



Guide for foreign students of Postgraduate
Program in
“Logistics and Supply Chain Management”¹

¹ The guide has been created to assist foreign students with the procedures. We remind you that the procedures often change. It would be good to do your own research and do not hesitate to contact the Administration office if any queries arise

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1. GETTING READY FOR YOUR STUDIES

The beginning of your studies at the Aristotle University of Thessaloniki is a very important moment in your life and we will try to make this transition period as smooth as possible with the following information.

1.1. ENROLMENT

Before you can begin studying, you first have to enroll.

Once you're officially enrolled, you are allowed to attend courses at university, take examinations and obtain an academic degree. Enrolment allows you to gain access to all the facilities at the university.

Following the submission of such documents:

1. You get a certificate of enrolment (as a temporary student ID),
2. This certificate of enrolment provides you with your Student Registration number that you will need in order to open your [online account](#).

You will have to present this certificate of enrolment to apply for a residence permit at the Immigration Service Directorate of the Decentralized Administration in your residence area.

1.1.1. ENROLMENT TO ENGLISH TAUGHT PROGRAMS

The enrolment process involves submitting the following documents and attached forms at the administrative office of your department of studies:

1. Registration application
2. Statement of acceptance of payment terms
3. Copy of passport
4. Copy of VISA (When available) (Students from non-EU countries should have already obtained a Type D1.1 visa for Studies and provide it to the Registrar's office)
5. Passport – type photograph
6. Certificate from the department's office, indicating the location of the courses
7. Health Insurance (Students who come from member states of the European Union, can submit the [European insurance card](#)).

1.2. ACADEMIC ID CARD

Once you activate your [online account](#) you are entitled to apply for the Academic Identity Card.

You can receive special student discounts with your card, for example, on tickets of all transportation means, on tickets to cultural events, museums, trade fairs and others.

Also, the presentation of the AcademicID is a prerequisite for your participation in the exams at the end of each semester.

You can obtain your student ID card by applying on the [online service AcademicID](#) (for English press the button with the english flag) by following the [instructions](#) of the Ministry of Education and Religious Affairs (in Greek).

Before you start the application, be sure that you have a photo in digital form (.jpg,.png).

There are a few points you need to be careful of:

1. At the beginning of the process, you will find the following option: "I am already graduate from another department of the University or Technological Institute". DO NOT select this option, otherwise you will not be able to obtain an Academic ID.

2. At some point you will be asked for your Social Security Number (AMKA).

If available, you can fill it in. For those who do not have a Social Security Number (AMKA), please choose "I declare under my responsibility that I don't have a Social Security Number (AMKA)".

3. Fill in and check your details carefully, where asked.

4. At some point, you will find the following option: "Erasmus Students (to be selected ONLY by foreign students)".

DO NOT check this option, unless you are a student at NKUA for a period equal or less than one year.

5. Bear in mind that you will pick up your Academic ID from a Vodafone Store. As soon as you fill in your address, a list of stores close to you will appear. Select the one that is located closer to your home.

1.3. STUDENT MEALS

The University Student Club is responsible for providing meals to the students of institution. Information about the [University Student Club](#).

Meal Application.

1.4. AMKA (SOCIAL SECURITY NUMBER)

This Social Security Number (AMKA) is unique and provides access to health and labor services.

In order to obtain the AMKA you need:

- Copy of a valid passport
- Residence permit for studies with the right of access to part-time work (for students from third countries)
- Copy of the employment contract
- Certificate of family status translated in Greek by certified translator (names also written in latin characters).
- Certificate of registration for citizens of the Union residing in Greece as students (for EU-students)

The Unified Social Security Fund (EFKA) has been designated as the competent authority for the processing of the AMKA directly to [EFKA](#) of the student's area of residence.

1.5. ACCOMMODATION

1.5.1. Accommodation at the University Campus

The Aristotle University of Thessaloniki operates a [Student Residence Complex](#) (FEPH/ΦΕΘ in Greek) on campus. There are four buildings that belong to AUTH's Students Halls of Residence (FETH). Three are located in the area of 40 Ekklesies, and one is located in the former "Egnatia" Hotel (11 Leontos Sofou street).

