completed by the National Academic Recognition Information Centre (D.O.A.T.A.P.) **within approximately three months from the date of application submission.**

Required documents submitted to D.O.A.T.A.P. :

- ✓ **Application form** in which it is written "equivalence certificate in order to elaborate a doctoral thesis in .... Department of the University of the Aegean or Master Study Program "....." of the Department of ..... of the University of the Aegean" (the form can be provided by the Secretariat of D.O.A.T.A.P. or downloaded from the website). The form is signed by the applicant when submitting.
- ✓ **Fee of 230.40 €** for each undergraduate title. This amount is payable only to the Bank of Greece (D.O.A.T.A.P. account, SWIFT CODE: **BNGRGRAA**, IBAN: **GR05 0100 0240 0000 0002 6072 595**). On the deposit slip should be referred as depositor the citizen requesting recognition.
- ✓ **Identity Card or passport in clear photocopy** (in the case of identity or passport from abroad, a clear photocopy of the copy that has been certified by a domestic lawyer).
- ✓ **An official statement of law** according to the Article 8 of Law 1599/86 (it may also be written on plain paper in accordance to Ministerial Decree No. 1068985/900T&F/2001, Government Gazette Issue No. 950, Series B, 12.07.2001) signed by the applicant when submitting, stating

that "the documents submitted are genuine, I have completed my studies for the award of the title whose recognition I hereby request, there has been submitted no other application for accreditation to DOATAP or any other Public Authority, the place where courses and seminars, projects (if any) and exams, oral and written took place, was ..... (the place of studies is filled in and if part of the studies have been carried out in Greece the relevant city as well)".

- ✓ **Consent Form** filled in and signed only by the person interested, in duplicate for each of the institutions where he/she has studied. With this form, D.O.A.T.A.P. is authorized to request from any Institution(s) illustrative/additional information concerning his/her graduation title(s).
- ✓ **Greek High school degree or six-grade Secondary School degree or other equivalent degree**, in clear photocopy of the original. If the studies were conducted abroad (excluding EU countries and EFTA, the former USSR, Australia, USA and Canada) the final title of that course must be submitted (the original or a legally certified by Greek Authority copy) accompanied by a certificate issued by the qualified authority of the country that granted the title (i.e. Cultural Attaché of the respective Embassy in Greece). By this certificate it should be stated that this title gives the holder the right to enter Higher Education Institutions of the country of origin. Also, an official translation of the degree (and the certificate) must be submitted, unless it is in Greek, English or French.
- ✓ **Undergraduate title** to be recognized, verified for the authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or a legally certified copy accompanied by its official translation unless it is in Greek, English or French. In this case no translation is necessary. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. These verifications are not necessary if the title is issued in Greek, English or French and the Institution having awarded the title sends a certified copy directly to D.O.A.T.A.P. . In this case, the one interested should ask himself/herself the Institution to send the certified copy of the title to D.O.A.T.A.P. . In cases when in accordance to the Institution's Regulation intermediate titles are granted, these must be submitted as well.

- ✓ **Official transcript** with grades from all subjects and from all the years of study signed and stamped by the Institution, stating the date of award. The submitted official transcript should be verified for the authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or a legally certified copy accompanied by its official translation unless it is in Greek, English or French. In this case no translation is necessary. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. Verification is not necessary if the official transcript is issued in Greek, English or French and the Institution sends a certified copy directly to D.O.A.T.A.P. . In this case, the one interested should ask himself/herself the Institution to send the certified copy of the official transcript to D.O.A.T.A.P. .
- ✓ **Certificate for the place of studies (CPS)**, which under the applicant's request has to be sent directly to D.O.A.T.A.P. by the Institution of origin. If the CPS is not in Greek, English or French, it should be submitted by the applicant, verified for authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or legally certified copy accompanied by its official translation. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. In the CPS information about the applicant, the duration and place of studies should be recorded as follows: "We affirm that the studies of ..... (name, surname, father's name) that lasted from ..... to ..... took place and were completed in ..... (Institution, City, Country) and nowhere else". In the case of distance learning studies, instead of the CPS, the relative questionnaire filled in (<http://www.doatap.gr/gr/distant.php> in English and French) will be sent directly to D.O.A.T.A.P. by the Institution.
- ✓ **Diploma Supplement**, if this is granted by the Institution.
- ✓ **A Syllabus of the Institution** if the Institution is not included in the list with the Higher Education Institutions recognized by D.O.A.T.A.P.
- ✓ **Scholarship Certificate**. For students who have been admitted for postgraduate studies in Greece, a certification from IKY (National Scholarship Foundation) is required that they are scholarship holders or a certification from the relevant University Department that they have been admitted to a postgraduate program.



Please visit D.O.A.T.A.P. webpage for possible changes of the required documents <http://www.doatap.gr/en/aitiseis.php>

*Clarifications:*

- ✓ Documents can be submitted:
  - in person at the offices of D.O.A.T.A.P. by the applicant or by an authorized person (the authorization is required to have the validation of the applicant's signature by a Police Station/KEP/Greek Consular Authority).
  - by registered letter.
  - by courier services.
- ✓ It should be noted that D.O.A.T.A.P. reserves the right to request information about the applicant's studies in addition to the one mentioned above. The applicant has the right to submit any document considered supportive for the processing of his/her case.
- ✓ The documents submitted are not returned with the exception of dissertations/theses which are returned with the Recognition Act.
- ✓ All certificates mentioned above and all documents of Higher Education Institution abroad are not accepted by FAX or E-MAIL Decree No. F5/B3/2427/1999 (Government Gazette Issue No. 462, Series B, 28.04.1999).
- ✓ Every information submitted is confidential.
- ✓ The outset of recognition procedure involves the submission of all required documents.
- ✓ Certification of the above documents with APOSTILLE seal is made by the competent service in the country of issue. For those countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities.
- ✓ The official translations of the documents above (unless they are in Greek, English or French) are made by the Ministry of Foreign Affairs, local Greek Consular Authorities, a graduate translator of Foreign Languages, Translation and Interpreting Department of the Ionian

University or a lawyer in Greece certifying that this is a translation of the specific document.

