

FOREIGN STUDENT HANDBOOK (non-EU citizens)  
PRIOR TO THE BEGINNING OF THEIR STUDIES  
IN INTERNATIONAL STUDY PROGRAMS OF THE UNIVERSITY OF THESSALY

1. NATIONAL AUTHORIZATION FOR STUDIES IN GREECE (Visa-D.1.1 Studies)  
(where necessary)

As stated in the IMMIGRATION CODE APPLICATION HANDBOOK <https://www.mfa.gr/theoriseis-eisodou-visas/eidi-theoriseon/ethnikes-theoriseis.html> of the Ministry of Foreign Affairs and according to articles 31, 32 and 36 of L. 4251/2014 in the Minister of Foreign Affairs Decision with A. F. 3497.3/AP 24245/OJ B' 1820/03.07.2014, and JMD 30825/OJ B' 1528/06.06.2014, to foreign citizens of third countries, who have been admitted to a Greek university to attend a full study program in Greece, national authorization for studies can be granted (Visa-D.1.1 Studies).

Authorization is granted by the relevant diplomatic or paid consular authority of Greece in their country of stay <https://www.mfa.gr/appendix/dimereis-sheseis-tis-ellados/alpha.html> after physical presence of the candidates, relevant interview, mandatory dues payment and only if the following documentation is submitted:

- Certificate of registration in the relevant educational institute and dues payment receipt (where necessary) or a certificate that certifies they have been accepted in a Greek university to attend a study program (undergraduate, postgraduate or PhD).
- Evidence that the candidate has sufficient funding in order to cover their study expenses and living costs up to at least 400 Euros per month as defined by JMD 41712/2014 (B' 2285).
- Written parental consensus about their child's stay in Greece, in case the child is under the age of 18.
- General documentation (application, valid passport, travel insurance policy, medical certificate, criminal record certificate, etc.) as defined by the F3497.3/AP24245/2014 (B' 1820) Decision of the Ministry of Foreign Affairs.

*\*The relevant diplomatic and consular authority may ask for additional documentation (MD 24245/GG B' 1820/03.07.2014)*

2. REGISTRATION PROCEDURE

A. IN UNDERGRADUATE PROGRAMS

International students who are interested in registering should submit their application form and the following supporting documents\* to the secretariat of the

Department Reception in person or by an authorized representative or by registered post:

- a) **Baccalaureate/high-school diploma/certificate** along with an officially translated copy of it in Greek.
- b) **Certificate of equivalence** of foreign secondary education diplomas issued by the Directorate of Aliens of Hellenic Descent Education, Intercultural Education, European & Minority Schools of the Ministry of Education & Religious Affairs or by the Greek Directorates of Secondary Education <http://dide.flo.sch.gr/Links/dde.html> or by the Education Coordinators of the Greek diplomatic and consular authorities abroad. This certificate is not necessary for the holders of a graduation certificate from a Cypriot senior high school.
- c) In case the grading system of your country does not have the **20-point mark scale, a certificate of equivalence** is required, issued by the Directorate of Aliens of Hellenic Descent Education, Intercultural Education, European & Minority Schools of the Ministry of Education & Religious Affairs or by the Greek Directorates of Secondary Education <http://dide.flo.sch.gr/Links/dde.html> or by the Education Coordinators of the Greek diplomatic and consular authorities abroad. The total marks average should be issued on a 0-20 mark scale, 20 being the top mark and 0 the lowest mark.
- d) A certificate issued by the competent educational or diplomatic authority of the candidate's country, confirming that his/her graduation **certificate entitles him/her to enter universities in his/her own country**. This certificate is not necessary for the holders of a graduation certificate from a Cypriot senior high school.
- e) **A certificate showing the candidate's origin** and his/her parents' origin.
- f) Three small-size **photographs** of the candidate.
- g) A photocopy of the candidate's **passport**.
- h) **Certificate of proficiency in the English** language or other language (according to the international study program)

**ATTENTION: The graduation certificate must bear on the original either the Apostille stamp** (mentioned in the articles 3 and 4 of the Hague Convention and accepted by the accordant countries) or must be validated for the signature authenticity of the undersigned person by a Greek diplomatic authority abroad. (in this case, the documents must be validated by the Greek Ministry of Foreign Affairs in Greece <https://www.mfa.gr/kep-politon-kai-apodimon-ellinon.html> ).