The Aristotle University of Thessaloniki is responsible for the administration of FETH since November 2011 (joined ministers' order 127177/H/, section 7, which was published in government's newspaper 2508/B/04-11-2011).

Student Halls of Residence accommodate approximately 1,500 students, who are provided with a full array of amenities. These include ceremony halls, sports facilities, dining halls which offer meals to all eligible students, quiet study rooms, cafés, and computer rooms with free access to the Internet, a wireless network (WiFi), etc.

Undergraduate and postgraduate students, as well as PhD candidates, who come from large and/or low-income families, are entitled to accommodation. Social and economic criteria are considered for the selection of the students eligible to be accommodated in the halls.

The maximum period of time that undergraduate students are entitled to stay in FETH equals the duration of their studies -as it is defined by their Faculty/School of AUTH- plus two years. Postgraduate students are entitled to stay during their period of their studies (but without the 2-year extension).

Pay attention that when someone stops being a student of AUTH (for any reason, e.g. completion of studies etc.), the right to stay in FETH is lost as well.

The halls are open to foreign students, too.

For more information, please visit their website and apply every September for the allocation of available rooms through the relevant [service](#).

1.5.2. Renting in Thessaloniki

Renting in Thessaloniki can be a challenge to everyone, and especially internationals. However, if you just master the renting guidelines and documentation, you will be alright.

Initially, start by figuring out exactly what you want. This will help you narrow down the list of options and therefore facilitate and speed up the renting process. Think about whether you want to live alone or you want a flatmate, is it okay if your flatmate is a stranger, what neighborhood are you interested in, how many rooms should there be, what floor is comfortable for you, and the maximum amount of money you're willing to spend for the monthly rent. These are just some of the things you should consider before starting out the search for an apartment. However, apart from these, there are a few other things you should know. Let's go through them together.

1.5.3. What documents do I need to rent a flat in Greece?

Documents are truly essential when you want to rent a flat in Greece. They will help your landlord know you are a trustworthy tenant, and they will help you ensure your rights as a tenant. So, here's what's essential:

1. A copy of your ID or passport

Signing the tenancy agreement or simply looking at the flat (in most cases) requires you to provide a copy of your ID or passport, to either the landlord, estate agent, or both.

2. Tax Identification Number

In order to be able to rent a flat in Greece, you will need a certification of your tax identification number (unless you are an Erasmus+ student residing in Greece for less than 6 months).

3. Tenancy agreement

Having a rental contract is good since it ensures your rights as a tenant and elaborates on the do's and don'ts to avoid any misunderstandings in the future. A signed [tenancy agreement](#) from both the landlord and the tenant is mandatory. The Agreement has to be written in English, otherwise, it is invalid.

4. Acceptance of the tenancy agreement

Up to 30 days after signing the tenancy agreement, your landlord has to declare it to the [Taxisnet portal](#) in order for you to accept it.

1.5.3.1. How do I rent a flat in Greece?

There are a few possibilities to renting in Thessaloniki. Some of the most common ways of renting are:

Renting without an estate agent

If you are in Thessaloniki already, you can go around the neighbourhood with a Greek-speaking friend, and look out for the yellow "ENOIKIAZETAI" ("FOR RENT") signs. This method might sound a little old-fashioned, but it still works.

When looking at where to stay long term in Thessaloniki, keep in mind that rental prices for apartments are negotiable. You'll have a much better chance of arriving at a lower deal than advertised if a Greek speaking friend does the talking!

Renting through an estate agent

You can rent an apartment through an estate agent in Thessaloniki since it is usually easier, but sometimes it comes at a price. Estate agents are hired by owners to help in selling or renting their apartments or houses. However, fees are included for the services provided by the agents.

