



Necessary documents for a job application

EU citizens

As an EU/EEA or Swiss citizen, you can enter Greece simply by showing a valid identity card or passport. There is no entry visa requirement or other equivalent document. The said citizens have the right of free movement and access to the labour market in the aforementioned states. EU/EEA/Swiss citizens may enter Greece and stay for 3 months. Should any of the above citizens wish to exercise a profession which in Greece is regulated by laws laying down the required qualifications and procedure for obtaining a licence, such as for lawyers, medical doctors, engineers, etc., they must contact the competent body issuing licences to practise the profession.

For the purposes of travelling within the EU, forms which are **common** to all EU countries are issued by the competent authorities, e.g.:

- U2 Portable Document (PDU2): which allows unemployed people seeking job in another EU Member State to transfer their unemployment benefits for up to 3 months;
- Forms E 411 and F 005, which concern family benefits;
- U1 Portable Document, which is a certificate granted for insurance and work periods and is used to receive unemployment benefit in another EU Member State;
- Form E205: this shows that the job seeker is insured in their country of origin, and is issued by the competent insurance body. The above administrative forms are issued by the last country of employment.

If you wish to stay in the country for more than 3 months, you must contact the police station of the area in which you are residing to obtain a registration certificate. A residence permit confirms your right to stay in the country as an employed person who is an EU/EEA/Swiss citizen.

Essential requirements for residing in Greece are to be in employment or in possession of sufficient resources. If the conditions are met, a residence permit is issued for 5 years and may be renewed. Each resident receives a personal tax registration number (AFM) from the competent Public Revenue Office (DOY), which is required for tax services, as well as another registration number (AMKA) for social security services from the Citizen's Service Centre (KEP) and/or the Single Social Insurance Body (EFKA). Citizens of the EU/EEA/Switzerland can work without any special permit. EU citizens are issued with a residence permit for the pursuit of paid employment when they present a statement of engagement from an employer. Dependent family members of an employed citizen or registered partner enjoy the same rights as that person.

Documents

- Application
- Passport or Identification Card
- Official document certifying the existence of family ties for members of the family or civil partnership for the partner.
- Proof of hire, self-employment or studies, or alternatively, evidence that both the applicant and his or her family members have health insurance and sufficient funds
- Photographs
- The certificate is issued free of charge. After residence of 5 years, a permanent residence certificate may be applied for.

Advice: In order to have sickness insurance cover you must have with you the European Health Insurance Card from your country of origin.

For More Information:

<http://www.ermis.gov.gr/portal/page/portal/kep/FullStory?sid=1238>

Non-EU citizens

In order to be eligible for work, you need to have:

- A [Full Registration card](#) or [Residence Permit](#)
- Your [tax number \(ΑΦΜ\)](#) and

- Your [social insurance number \(AMKA\)](#)

After you get a job offer and sign a contract with an employer, you will need to get a [National Insurance Number \(IKA-AMA number\)](#) and [open a bank account](#).

For More Information:

<https://www.refugee.info/greece/working-in-greece--greece/working-in-greece/>

Finding accommodation in GREECE

The first thing to be aware of is that most property owners tend to be older, which means they will be less likely to speak English (plus, many of them are still wary towards strangers). It will go a long way if you can speak Greek, or get a Greek friend to negotiate on your behalf. Most classified ads are in Greek as well, so knowing a few basic terms will facilitate your search process: a studio is called garsoniera whereas larger apartments are categorised not by the number of bedrooms, but by their number of rooms in general. So a 1-bedroom is called a 'dyari', meaning 'two rooms', a 2-bedroom is called a 'triari' meaning 'three rooms' etc. Most accommodation is non-furnished -- furnished apartments are either more expensive, or available for shorter amounts of time.

There are several dedicated websites where you can find options for both rent and purchase throughout the country, and all of them clearly state whether the property is listed under a real estate agency or whether you'll be communicating directly with the owner. In general, real estate agencies are more expensive than if you choose to go the direct route -- as a rule of thumb, they will ask for an extra month's rent beforehand to cover their fees. But Greece also offers a more analog way of house-hunting: yellow or white stickers with red letters, placed on the entrance doors of buildings, signify there's a property for rent or sale nearby -- you'll find a contact number on the sticker, along with some basic info about the property (how many sqms, which floor, whether it's renovated etc). Don't discard this method: it's the locals' preferred method of finding an apartment, and it works.

What you need to know about the lease

Greeks have never been that strict with lease contracts. The standard duration is for three years, but some might be willing to do a yearly renewable contract. They're not too strict about a security deposit, either: usually they will just ask you for one month's rent in advance -- but bear in mind that most people do not necessarily get their deposit back when they leave. What you need to remember though is that the lease contract is there to protect you, not them: no Greek owner will ever ask you to pay a fine if you decide to break your contract and leave early, unless you're renting a business space and this was specifically stated on the lease. They will ask you to give them a month's notice before you leave though, so that they can put the house on the market.

Before you sign, make sure to check the house carefully for anything that needs fixing, as many owners will claim they have renovated a house when in reality they haven't. Also make sure to ask how much the shared utility bill is ('koinoxrista') and how often you have to pay for it, as they can end up adding quite a lot to your monthly budget. Many properties now offer the option for natural gas versus petrol for heating, which will be cheaper for you in the long run.

Types of Accommodation:

[Hotels](#)

[Rooms and Apartments for rent](#)

[Youth hostels](#)