The statutory data contained in the art.1 Law 4250/2014 (GG 74/b/26.03.2014) are valid in respect of submission and certification of degrees, certifications and certificates. Degrees, certifications and certificates are submitted and are obligatorily accepted in a clearly printed photocopy of a document's copy which has already been certified by a lawyer. All documents must be accompanied by official translation in the

Greek language which will be submitted in original photocopy of the certified one. The official translation is carried out by the Translation Service or a Greek lawyer or Translators graduated from the Department of Foreign Languages, Translation and Interpretation of the Ionian University, certified by the Panhellenic Union of Professional Translators of the Ionian University (Ministry of Foreign Affairs Translators Register <https://metafraseis.services.gov.gr/> ).

#### *B. IN POSTGRADUATE PROGRAMS*

International students who are interested in registering should submit their application form and the following supporting documents\* to the secretariat of the Postgraduate Program Reception in person or by an authorized representative or by registered post:

- a) **Degree of undergraduate studies** from an institution officially recognized in accordance with article 304 of law 4957/2022.
- b) **Certificate of Place of Study**, which is issued and sent by the foreign institution (where necessary).
- c) **Certificate of academic transcript.**
- d) A **certificate showing the candidate's origin** and his/her parents' origin.
- e) A photocopy of the candidate's **passport.**
- f) **Certificate of proficiency in the English** language or other language (according to the international study program).

*\*The relevant secretariat of the School Reception may demand additional documentation according to the Rules of Procedure of the relevant International Study Program.*

### 3. STUDENT ACCOUNT

After registration, the secretariat assigns a user account (**user name, password**) that identifies an entity in the department of telematics of the University of Thessaly. The user name is unique at university level. When a user account is created, the name, the password and additional information are stored in the Directory Service of the University of Thessaly. The electronic services <https://it.uth.gr/users/students> provided to the academic community (such as the -e-class platform, online semester registration and courses declaration, online secretariat services, online application for academic ID card, online book statements via Eudoxus, online library, etc.) utilize the Directory Service as the main means of identifying/authorizing their users.

The student account is provided to the international students by the secretariat of the Reception School.

#### 4. ACADEMIC ID CARD

Registered students of any study program of all Greek universities may apply online to the Academic Identity Acquisition Service to receive their academic ID card <https://academicid.minedu.gov.gr/> issued by the Ministry of Education & Religious Affairs supported technically by the GRNET network.

#### **ATTENTION:**

1. Prior to the above procedure, the candidates must possess a photo of their face in digital form (.jpg, .png).
2. **Do NOT** press the option “I am already a graduate of another department of the university or technological institute” because ID card issuing will not be possible.
3. **Do NOT** press the option “Erasmus students (to be pressed ONLY by foreign students)”

#### 5. BOARDING

The department of student boarding is on the first floor of the Papastratos building on Argonafton & Filellinon St., Volos (tel. +30 24210 74506, +30 24210 74621, +30 24210 74593).

The following university restaurants are available:

**In Volos**, on November 2 & Vernardaki St., tel. 2421022850

**In Larissa** (a) at Viopolis, Mezourlo, in the facilities of the Faculty of Health Sciences, and (b) at Geopolis, in the facilities of the former Technological Educational Institute of Thessaly, Ring Road of Larissa-Trikala, tel. 2410 613611, 684401

**In Lamia** (a) in the facilities of the Faculty of Sciences, on Papasiopoulou 2-4 St., Galaneika, tel. 22310 33364, and (b) on Panouria 7 St., tel. 22310 43549

**In Karditsa**, on V. Griva 13 St., Mavromichali St. end, tel. 24410 71427

**In Trikala**, on Amalias 30 St., tel. 24310 31944

The university restaurants are open on weekdays. Breakfast is served at 8:00-10:00, lunch at 12:30-15:00 and dinner at 18:30-21:30.

For the academic year 2022-2023, the cost of the daily menu is 2.26 Euros including breakfast, lunch and dinner.

The weekly menu appears on the university website <https://www.uth.gr/zo/foititiki-merimna/sitisi>, where more details can be found about boarding benefits.