But you're not always the one to pay the commission, unless you're planning on buying a property. So, when it comes to renting, the landlord usually pays the commission, that's why people usually prefer using websites instead of employing an agent. However, before signing any agreement, make sure you check how these commission fees are to be paid.

Available online property portals

There are various ways one can search for flats and rent them online. See below for a list of online renting portals in Greece:

[Spitogatos.gr](#)

[Golden opportunity](#) (XE)

[Plot.gr](#)

[Facebook Marketplace](#)

[Airbnb](#)

[Union of real estate agencies](#)

[Expats in Greece](#) (FB group)

Renting through word of mouth

Another renting possibility is through word of mouth. It actually proves to be an efficient way of finding a nice and comfortable apartment. Simply let as many people know you're interested in renting a flat in Thessaloniki, and if anyone has information, they will inform you.

Usually, when someone wants to leave an apartment, they will suggest their friends or acquaintances to their landlords. This way, the landlord won't have to worry about finding a new tenant, and you won't have to worry about finding a flat.

Through Study in Greece

[Study in Greece](#) (SiG) is Greece's official body for the internationalization of higher education and international student mobility. It helps you find the right accommodation for you. Working in close collaboration with their network of specialized external partners they provide a variety of housing options to students of all programs.

Visit the Study in Greece HouSiG Website: <https://studyingreece.edu.gr/accommodation/> for further help and information.

What does the rental contract contain in Greece?

Having a rental contract is good since it ensures your rights as a tenant and elaborates on the do's and don'ts to avoid any misunderstandings in the future. Some of the components rental contracts usually contain are:

- Duration of the agreement (stating the start date and the termination date)
- Deposit amount
- Amount of monthly rent
- Amount of additional costs, depending on your use
- Rent increases information
- A complete list of furniture, if you rent a furnished apartment
- Compliance with the regulation of the apartment building
- House rules set by the landlord, regarding the repair expenses they will and will not cover

- Notice length (minimum one month, if you or your landlord wants to cancel the agreement)
- Consequences of infringements

What's the cost of renting in Thessaloniki?

Average renting prices are usually set as a cost per square metre. However, the prices you will get will vary depending on where you're planning to live in. Locations close to the universities usually have higher prices in comparison to those further away.

The apartments in Thessaloniki are rented out with an average of €7,5 a square metre, reaching as high as €11 a square metre, according to xe.gr. The rental prices are generally reasonable. A one-bedroom student apartment costs around €350-500.

When it comes to deposits and utilities in Greece, one is expected to pay a deposit that is equal to two months' rent. It should not be more than this amount. The security deposit serves as the purpose to make sure the tenant returns the property to the owner in the same condition it was received when rented. The utilities (electricity, water, gas, telephone), on the other hand, are usually not included in the rent and this should be mentioned in the rental contract.

On top of these utilities, most blocks of flats have some standard costs, which are divided among the tenants. These costs include the cleaner, gardener, elevator maintenance, electricity for the common areas (staircases, corridors) etc. We call them kinohrista.

2. SCHOLARSHIP AND FINANCIAL AID

In addition to scholarships or awards granted by AuTH for undergraduate or postgraduate studies, there are private and state institutions that offer scholarships (not every year) to foreign undergraduates, graduates, and doctoral students of various subjects.

Make sure that you meet the eligibility criteria and that you note the deadlines of the scholarship(s) you are applying for.

Here is a sample list of the institutions offering scholarships:

- www.iky.gr/en/scholarships/foreign-citizens-eng
- <https://www.minedu.gov.gr/odigos-upotrofiwn>

For further study opportunities, check the [European Education Area](#).

3. HEALTH INSURANCE

3.1. What should my private insurance policy cover in order to apply for a residence permit?

The benefits of the insurance policy submitted with the application for a residence permit or its extension (based on Ministerial Decision no. 53821/2014/21.10.2014) must include:

-Hospital care coverage in a Public Hospital: €10,000 per year with 20% participation by the insured.

-Insurance of Permanent Total and Partial Disability due to Accident: €15,000 per year with 20% participation of the insured.