### **1.2.2. Recognition of Master Degrees/Diplomas awarded abroad by the National Academic Recognition Information Centre (D.O.A.T.A.P.)**

This procedure is followed by those who wish to undertake doctoral thesis.

The procedure is carried out and completed by the National Academic Recognition Information Centre (D.O.A.T.A.P.) **within approximately three months from the date of application submission.**

Required documents submitted to D.O.A.T.A.P. :

- ✓ **Application form** in which it is written "equivalence certificate in order to elaborate a doctoral thesis in .... Department of the University of the Aegean or Master Study Program "....." of the Department of ..... of the University of the Aegean" (the form can be provided by the Secretariat of D.O.A.T.A.P. or downloaded from the website). The form is signed by the applicant when submitting.
- ✓ **Fee of 184.32 €** for each postgraduate title. This amount is payable only to the Bank of Greece (D.O.A.T.A.P. account, SWIFT CODE: **BNGRGRAA**, IBAN: **GR05 0100 0240 0000 0002 6072 595**). On the deposit slip should be referred as depositor the citizen requesting recognition.
- ✓ **Identity Card or passport in clear photocopy** (in the case of identity or passport from abroad, a clear photocopy of the copy that has been certified by a domestic lawyer).

Also:

- (For scholarship holders): a verified certificate from IKY (National Scholarship Foundation)
  - (For postgraduate students in Greek universities): a verification from the university that one has been accepted to a specific postgraduate program.
- 
- ✓ **An official statement of law** according to the Article 8 of Law 1599/86 (it may also be written on plain paper in accordance to Ministerial

Decree No. 1068985/900T&F/2001, Government Gazette Issue No. 950, Series B, 12.07.2001) signed by the applicant when submitting, stating that "the documents submitted are genuine, I have completed my studies for the award of the title whose recognition I hereby request, there has been submitted no other application for accreditation to DOATAP or any other Public Authority, the place where courses and seminars, projects (if any) and exams, oral and written took place, was ..... (the place of studies is filled in and if part of the studies have been carried out in Greece the relevant city as well)".

- ✓ **Consent Form** filled in and signed only by the applicant, in duplicate for each of the institutions where he/she has studied. With this form, D.O.A.T.A.P. is authorized to request from any Institution(s) illustrative/additional information concerning his/her graduation title(s).
- ✓ **Basic Degree/Diploma of a Greek Higher Education Institution**, in clear photocopy of the original. In cases when the basic studies were performed in a foreign institution, a clear photocopy of the Recognition Act (Certificate) of this degree should be submitted. If the basic degree has not been recognized, the recognition of this title must be initially requested.
- ✓ **Postgraduate title (master or doctorate)** to be recognized, verified for the authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or a legally certified copy accompanied by its official translation unless it is in Greek, English or French. In this case no translation is necessary. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. These verifications are not necessary if the title is issued in Greek, English or French and the Institution having awarded the title sends a certified copy directly to D.O.A.T.A.P. . In this case, the one interested should ask himself/herself the Institution to send the certified copy of the title to D.O.A.T.A.P. . In cases when in accordance to the Institution's Regulation intermediate titles are granted, these must be submitted as well.
- ✓ **Dissertation/thesis** (for postgraduate degrees, Master/Doctorate) returned at the end of the recognition procedure.

- ✓ **Official transcript** (if the program of studies required courses attendance) with grades from all subjects and from all the years of master or doctoral studies signed and stamped by the Institution, stating the date of award. The submitted official transcript should be verified for the authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or a legally certified copy accompanied by its official translation unless it is in Greek, English or French. In this case no translation is necessary. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. Verification is not necessary if the official transcript is issued in Greek, English or French and the Institution sends a certified copy directly to D.O.A.T.A.P. . In this case, the one interested should ask himself/herself the Institution to send the certified copy of the official transcript to D.O.A.T.A.P. .
- ✓ **Certificate for the place of studies (CPS)**, (with the exception of doctoral studies that did not require courses attendance), which under the applicant's request has to be sent directly to D.O.A.T.A.P. by the Institution of origin. If the CPS is not in Greek, English or French, it should be submitted by the applicant, verified for authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or legally certified copy accompanied by its official translation. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. In the CPS information about the applicant, the duration and place of studies should be recorded as follows: "We affirm that the studies of ..... (name, surname, father's name) that lasted from ..... to ..... took place and were completed in ..... (Institution, City, Country) and nowhere else". In the case of distance learning master studies and doctoral studies, instead of the CPS, the relative questionnaire filled in (<http://www.doatap.gr/gr/distant.php> in English and French) will be sent directly to D.O.A.T.A.P. by the Institution.
- ✓ **Confirmation letter for PhD degrees** (only for those PhD titles that the program of studies did not require courses attendance), which under the applicant's request has to be sent directly to D.O.A.T.A.P. by the Institution of origin. If the confirmation letter is not in Greek, English or French, it should be submitted by the applicant, verified for authenticity of signatures in accordance with the Hague Convention

(APOSTILLE seal), in original or legally certified copy accompanied by its official translation. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. In this letter information about the applicant, duration of studies, graduation date, the way of doctoral studies attendance and the way of the thesis support should be recorded.

- ✓ **For Doctorate titles from:** Romania, Serbia, Bulgaria and Albania additional documents are needed (information at the Information Department in D.O.A.T.A.P.).
- ✓ **Diploma Supplement**, if this is granted by the Institution.
- ✓ In cases of Partnership between a Greek Higher Education Institution and a foreign institution for a postgraduate program, the relevant **operating authorization of this program published in the Official Government Gazette** should also be submitted.
- ✓ **A Syllabus of the Institution** if the Institution is not included in the list with the Higher Education Institutions recognized by D.O.A.T.A.P. . A Syllabus is also required in case the Department of an Institution has not been accredited yet.
- ✓ **Scholarship Certificate.** For students who have been admitted for doctoral studies in Greece, a certification from IKY (National Scholarship Foundation) is required that they are scholarship holders or a certification from the relevant University Department that they have been admitted to a doctoral studies program.