## 6. RESIDENCE PERMIT

After registering in the Reception Department, a **certificate of registration** is issued, which the candidates must submit **to the Migration Directorate of the Decentralized Administration** of the area of their residence in Greece in order to apply for a residence permit, along with the following mandatory documentation:

1. Exact copy of valid passport or travel documentation recognized in Greece. In case the place of birth is not specified in Latin characters in the passport, the candidate must submit an official validated and translated state document, issued by their country of origin, clearly certifying their birthplace. The translated document must bear the name of the birthplace in Latin characters, too.
2. Current National Authorization for Studies in Greece (Visa-D.1.1 Studies)
3. Online administrative fee (paravolo) of 150 Euros (available at e-paravolo, select Public Sector: Ministry of Immigration and Asylum, former Immigration Policy) – Immigration – code number 2107).
4. Private insurance policy. In case the insurance policy is issued by the country of origin, it may be submitted officially translated, provided that it includes the necessary coverage (MD 53821/21.10.2014-GG 2962/B'/2014). If this is not the case, the candidates must make an insurance policy with a Greek insurance company. The policy must clearly state that the insurance covers the costs defined by the law/ministerial decision and that there is coverage for anything that may occur in Greece.
5. Certificate of registration and dues payment in the relevant university (where necessary) or certificate that the candidate has been accepted for registration.
6. Evidence showing that the candidate possesses sufficient funding, that is at least 400 Euros per month and solemn declaration that the funding of this amount will be renewed on a monthly basis.
7. Written parental consensus about their child's stay in Greece, in case the child is under the age of 18.
8. Certificate about the total duration of studies issued by the relevant university.
9. Four (4) current color photos (passport size). The photos must be in digital form, too (.jpg), saved in a CD.
10. Fee for a standalone document card 16 Euros (e-payment at e-paravolo with code number 2119)
11. In case the candidate has a scholarship, the relevant granting institute must submit a scholarship award certificate as well as a document that defines the duration of the granted scholarship.

12. Solemn declaration about applying for a residence permit equal in duration to that of study program.
13. Documentation of home address in Greece for territorial jurisdiction (APARTMENT RENTAL: Final declaration of real estate leasing data accepted by the leaser/PRIVATE HOUSE RESIDENCE: Current statement of real property (E9)/ HOUSEGUESTING: Final declaration of real estate leasing data accepted by the host along with acceptance from the leaser or host's current statement of real property (E9) and documentation showing that the property is the permanent residence (such as accounts from state-owned enterprises, telephone bills, tax return or statement, any type of public documents).

DECENTRALIZED ADMINISTRATION OF THESSALY & CENTRAL GREECE DIRECTORATES OF IMMIGRATION		
LARISSA	111 SOKRATOUS ST., LARISSA 41336, TEL: 2413503659 FAX: 2413503653	<a href="mailto:alodlar@apdthest.gov.gr">alodlar@apdthest.gov.gr</a>
KARDITSA	140 SARANTAPOROU ST., KARDITSA 43100 TEL.: 2441079826 FAX: 2441023645	<a href="mailto:tad@apdthest.gov.gr">tad@apdthest.gov.gr</a>
MAGNISIA	95 DIMITRIADOS ST., VOLOS 38222 TEL: 2421076798 FAX: 2421076010	<a href="mailto:tad_magnisia@apdthest.gov.gr">tad_magnisia@apdthest.gov.gr</a>
TRIKALA	30 KOLOKOTRONI ST., TRIKALA 42100, TEL: 2431039420 FAX: 2431039513	<a href="mailto:tad_trikala@apdthest.gov.gr">tad_trikala@apdthest.gov.gr</a>
FTHIOTIDA	3 MARKOU BOTSARI ST., LAMIA 35100 TEL: 2231030932-3 FAX: 2231030934	<a href="mailto:tad_fthiotidas@apdthest.gov.gr">tad_fthiotidas@apdthest.gov.gr</a>

## 7. ADDITIONAL INFORMATION

### *RENTING AN APARTMENT*

Necessary documentation for renting an apartment:

1. Passport copy
2. Household lease agreement. Within 30 days after signing the lease agreement, the owner must declare it in the portal of the General Secretariat for Information Systems (GSIS) <https://www.gsis.gr/>. **ATTENTION:** the owner

MUST press the option **“Lease contract from a foreigner without VAT number”**.

#### *HEALTH INSURANCE*

##### *PRIVATE INSURANCE POLICY - FOR NON-EU CITIZENS*

According to the insurance policy provisions submitted along with the application for residence permit or renewal (GG 2962/B'/2014), which must also include the following:

- Healthcare costs coverage in a state hospital: 10,000 euros per year with 20% participation of the policyholder
- Permanent and Partial Disability coverage because of accident: 15,000 euros per year with 20% participation of the policyholder
- Healthcare costs coverage from accident or disease: 1,500 euros per year with 20% participation of the policyholder