-Medical expenses due to illness or accident: €1,500 per year with 20% participation of the insured.

The contract must clearly state that the insurance covers the amounts set by the law/ministerial decision and it must be expressly stated that it covers anything that happens to you in the EU and specifically in Greece.

If you have an insurance policy from your country of origin, you can submit it officially translated as long as it provides the above coverages. It is possible to search the [gov.gr](https://metafraseis.services.gov.gr/) services for certified translators who are included in the Registry of Certified Translators of the Ministry of Foreign Affairs at the link: <https://metafraseis.services.gov.gr/>

The cost of translating a contract ranges from 30-40€.

Otherwise, students are directed to draw a financial contract with a Greek insurance company.

The cost of a health insurance program starts from 60€/year.

3.2. Medical and Hospital Health Care in Greece

Undergraduate and postgraduate students and PhD candidates with no other medical or hospital health care insurance, are entitled to full medical, pharmaceutical and hospital health care in Public and University Hospitals, in the Units of the National Health System (NHS) and in the Municipal Clinics of the country in case of emergency and accident with the demonstration of their Academic ID or AMKA (Social Security Number).

The facilities of the Health Service of the [University Student Club](#) (Lower Club – Kato Leshi, entrance from Egnatia Street) can be visited daily during working days and hours by students in need of medical treatment. First aid, clinical examination (without the possibility of prescription), vaccinations and advice on Health Education are provided at the Medical Centers of the University Student Club.

Furthermore, in the facilities of the Health Service of the University Student Club there is a Counseling and Psychological Support Center (KE.SY.PS.Y.) staffed by psychologists, to which all students have the right to attend free of charge.

At the same time, there is also the possibility of support from psychiatrists, on specific days and times (by appointment).

European Health Insurance Card (EHIC)

Uninsured students who are about to move to any country in the European Union can obtain the relevant Health Insurance Card from the Health Service Office of the University Student Club, by presenting the necessary supporting documents.

3.3. Medical and Hospital Health Care for the holders of the European Health Insurance Card

The European Health Insurance Card is a free card that gives you access to medically necessary, state-provided healthcare during a temporary stay in any of the 27 EU countries, Iceland, Liechtenstein, Norway and Switzerland under the same conditions and at the same cost (free in some countries) as people insured in that country. The [benefits covered](#) include, for example, benefits provided in conjunction with chronic or existing illnesses as well as in conjunction with pregnancy and childbirth.

Cards are issued by your [national health insurance provider](#).

4. EU-STUDENTS

The students of EU member countries after the end of the three (3) months of their stay in Greece, are advised to go to the Police Department for foreigners in their area and receive a "Certificate of registration for citizens of the Union residing in Greece as students" which is necessary for their transactions with the

Greek State (e.g. in case of purchase and sale, driver's license exams etc.). You will need an appointment and the following documents:

- Passport or identity card or other valid travel document recognized by Greece and a photocopy of it.
- Two (2) color photos measuring 4x4 cm along with a digital format, as a .jpg file stored on optical storage disc (CD).
- Proof of residential address. Examples include: lease contract (accepted from taxis net service if possible) or utility bills with your name on them.
- Proof of Studies from the educational institution where you are studying (in Greek).
- Proof of full health insurance coverage, including a valid European Health Insurance Card and a photocopy of it.

Information about the "Certificate of registration for citizens of the Union residing in Greece as students" you can find at ["National Registry of Public Services"](#).

5. GUIDE FOR NON-EU STUDENTS

5.1. STUDY PERMIT

If you are a non-European citizen (third country citizen), you must hold a [student visa](#) issued by the [Greek Embassy](#) of your origin country (Visa D 1.1) before entering Greece and then obtain a student residence permit before the Visa expires.

The application for a student residence permit is submitted by the relevant Institution to the competent Immigration Service of the Decentralized Administration and is granted by decision of the Coordinator of the Decentralized Administration.

5.2. APPLYING FOR A PERMIT

EU citizens and students from Iceland, Norway, Switzerland and Liechtenstein do not have to apply for a residence permit, as they are entitled to the right of free movement within Greece.