Please visit D.O.A.T.A.P. webpage for possible changes of the required documents <http://www.doatap.gr/en/aitiseis.php>

#### *Clarifications:*

- ✓ Documents can be submitted:
  - in person at the offices of D.O.A.T.A.P. by the applicant or by an authorized person (the authorization is required to have the validation of the applicant's signature by a Police Station/KEP/Greek Consular Authority).
  - by registered letter.

- by courier services.
- ✓ It should be noted that D.O.A.T.A.P. reserves the right to request information about the applicant's studies in addition to the one mentioned above. The applicant has the right to submit any document considered supportive for the processing of his/her case.
- ✓ The documents submitted are not returned with the exception of dissertations/theses which are returned with the Recognition Act.
- ✓ All certificates mentioned above and all documents of Higher Education Institution abroad are not accepted by FAX or E-MAIL Decree No. F5/B3/2427/1999 (Government Gazette Issue No. 462, Series B, 28.04.1999).
- ✓ Every information submitted is confidential.
- ✓ The outset of recognition procedure involves the submission of all required documents.
- ✓ Certification of the above documents with APOSTILLE seal is made by the competent service in the country of issue. For those countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities.
- ✓ The official translations of the documents above (unless they are in Greek, English or French) are made by the Ministry of Foreign Affairs, local Greek Consular Authorities, a graduate translator of Foreign Languages, Translation and Interpreting Department of the Ionian University or a lawyer in Greece certifying that this is a translation of the specific document.

### **1.2.3. EU Citizens' Registration Certificate**

The Registration Certificate of EU Citizens is granted by the Greek Police.

Documents required:

- ✓ True copy of a valid passport or travel document recognized by our country.
- ✓ Four (4) recent color photographs in physical form, of technical specifications identical to those of passports.

- ✓ Certificate of registration at the relevant educational institution or a certificate that he/she has been accepted for registration.
- ✓ Insurance of a public insurance agency or an insurance contract of a private agency or insurance of the Higher Education Institution.

#### **1.2.4. Issuance of Tax Registration Number (T.R.N.) in Greece**

This procedure takes place optionally.

Issuance of Tax Registration Number (T.R.N.) in Greece is carried out by a Public Financial Service.

Required documents:

- ✓ True photocopy of a valid passport.
- ✓ Documents verifying the address of permanent residence in Greece.

## 2. Third - country Nationals

### 2.1. Procedures required by the University of the Aegean

#### 2.1.1. Registration requirements for Master Studies Programs

Master Studies Programs of University of the Aegean Departments publish annually a call for applications in each program, whose outset is planned for the next academic year or semester. The applications of candidates have to be accompanied by the documents required by legislation in force, according to which:

- ✓ In Master Studies Programs, Higher Education Institutions (HEIs) graduates of domestic or equivalent recognized Institutions abroad are admitted.
- ✓ The selection criteria of master students are: a) the overall grade of the degree/diploma, b) the grades of undergraduate courses relative to the courses of the Master program, c) the performance in undergraduate thesis, when provided and d) any research activity of the candidate.
- ✓ Each department determines, by a decision of the General Assembly of Special Composition, any details for the appliance of the criteria mentioned above, the definition of additional criteria or whether to conduct examinations and interviews, the results of which are taken into account for the final selection. The specific criteria set by each Department are announced on its website. Interview, where provided, is taken by at least three Faculty Members of the relevant Department designated as members of the Committee of Evaluation and Selection of Master Students.
- ✓ **Graduates, third - country nationals whose undergraduate degree/diploma has not been accredited by D.O.A.T.A.P., can be admitted to a Master Studies Program by decision of Deanery, which carries out the relevant check (Law 4316/2014, Article 73, paragraph 5).**



## 2.1.2. Registration requirements for Ph.D. Candidates

In order to register as a Ph.D. Candidate at a Department of the University of the Aegean, one needs to have the following qualifications:

- ✓ Degree/Diploma of a Higher Education Institution in Greece or of an equivalent HEI abroad.
- ✓ Master diploma of a Higher Education Institution in Greece or of an equivalent HEI abroad recognized by D.O.A.T.A.P., in the research and teaching fields of the Department or in the most relative ones, promoting nevertheless, the academic interdisciplinary character of the Department in which he/she wishes to elaborate Doctoral Thesis.
- ✓ Exemption from the obligation of a Ph.D. Candidate to hold a master diploma is possible in exceptional cases because of the known quality of his/her scientific or professional work, or if the candidate has scientific publication(s) of exceptional quality and level or patent (according to the provisions of paragraph 1b, Article 9, Law 3685/2008). In this context, the candidate may be admitted even if he/she does not hold a master diploma, on a reasoned decision of the General Assembly of Special Composition of the Department. In this case, the candidate has to complete an organized cycle of additional courses designated by the General Assembly of Special Composition of the Department within the context of the Master Studies Programs of the Institution. When non holders of master diploma are admitted, degree/diploma of a Higher Education Institution in Greece or of an equivalent HEI abroad recognized by D.O.A.T.A.P. is required (to the meaning of Article 2, Law 3549/2007 (Government Gazette Issue No. 69, Series A, 20.03.2007)).

### *Selection process of Ph.D. Candidates*

The admission process for doctoral thesis begins either with an application to the Department submitted by someone interested or with the publication of a relative notice. In case a notice is published, accepted for evaluation are the applications submitted in time.