International students from all other countries than those stated above, who have acquired a [student visa \(D 1.1. "Studies"\)](#) by the [Greek Consular Authorities](#) of their country of origin, are required to apply for a residence permit for studies within 90 days of their arrival in Greece.

If you want to apply for the initial residence permit, for the renewal of your residence permit or to arrange the delivery of your residence permit you have to visit the online platform of the [General Secretariat of Migration Policy](#), read the available instructions on the left, choose the permit you are interested in, select the category "Studies" or "Scholars" if you are a scholarship holder and submit the application after filling in the required information .

In order to check the progress of your application you can visit <https://pf.emigrants.ypes.gr/pf/>.

In order to obtain the residence permit for study purposes, a personal interview at the Immigration Office presenting the [below mentioned documents](#) may be required.

5.3. THE SUPPORTING DOCUMENTS

The [supporting documents](#) I will need when I apply for a residence permit for studies:

1. (*) Photocopy of valid passport or travel document recognized by our country.
2. (*) Valid [student visa type D](#).
3. (*) Administrative fee of 150 euros (issued online from [e-paravolo](#)- by choosing for Public Authority: Ministry of Migration Policy-Deposit Fee for Residence Permit and under code 2107). Not required if you are a scholarship holder.
4. [Health insurance certificate](#). Not required if covered by the Scholarship.

If you have an insurance policy from your country of origin, you can submit it officially translated as long as it provides the required coverages.

It is possible to search the [gov.gr](#) services for certified translators who are included in the Registry of Certified Translators of the Ministry of Foreign Affairs at the link: <https://metafraseis.services.gov.gr/>

5. (*) Certificate of enrolment and receipt of fee payment or letter of approval from the university (if applicable).
6. (*) Proof of financial means. Evidence proving that you have sufficient resources (including the scholarship), i.e. 400 euros per month as a minimum & a statement that this amount will be renewed. The proof of financial means could be a deposit account, a bank transfer, proof of scholarship or proof of salary in case you work part-time (when renewing your residence permit).
7. Proof of parental or other legal guardian consent if you're under 18.
8. Certification of the relevant educational institution for the total study time of the specific program.
9. Proof of scholarship if this is the case (a certificate from the competent institution for granting the scholarship, as well as for the duration of the program and the scholarship granted).

10. [Solemn declaration](#) asking to be granted a residence permit for studies, equal to the maximum duration of the program of studies you have enrolled in.

Records with (*) are mandatory for the submission of the online application. In order to obtain the residence permit for studies, a personal interview may be required at the Immigration Office of the area of residence as well as the submission of biometric data and the presentation of additional supporting documents.

Documents required for issuing the card during the biometrics appointment:

(a) One (1) passport-size pictures as well as in digital format, as a .jpg file stored on optical storage disc (CD).

(b) Administrative fee of 16 euros (issued online from [e-paravolo](#) - under code 2119).

(c) An official public document of the country of birth or origin officially certified and translated clearly showing the place of birth. In the translation, the place of birth should ALSO be written in Latin characters. (Provided only in case the city of birth is not printed in the passport in Latin characters).

5.4. DURATION OF PERMIT AND RENEWAL

5.4.1. How long does the residence permit last and how is it renewed?

The student residence permit is in most cases valid for one year. If the duration of the study program is less than one year, then the residence permit will be valid for the duration of your study program.

In the event that you are a scholarship holder or participate in exchange programs within the framework of transnational agreements, the residence permit is granted equal to the duration of the program or the duration of the scholarship.

You can request to be granted a residence permit for a duration equal to the maximum duration of your studies, so in this case you must also provide an additional certificate from the relevant educational institution for the total duration of the studies you are going to follow.

To renew your student residence permit, you are required to submit an application, at least two months before its expiration, to the competent department of the Directorate of Decentralized Administration of your place of residence.

The total time of renewal of the residence permit cannot exceed the period of normal study equal to the minimum number of semesters necessary for the award of the degree according to the indicative study program of the faculty, increased by four (4) semesters and a half for postgraduate students or PhD candidates.

Renewal requests can only be submitted through the online platform of the [General Secretariat of Migration Policy](#).

5.4.2. The supporting documents I will need to renew my residence permit

1. Photocopy of all pages of the passport or travel document covering the period of validity of the last residence permit.
2. Residence permit.
3. Administrative fee of 150 euros (issued online from [e-paravolo](#) - under code 2107). Not required if you are a scholarship holder.
4. [Health insurance certificate](#). Not required if covered by the Scholarship.
5. Certificate of registration and participation in the exams from the relevant educational institution and certificate of detailed study score.
6. Proof of financial means. Evidence proving that you have sufficient resources (including the scholarship), i.e. 400 euros per month as a minimum & a statement that this amount will be renewed. The proof of financial means could be a deposit account, a bank transfer, proof of scholarship or proof of salary in case you work part-time (when renewing your residence permit).
7. Certification of the relevant educational institution for the total study time of the specific program.
8. Proof of parental or other legal guardian consent if you're under 18.
9. Documents for issuing the card:
 - (a) Four (4) passport-size pictures as well as in digital format as a .jpg file stored on optical storage disc (CD).
 - (b) Administrative fee of 16 euros (issued online from [e-paravolo](#) - under code 2119).
 - (c) An official public document of the country of birth or origin officially certified and translated clearly showing the place of birth. In the translation, the place of birth should ALSO be written in Latin characters. (Provided only in case the city of birth is not printed in the passport in Latin characters).

All supporting documents can be found at <https://www.m-t.gov.gr/en/immigration-services-for-citizens/>

5.4.3. My residence permit was revoked/ They refused to renew it

The student residence permit is revoked or not renewed in cases where there are public health reasons (only those prescribed by the World Health Organization) or a risk to public order and security, or if it is proven, by a final court decision, that false information was used, or forged documents.

Also, when there is a lack of progress in the relevant studies if the competent services ask for the opinion of the higher education institution.

Finally, when there is evidence or serious and objective reasons that demonstrate that the student or volunteer resides in the country for purposes other than those for which he was permitted to reside, or does not comply with the conditions provided by national legislation for the status of part-time employment while exercising of their financial activities.

You can, however, submit an application for annulment before the competent administrative court against this decision. However, if the renewal of your residence permit is not approved by the court, the relevant services issue a return decision (=administrative act by which the stay of a third-country national is declared or reported as illegal and the obligation to return is imposed).

5.4.4. My student residence permit has expired and I have not renewed it

If you still remain in Greece, you are considered illegal and must leave without further notice until the last day of the expiration of the residence permit, unless before its expiry you have submitted an application for its renewal and you have been granted a certificate of application submission.

If you stay in the country for a period of more than 30 days after the expiry of your residence permit, upon your departure you are required to pay four times the fee provided for the annual residence permit (4X150€). If the time of your illegal stay in the country is longer than 30 days, you are required to pay eight times the prescribed fee for an annual residence permit (8X150€).

You won't pay a fine if you have violated your legal time of stay due to force majeure.

5.4.5. In which other case am I allowed to stay in the country after my study permit expires?

1. To be married to a Greek citizen or a citizen of a member state of the European Union.
2. To have been recognized as a political refugee or to meet the conditions to be recognized as a refugee or as a stateless person.
3. You were accepted in Greece for reasons of family reunification and then changed your residence permit to a student residence permit.

6. THINGS TO DO FIRST IN GREECE

6.1. I need to get a SIM card

Regarding mobile telephony, Greece uses the same GSM system as most EU countries, Asia and Australia. You should have in mind that USA and Japan use a cellular phone system that is incompatible with the European.

You go to any Mobile service provider store ([Cosmote](#), [Nova Greece](#), [Q-Telecom](#), [Vodafone Greece](#)) with your passport and ask for a SIM Card for your cellular phone, as well as a confirmation that this number belongs to you.