The required formal documents submitted by any Candidate are:

- ✓ Application.
- ✓ Detailed Curriculum Vitae.
- ✓ Copy of Degree / Diploma.
- ✓ Copy of Master Degree / Diploma of a Higher Education Institution in Greece or of an equivalent HEI abroad recognized by D.O.A.T.A.P. .
- ✓ Analysis of research interests and priorities (text of about 4 pages or 1,000 words).
- ✓ Certificate of sufficient knowledge of at least one official EU language, if required by the Department and mentioned in the notice published.
- ✓ At least two letters of recommendation from University professors with whom the Candidate has academic relationship. Letter of recommendation from employer may be additionally required, depending on the Department.
- ✓ Digital copies of projects developed in previous Undergraduate and Master Studies Programs of which the Candidate has graduated, and have not been published.
- ✓ Hard or digital copies of papers published either in journals or in conference proceedings which publish papers after review evaluation, monographs or distinctions.
- ✓ Summary Plan of Doctoral Thesis proposal, recommended to include (the exact contents are defined in the Internal Regulation of each Department):
  - i. Featured Doctoral Thesis topic.
  - ii. Description of the purpose of the Doctoral Thesis and of the various objectives as well.
  - iii. Description of the methodology to be followed.
  - iv. Indicative bibliography.
  - v. Expected results.

## 2.2. Required procedures of competent organizations according to legislation in force in Greece

**Third - country nationals in order to follow doctoral studies in Greek Universities, lasting more than three months have to issue the following documents-certificates**

### 2.2.1. Recognition of undergraduate title awarded abroad for foreign students' participation in a Doctoral Studies Program

This procedure is followed by exceptional candidates who wish to undertake doctoral thesis although they have not acquired a master diploma/ degree.

The procedure is carried out and completed by the National Academic Recognition Information Centre (D.O.A.T.A.P.) **within approximately three months from the date of application submission.**

Required documents submitted to D.O.A.T.A.P. :

- ✓ **Application form** in which it is written "equivalence certificate in order to elaborate a doctoral thesis in .... Department of the University of the Aegean or Master Study Program "....." of the Department of ..... of the University of the Aegean" (the form can be provided by the Secretariat of D.O.A.T.A.P. or downloaded from the website). The form is signed by the applicant when submitting.
- ✓ **Fee of 230.40 €** for each undergraduate title. This amount is payable only to the Bank of Greece (D.O.A.T.A.P. account, SWIFT CODE: **BNGRGRAA**, IBAN: **GR05 0100 0240 0000 0002 6072 595**). On the deposit slip should be referred as depositor the citizen requesting recognition.
- ✓ **Identity Card or passport in clear photocopy** (in the case of identity or passport from abroad, a clear photocopy of the copy that has been certified by a domestic lawyer).

- ✓ **An official statement of law** according to the Article 8 of Law 1599/86 (it may also be written on plain paper in accordance to Ministerial Decree No. 1068985/900T&F/2001, Government Gazette Issue No. 950, Series B, 12.07.2001) signed by the applicant when submitting, stating that "the documents submitted are genuine, I have completed my studies for the award of the title whose recognition I hereby request, there has been submitted no other application for accreditation to DOATAP or any other Public Authority, the place where courses and seminars, projects (if any) and exams, oral and written took place, was ..... (the place of studies is filled in and if part of the studies have been carried out in Greece the relevant city as well)".
- ✓ **Consent Form** filled in and signed only by the person interested, in duplicate for each of the institutions where he/she has studied. With this form, D.O.A.T.A.P. is authorized to request from any Institution(s) illustrative/additional information concerning his/her graduation title(s).
- ✓ **Greek High school degree or six-grade Secondary School degree or other equivalent degree**, in clear photocopy of the original. If the studies were conducted abroad (excluding EU countries and EFTA, the former USSR, Australia, USA and Canada) the final title of that course must be submitted (the original or a legally certified by Greek Authority copy) accompanied by a certificate issued by the qualified authority of the country that granted the title (i.e. Cultural Attaché of the respective Embassy in Greece). By this certificate it should be stated that this title gives the holder the right to enter Higher Education Institutions of the country of origin. Also, an official translation of the degree (and the certificate) must be submitted, unless it is in Greek, English or French.
- ✓ **Undergraduate title** to be recognized, verified for the authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or a legally certified copy accompanied by its official translation unless it is in Greek, English or French. In this case no translation is necessary. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. These verifications are not necessary if the title is issued in Greek, English or French and the Institution having awarded the title sends a certified copy directly to D.O.A.T.A.P. . In this case, the one interested should ask himself/herself the Institution to send the certified copy of the title

to D.O.A.T.A.P. . In cases when in accordance to the Institution's Regulation intermediate titles are granted, these must be submitted as well.

- ✓ **Official transcript** with grades from all subjects and from all the years of study signed and stamped by the Institution, stating the date of award. The submitted official transcript should be verified for the authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or a legally certified copy accompanied by its official translation unless it is in Greek, English or French. In this case no translation is necessary. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. Verification is not necessary if the official transcript is issued in Greek, English or French and the Institution sends a certified copy directly to D.O.A.T.A.P. . In this case, the one interested should ask himself/herself the Institution to send the certified copy of the official transcript to D.O.A.T.A.P. .
- ✓ **Certificate for the place of studies (CPS)**, which under the applicant's request has to be sent directly to D.O.A.T.A.P. by the Institution of origin. If the CPS is not in Greek, English or French, it should be submitted by the applicant, verified for authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or legally certified copy accompanied by its official translation. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. In the CPS information about the applicant, the duration and place of studies should be recorded as follows: "We affirm that the studies of ..... (name, surname, father's name) that lasted from ..... to ..... took place and were completed in ..... (Institution, City, Country) and nowhere else". In the case of distance learning studies, instead of the CPS, the relative questionnaire filled in (<http://www.doatap.gr/gr/distant.php> in English and French) will be sent directly to D.O.A.T.A.P. by the Institution.
- ✓ **Diploma Supplement**, if this is granted by the Institution.
- ✓ **A Syllabus of the Institution** if the Institution is not included in the list with the Higher Education Institutions recognized by D.O.A.T.A.P. .