Alternatively you can make an online request at [vodafone](#), [what's up \(cosmote\)](#), [free to go \(nova greece\)](#) or [q-telecom](#) and you will receive your card by post.

In addition to a residential address, you will need a Greek phone (mobile) simply to confirm the card's shipment.

The cost starts from 10 euros and the SIM card is being sent to you by postal service.

6.2. I need to obtain a Tax Identification Number (TIN)

To obtain a TIN number (AFM), you will need the following documents:

1. Photocopy of a valid passport or travel document recognized by our country.
2. The evidence proving that you reside legally in the country, which means your Visa and the entry stamp applied to your passport upon arrival in Greece or a valid residence permit.
3. If you are a minor of foreign nationality, the birth certificate must be officially translated.
4. A simple [written authorization](#) with all your personal information (full name, surname, father's and mother's name, date and place of birth, current address, and email) with an original signature certified by any authority or [KEP](#) for the appointment of a Greek citizen as a tax representative in Greece (a notarial document is also accepted).
5. [Solemn declaration](#) by a Greek citizen agreeing to be appointed as your tax representative, with an original signature certified by any authority or [KEP](#) (Citizens Service Center) or issued by the [gov.gr](#).
6. Marriage/civil partnership certificate if applicable.

In order to obtain your TIN number (AFM) follow the next steps:

1. You have to appoint a Greek citizen as your tax representative by filling out the [attached form](#).
2. The representative submits the application using their own codes on the digital portal myAADE / TIN number (AFM) & Key Code (see [instructions attached](#)).

3. After confirmation of application details and authorization (in the case of authorized representation) by an AADE employee, a TIN number (AFM) and Key Code are issued. The data (TIN number (AFM), passwords, and Key Code) are sent:

- To the concerned person's email address in an encrypted file as indicated in the application.
- To the tax representative's email address, provided consent is given, in an encrypted file via the myAADE "Contact Details" application.

4. As soon as your tax representative submits the application, you will receive an application number (Αιτήσης).

Keep this number because you will need it, to open the "UserData.pdf" that you will receive, when you are being approved to get a TIN number and a Key Code.

The information included in this file consists of the TIN number provided, the username, the temporary password stated during the application (which you will change for security reasons when activating the account), and the Key Code, necessary to activate the account.

To activate your account and create/change your username and password, please follow the [following instructions](#).

6.3. I need to open a bank account

The submission of all the following [documentation](#) is compulsory for the commencement of a relationship with the Bank.

For the submission of the supporting documents you need to make an appointment at a bank branch located near you.

1. Identity Certification

EU Aliens Residing in Greece

- Valid passport or
- Identity card issued by an EU country

Non EU Aliens Residing in Greece

- Special Identity Card for Aliens of ethnic Greek Descent or
- Valid passport and valid residence permit (if not applicable, valid student visa and certification of enrolment from the university)

(The Identification Certificates must be original and bear your photograph)

2. Certification of Income and Tax Identification Number (TIN)

- Solemn Declaration (994) stating that there is no obligation to submit a tax declaration form (provided by the bank) and
- Certificate of Issuance of a Tax Identification Number or Certificate of a Change in Personal Details.

In case you obtain a Tax Identification Number in your country of origin you need to obtain a Certificate evidencing the TIN or its equivalent in the form of a public document from the country of establishment (issued by a Public Authority/Embassy/Consulate), stating such TIN/TIN equivalent.

3. Confirmation of Address of Main Residence

- Recent utility bill issued by a public or private company, (e.g. Public Power Corporation (DEI), Thessaloniki Water Supply and Sewerage Company (EYATH), Landline Telephone, etc.,) – (Document must be issued up to six months prior to its delivery to the Bank) or
- Electronic lease contract submitted to a Tax Authority or Proof of Submission of a Declaration of Information on a Property Lease or
- Certificate of permanent residence, issued by the municipal roll or
- Latest mobile phone bill

In case of "hosting" or "cohabitation":

Certificate of address issued in the name of the lessee/owner and Solemn Declaration made by you or other document by which the relationship with the owner of the phone is evidenced.