- ✓ **Scholarship Certificate.** For students who have been admitted for postgraduate studies in Greece, a certification from IKY (National Scholarship Foundation) is required that they are scholarship holders or a certification from the relevant University Department that they have been admitted to a postgraduate program.

Please visit D.O.A.T.A.P. webpage for possible changes of the required documents <http://www.doatap.gr/en/aitiseis.php>

### *Clarifications:*

- ✓ Documents can be submitted:
  - in person at the offices of D.O.A.T.A.P. by the applicant or by an authorized person (the authorization is required to have the validation of the applicant's signature by a Police Station/KEP/Greek Consular Authority).
  - by registered letter.
  - by courier services.
- ✓ It should be noted that D.O.A.T.A.P. reserves the right to request information about the applicant's studies in addition to the one mentioned above. The applicant has the right to submit any document considered supportive for the processing of his/her case.
- ✓ The documents submitted are not returned with the exception of dissertations/theses which are returned with the Recognition Act.
- ✓ All certificates mentioned above and all documents of Higher Education Institution abroad are not accepted by FAX or E-MAIL Decree No. F5/B3/2427/1999 (Government Gazette Issue No. 462, Series B, 28.04.1999).
- ✓ Every information submitted is confidential.
- ✓ The outset of recognition procedure involves the submission of all required documents.
- ✓ Certification of the above documents with APOSTILLE seal is made by the competent service in the country of issue. For those countries that have not ratified Hague Convention or our country has raised

objection, and only for these, the verification is made by local Greek Consular Authorities.

- ✓ The official translations of the documents above (unless they are in Greek, English or French) are made by the Ministry of Foreign Affairs, local Greek Consular Authorities, a graduate translator of Foreign Languages, Translation and Interpreting Department of the Ionian University or a lawyer in Greece certifying that this is a translation of the specific document.

### **2.2.2. Recognition of Master Degrees/Diplomas awarded abroad by the National Academic Recognition Information Centre (D.O.A.T.A.P.)**

The procedure is carried out and completed by the National Academic Recognition Information Centre (D.O.A.T.A.P.) **within approximately three months from the date of application submission.**

Required documents submitted to D.O.A.T.A.P. :

- ✓ **Application form** in which it is written "equivalence certificate in order to elaborate a doctoral thesis in .... Department of the University of the Aegean or Master Study Program "....." of the Department of ..... of the University of the Aegean" (the form can be provided by the Secretariat of D.O.A.T.A.P. or downloaded from the website). The form is signed by the applicant when submitting.
- ✓ **Fee of 184.32 €** for each postgraduate title. This amount is payable only to the Bank of Greece (D.O.A.T.A.P. account, SWIFT CODE: **BNGRGRAA**, IBAN: **GR05 0100 0240 0000 0002 6072 595**). On the deposit slip should be referred as depositor the citizen requesting recognition.
- ✓ **Identity Card or passport in clear photocopy** (in the case of identity or passport from abroad, a clear photocopy of the copy that has been certified by a domestic lawyer).

Also:

- (For scholarship holders): a verified certificate from IKY (National Scholarship Foundation)

- (For postgraduate students in Greek universities): a verification from the university that one has been accepted to a specific postgraduate program.
- ✓ **An official statement of law** according to the Article 8 of Law 1599/86 (it may also be written on plain paper in accordance to Ministerial Decree No. 1068985/900T&F/2001, Government Gazette Issue No. 950, Series B, 12.07.2001) signed by the applicant when submitting, stating that "the documents submitted are genuine, I have completed my studies for the award of the title whose recognition I hereby request, there has been submitted no other application for accreditation to DOATAP or any other Public Authority, the place where courses and seminars, projects (if any) and exams, oral and written took place, was ..... (the place of studies is filled in and if part of the studies have been carried out in Greece the relevant city as well)".
  - ✓ **Consent Form** filled in and signed only by the applicant, in duplicate for each of the institutions where he/she has studied. With this form, D.O.A.T.A.P. is authorized to request from any Institution(s) illustrative/additional information concerning his/her graduation title(s).
  - ✓ **Basic Degree/Diploma of a Greek Higher Education Institution**, in clear photocopy of the original. In cases when the basic studies were performed in a foreign institution, a clear photocopy of the Recognition Act (Certificate) of this degree should be submitted. If the basic degree has not been recognized, the recognition of this title must be initially requested.
  - ✓ **Postgraduate title (master or doctorate)** to be recognized, verified for the authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or a legally certified copy accompanied by its official translation unless it is in Greek, English or French. In this case no translation is necessary. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. These verifications are not necessary if the title is issued in Greek, English or French and the Institution having awarded the title sends a certified copy directly to D.O.A.T.A.P. . In this case, the one interested should ask himself/herself the Institution to send the certified copy of the title to D.O.A.T.A.P. . In cases when in accordance



to the Institution's Regulation intermediate titles are granted, these must be submitted as well.

- ✓ **Dissertation/thesis** (for postgraduate degrees, Master/Doctorate) returned at the end of the recognition procedure.
- ✓ **Official transcript** (if the program of studies required courses attendance) with grades from all subjects and from all the years of master or doctoral studies signed and stamped by the Institution, stating the date of award. The submitted official transcript should be verified for the authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or a legally certified copy accompanied by its official translation unless it is in Greek, English or French. In this case no translation is necessary. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. Verification is not necessary if the official transcript is issued in Greek, English or French and the Institution sends a certified copy directly to D.O.A.T.A.P. . In this case, the one interested should ask himself/herself the Institution to send the certified copy of the official transcript to D.O.A.T.A.P. .
- ✓ **Certificate for the place of studies** (CPS), (with the exception of doctoral studies that did not require courses attendance), which under the applicant's request has to be sent directly to D.O.A.T.A.P. by the Institution of origin. If the CPS is not in Greek, English or French, it should be submitted by the applicant, verified for authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or legally certified copy accompanied by its official translation. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. In the CPS information about the applicant, the duration and place of studies should be recorded as follows: "We affirm that the studies of ..... (name, surname, father's name) that lasted from ..... to ..... took place and were completed in ..... (Institution, City, Country) and nowhere else". In the case of distance learning master studies and doctoral studies, instead of the CPS, the relative questionnaire filled in (<http://www.doatap.gr/gr/distant.php> in English and French) will be sent directly to D.O.A.T.A.P. by the Institution.

- ✓ **Confirmation letter for PhD degrees** (only for those PhD titles that the program of studies did not require courses attendance), which under the applicant's request has to be sent directly to D.O.A.T.A.P. by the Institution of origin. If the confirmation letter is not in Greek, English or French, it should be submitted by the applicant, verified for authenticity of signatures in accordance with the Hague Convention (APOSTILLE seal), in original or legally certified copy accompanied by its official translation. For the countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities. In this letter information about the applicant, duration of studies, graduation date, the way of doctoral studies attendance and the way of the thesis support should be recorded.
- ✓ **For Doctorate titles from:** Romania, Serbia, Bulgaria and Albania additional documents are needed (information at the Information Department in D.O.A.T.A.P.).
- ✓ **Diploma Supplement**, if this is granted by the Institution.
- ✓ In cases of Partnership between a Greek Higher Education Institution and a foreign institution for a postgraduate program, the relevant **operating authorization of this program published in the Official Government Gazette** should also be submitted.
- ✓ **A Syllabus of the Institution** if the Institution is not included in the list with the Higher Education Institutions recognized by D.O.A.T.A.P. . A Syllabus is also required in case the Department of an Institution has not been accredited yet.
- ✓ **Scholarship Certificate**. For students who have been admitted for doctoral studies in Greece, a certification from IKY (National Scholarship Foundation) is required that they are scholarship holders or a certification from the relevant University Department that they have been admitted to a doctoral studies program.

Please visit D.O.A.T.A.P. webpage for possible changes of the required documents <http://www.doatap.gr/en/aitiseis.php>

### *Clarifications:*

- ✓ Documents can be submitted:
  - in person at the offices of D.O.A.T.A.P. by the applicant or by an authorized person (the authorization is required to have the validation of the applicant's signature by a Police Station/KEP/Greek Consular Authority).
  - by registered letter.
  - by courier services.
- ✓ It should be noted that D.O.A.T.A.P. reserves the right to request information about the applicant's studies in addition to the one mentioned above. The applicant has the right to submit any document considered supportive for the processing of his/her case.
- ✓ The documents submitted are not returned with the exception of dissertations/theses which are returned with the Recognition Act.
- ✓ All certificates mentioned above and all documents of Higher Education Institution abroad are not accepted by FAX or E-MAIL Decree No. F5/B3/2427/1999 (Government Gazette Issue No. 462, Series B, 28.04.1999).
- ✓ Every information submitted is confidential.
- ✓ The outset of recognition procedure involves the submission of all required documents.
- ✓ Certification of the above documents with APOSTILLE seal is made by the competent service in the country of issue. For those countries that have not ratified Hague Convention or our country has raised objection, and only for these, the verification is made by local Greek Consular Authorities.
- ✓ The official translations of the documents above (unless they are in Greek, English or French) are made by the Ministry of Foreign Affairs, local Greek Consular Authorities, a graduate translator of Foreign Languages, Translation and Interpreting Department of the Ionian University or a lawyer in Greece certifying that this is a translation of the specific document.



### 2.2.3. Granting a long - term national entry visa (National Visa – D Type Visa) for studies in Higher Education Institutions of master and doctoral level<sup>1</sup>

**Third - country nationals in order to follow master and doctoral studies in Greek Universities, lasting more than three months have to issue the following documents-certificates**

Third country nationals who have been admitted to University of the Aegean in order to attend a full-time curriculum need to be granted upon physical presence and a corresponding interview a **National Visa – D Type Visa**, according to the legislation in force<sup>2</sup>.

In order for the national visa to be granted, third-country nationals need to submit to the **Greek Diplomatic Mission or Consular Authority in the jurisdiction of which they legally reside** the following:

- ✓ **A certificate proving registration and payment of fees** at the respective HEI when required or a certificate that he/she has been accepted for registration.
- ✓ **Evidence proving that they have adequate income to meet study and subsistence costs, amounting to at least four hundred (400) Euros a month** provided by the Joint Ministerial Decree No. 41712/2014 (Government Gazette Issue No. 2285, Series B)<sup>3</sup>. The amount of sufficient income is proved by a deposit account, a bank transfer, a

<sup>1</sup> Point (xli), Article 1 (Definitions), Law 4251/2014 (Government Gazette Issue No 80, Series A, 01.04.2014): “Student: Third-country national admitted to a higher education institution recognized by the national laws, who was allowed to enter into and reside within Greek territory, **in order to attend a full-time course of study as primary activity, with the purpose of obtaining a degree, a master’s degree or a doctoral degree granted by the institution in question.** The term ‘student’ also includes the preparation cycle, provided that the applicable national laws include it in the studies in question”.

<sup>2</sup>Articles 31, 32 και 36, [LAW 4251/2014](#)<sup>2</sup>, Minister of Foreign Affairs Decree [F3497.3/AP 24245/2014](#) (Government Gazette Issue No. 1820, Series B, 03.07.2014) and Joint Ministerial Decree [I.M.D. 30825/2014](#) (Government Gazette Issue No. 1528, Series B, 06.06.2014).

<sup>3</sup> Joint Ministerial Decree No. 41712/2014 (Government Gazette Issue No. 2285, Series B, 26.08.2014): In the case of third-country nationals who have obtained a visa to study in Greece and apply for the grant or renewal of a residence permit for this purpose in accordance with the provisions of Articles 33, 34, 35 and 37 of LAW 4251/2014 (Categories D1.1, D1.2 and D4.7 of 30825/2014 Joint Ministerial Decree) amount of sufficient resources to cover living and study costs for the time that the permit applies is defined, at least in the four hundred (400 €) per month. The amount of sufficient resources is demonstrated by deposit account, bank transfer, scholarship or proof payroll if the student carries a part-time job (during the renewal of the residence permit).

scholarship or a proof of salary in case the student is employed part time (upon renewal of the residence permit).

- ✓ Consent of the parents or the person exercising parental authority for the planned stay, if under 18 years of age.
- ✓ When the curriculum to be attended by the third - country national requires sufficient knowledge of the Greek language, as a prerequisite for his/her registration, the relevant HEI makes the necessary checks so as to issue the corresponding certificate, which is presented to the competent Greek Consular Authority.
- ✓ The general supporting documents provided by the Minister of Foreign Affairs Decree F3497.3/AP24245/2014 (Government Gazette Issue No. 1820, Series B, 03.07.2014).

Third - country nationals wishing to receive a national long - term entry visa must present themselves in person before the Greek Diplomatic Mission or Consular Authority in the jurisdiction of which they legally reside and regardless of the national visa category to be issued, in order to:

- ✓ **Be interviewed**, so as to establish the purpose of their entry and stay in Greece,
- ✓ Submit the **general supporting documents** provided by the Minister of Foreign Affairs Decree F3497.3/AP24245/2014 (Government Gazette Issue No. 1820, Series B, 03.07.2014) and the **specific supporting documents** (see. Chapters A - H, as appropriate) provided by the Joint Ministerial Decree 30825/2014 (Government Gazette Issue No. 1528, Series B, 06.06.2014),
- ✓ Pay the **required fees**, as specified in the applicable national legislation.

***Note:** The Greek Diplomatic Mission or Consular Authorities who have signed a contract of cooperation with an external service provider, pursuant to Article 43 and Annex X to the Visa Code (Regulation 810/2009/EU), may delegate to it the performance of one or more duties set out in paragraph 6, Article 43 of Regulation 810/2009/EU, for selected, at their discretion, types of national entry visas.*

The **long - term visa (national visa - D Type Visa)** may be issued under the following general conditions and as long as the applicant, third - country national, produces to the competent Diplomatic Mission or Consular Authority:

- ✓ **A fully completed and signed application form** for a long - term national visa, accompanied by a recent color photograph of the applicant, which must meet the relevant standards provided by the International Civil Aviation Organization (ICAO). The application form stands for the statutory declaration, provided by paragraph 6, Article 22 of Law 1599/1986 that the data reported are true and the supporting documents are not forged or falsified.
- ✓ **A passport or any other travel document recognized by the competent Greek authorities** meeting the following criteria: a) its validity exceeds by at least three months the intended date of departure from the territory of the Enhanced Schengen Cooperation Member - States or, in case of more than one visits, after the last intended date of departure from the territory of the Member - States; however, under reasoned urgent circumstances, this obligation may be lifted; b) it has at least two blank pages; c) it has been issued within the previous decade.
- ✓ **Criminal record certificate issued by the foreign authorities**, certifying the criminal status of the applicant in the country of his/her residence. In cases where the applicant demonstrably lives in a country different from that of his/her origin, for more than a year before lodging the entry visa application, the Consular Authority may, additionally, request the presentation of a criminal record certificate issued by the country of nationality of the third - country national, as long as the country of his/her residence does not require a criminal record certificate issued by the country of nationality, to issue a residence permit. In cases where there is a final court judgment, irrespective of the sentence, and in order to prove the relevance of the offence with reasons that may constitute a danger to public order and security, specific reasons are sought and individual parameters are weighed, such as the severity of the offence, recidivism and, in general, the unlawful conduct of the third - country national.
- ✓ **Medical certificate issued by a recognized state or private institution**, showing that the person concerned does not suffer from a disease capable of constituting a risk to public health, according to the

international data of the World Health Organization (WHO) and the European Union acquits, as well as other infectious, contagious or parasitic diseases, imposing the taking of measures to protect public health,

- ✓ **The person concerned is not considered a threat to public order, internal security, public health or international relations and is not registered as undesirable in national databases,**
- ✓ **Has travel insurance** with a duration equal to, at minimum that of the visa issued, covering the costs which may arise in case of repatriation for medical reasons, for urgent medical care and/or for emergency hospital care.

In order to establish that there are no grounds for refusing entry under paragraph 2, Article 4 of Law 4251/2014, the competent Diplomatic Mission and Consular Authority may require that additional supporting documents are submitted.

#### **2.2.4. Issuing a long - term national entry visa (National Visa - D Type Visa) for holders of grants from Ministries, Organizations, Public-benefit Purpose Foundations and IKY (National Scholarships Foundation)**

Third country nationals who are holders of grants from Ministries, Organizations, Public-benefit Purpose Foundations and the National Scholarships Foundation need to be granted upon physical presence and a corresponding interview a **National Visa - D Type Visa**, according to the legislation in force<sup>4</sup>.

In order for the national visa to be granted, third-country nationals need to submit to the **Greek Diplomatic Mission or Consular Authority in the jurisdiction of which they legally reside** the following:

- ✓ Certificate of the competent organization regarding scholarship grant and duration of the program or of the scholarship granted.

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<sup>4</sup>Article 45, [LAW 4251/2014](#)<sup>4</sup>, Minister of Foreign Affairs Decree [F3497.3/AP 24245/2014](#) (Government Gazette Issue No. 1820, Series B, 03.07.2014) and Joint Ministerial Decree [J.M.D. 30825/2014](#) (Government Gazette Issue No. 1528, Series B, 06.06.2014).



- ✓ Evidence proving having adequate income, taking into account the scholarship without offering dependent employment or other independent economic activity, to meet study and subsistence costs, **amounting to at least four hundred (400) Euros a month<sup>5</sup>** according to the Joint Ministerial Decree No. 41712/2014 (Government Gazette Issue No. 2285, Series B).
- ✓ The **general supporting documents** provided by the Minister of Foreign Affairs Decree F3497.3/AP24245/2014 (Government Gazette Issue No. 1820, Series B, 03.07.2014).

### 2.2.5. Residence Permit in Greece

Residence Permit is granted by **Decentralized Administration of the Aegean, Directorate of Civil Status-Migration and Social Affairs**.

Residence Permit is granted within two days.

#### *a) Documents required for studies*

- ✓ A fully completed and signed application form for a Residence Permit.
- ✓ True copy of a valid passport or travel document recognized by our country and two (2) recent color photographs in physical form, the technical specifications of which are identical to those of passports, as always apply and in digital form in an optical storage disk (CD) in graphical format JPEG2000 as well.
- ✓ National visa.
- ✓ Electronic Fee (150 euros per year).
- ✓ Insurance of a public insurance agency or an insurance contract of a private agency or insurance of the Higher Education Institution.

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<sup>5</sup> In the case of third-country nationals who have obtained a visa for vocational training, for attendance at a public or private IEK, Colleges and Lifelong Learning Centre's 1 and 2 and apply for the grant or renewal of a residence permit, and those participating as scholars in specific programs, in accordance with Articles 44 and 45 respectively of Law 4251 / 2014 (categories D4.1 and D4.2 of the 30825/2014 JMD) amount of sufficient resources to cover living and training costs for the time that the permit applies is defined, **at least to four hundred (400) per month**. The amount of sufficient resources is demonstrated by deposit account, bank transfer, scholarship.

- ✓ Certificate proving registration and payment of fees at the respective HEI when required or a certificate that he/she has been accepted for registration.
- ✓ Certificate of the HEI for the duration of studies of the specific program.
- ✓ Evidence proving having adequate income to meet study and subsistence costs, according to the Joint Ministerial Decree No. 41712/2014 (Government Gazette Issue No. 2285, Series B).

*b) Documents required for scholarship holders*

- ✓ A fully completed and signed application form for a Residence Permit.
- ✓ True copy of a valid passport or travel document recognized by our country and two (2) recent color photographs in physical form, the technical specifications of which are identical to those of passports, as always apply and in digital form in an optical storage disk (CD) in graphical format JPEG2000 as well.
- ✓ National visa.
- ✓ Electronic Fee (150 euros per year).
- ✓ Certificate of an insurance agency concerning coverage of hospital and health care.
- ✓ Certificate of the competent organization regarding scholarship grant and duration of the program or of the scholarship granted.
- ✓ Evidence proving having adequate income, taking into account the scholarship without offering dependent employment or other independent economic activity, to meet study and subsistence costs, according to the Joint Ministerial Decree No. 41712/2014 (Government Gazette Issue No. 2285, Series B).

## **2.2.6. Issuance of Tax Registration Number (T.R.N.) in Greece**

This procedure takes place optionally.

Issuance of Tax Registration Number (T.R.N.) in Greece is carried out by a Public Financial Service.

Required documents:

- ✓ Issuance of Residence Permit.
- ✓ True photocopy of a valid passport.
- ✓ Documents verifying the address of permanent residence in Greece.

## Annex: Contact info of competent organizations

Competent Organization	Contact info
National Academic Recognition and Information Center (D.O.A.T.A.P.) Athens <a href="http://www.doatap.gr">www.doatap.gr</a>	54, Ag. Konstantinou St., 10437 Athens +30 210 5281000, FAX: +30 210 5239525 <i>(operating hours 9:00 - 14:00)</i>  <i>Application Submission: Monday to Thursday 9:00 - 14:00. Information/Receipt of recognized titles: Monday to Friday.</i>
National Academic Recognition and Information Center (D.O.A.T.A.P.) Thessaloniki	Dioikitirio (Ministry Makedonias - Thrakis), 541 23 Thessaloniki +30 2310 379 371, +30 2310 379 372,+30 2310 379 373,+30 2310 379 106, FAX: +30 2310 379 374
<b>Decentralized Administration of the Aegean, Directorate of Civil Status-Migration and Social Affairs</b>	
North Aegean-Naturalization Department, Mytilene	1 Smyrnis St. Mytilene, 811 00 Mytilene Lesvos +30 22150 25235, +30 22150 28728
South Aegean-Naturalization Department, Rhodes	28-30 Iroon Polytechniou St., 851 00 Rhodes +30 22410 75749, +30 22410 43220, +30 22410 28149
<b>Police Station</b>	
Police Station MYTILENE	Kountoura Miltou St. & Myrivili Strati St., 811 00 Mytilene Lesvos +30 22510 58803
Police Station SYROS	1 Rethymnis Square, 841 00 Ermoupoli Cyclades +30 22810 96100
Police Station RHODES	1 Eleftherias Square, Livadia, 851 00 Rhodes Dodecanese +30 22410 44100
Police Station CHIOS	1 Polemidi St., 821 00 Chios Chios +30 2271081510
Police Station SAMOS	832 00 Neo Karlovasi Samos +30 22730 33333
Police Station LIMNOS	814 00 Limnos (or Myrina) Lesvos +30 22540 22200-23168
<b>Public Financial Service</b>	
P.F.S. MYTILENE	87 Kountourioti Pavlou St., 811 00 Mytilene Lesvos +30 22510 40430
P.F.S. SYROS	31 Mandilara Nikiforou St., 841 00 Ermoupoli Cyclades +30 22813 62100
P.F.S. RHODES	2 Mavrou Georgiou St., Zefyros, 851 00 Rhodes Dodecanese +30 22413 63436
P.F.S. CHIOS	66 Livanou Michail St., 821 00 Chios Chios +30 22710 20675
P.F.S. SAMOS	832 00 Neo Karlovasi Samos +30 227 303 2517
P.F.S. LIMNOS	8 Mitropoleos St., 814 00 Limnos (or Myrina) Lesvos +30 22540 23509