4. Confirmation of Occupation (University Student)

- Academic Identity Card
- Recent Certificate of Studies

5. Confirmation of Contact Phone Number (Landline/Mobile)

- Certificate issued by a landline/mobile telephone company or
- Recent Utility Bill issued by a landline/mobile telephone company

In case of "hosting" or "cohabitation":

Certificate or bill for the phone in the name of the owner and Solemn Declaration made by you or other document proving your relationship with the owner of the phone

6. Confirmation of Tax Residence

- Signed self-certification form for individuals (9284) or
- Signed electronic form "Request for the Opening of a Client Relationship" or "Deposit Account Opening and Special Terms of Cooperation" or "Amendment of Customer's Information File" produced by the Bank's central computer system.

If, apart from the Greek tax residence, you also have another tax residence:

Certificate evidencing the TIN or its equivalent

NOTE: The documentation/supporting documents must be provided in original form or copies of the originals and exclusively in person. Exceptionally, the Identification Certificate must always be delivered in original form. Solemn Declarations/documentation bearing original signature must be provided also in original form.

Documentation issued in a language other than Greek or English must be legally translated into Greek or English. Public documents issued/translated in countries that have acceded to the Hague Convention must be apostilled by the competent foreign authority.

It is noted that the Bank reserves the right to request additional documentation if required.

7. OBLIGATIONS AND RIGHTS

7.1. My obligations and my rights as a non – EU student

7.1.1. My obligations

You must declare within two (2) months by registered letter via Greek Post Services or courier services with the corresponding supporting documents to the competent Immigration Service Directorate of the Decentralized Administration of your residence area:

- (a) the change of residence (also done at the relevant police station),
- (b) any change that occurred in your civil status, in particular the change of citizenship, the conclusion, dissolution or annulment of a marriage or cohabitation agreement or the birth of a child, etc.,
- (c) the change of your passport details, as well as any loss of it or the loss of your residence permit.

7.1.2. My rights

Your rights are those defined by the International Conventions that our country has signed and ratified, and which generally refer to the protection of every individual, but also by the Greek Constitution that protects fundamental individual rights.

1. You can spend part of your studies in Greece for a period of up to three hundred and sixty (360) days. In the latter case, you are not required to obtain the special entry permit due to studies (study VISA) that the Greek law requires for those who want to study in Greece.

If you have been accepted to an educational institution in an EU country and you want to continue your studies in a Greek educational institution you should submit:

(a) a copy of a valid degree for studies that you hold in the other EU member state,

(b) certificate of the study course you have completed, from which the relevant and complementary character between the two study programs can be obtained, and

(c) certification of the implementing body of the respective program for your participation in the community or bilateral exchange program or certification of the competent authorities of the EU member state where you have been admitted as a student for at least two years.

2. You have free access to the Greek courts, as well as the right to report to the authorities. You can trade freely, you can freely express your opinions, unless they lead to the overthrow of the current democratic state, participate as a member of student Associations or Unions, even in their Board of Directors, and, in general, you have all the fundamental rights which the Constitution of Greece provides, without exception, for every person, without discrimination.

3. In the event that you have a child born in Greece, in derogation of the Greek legislation that does not allow the family reunification of third-country nationals of student family members, this child is granted an individual residence permit without paying a fee for its issuance, which expires at the same time with the residence permit of the parent-student.

4. During your studies in Greece you can travel to your country or to another country in the European Union. Your residence permit is not affected by your temporary absences that do not exceed six months per year.

If you hold a national long-stay visa, valid for up to one year, you can travel to other Member States without obtaining a new special entry visa (VISA) for 90 days within any 180-day period, under the same conditions as for the residence permit holder.

If you have a certificate of application for a student residence permit ("blue certificate") you have the right to travel only in your own country.

5. You have the right to access the public hospitals of Greece.

Even if you subsequently stay illegally in the country (e.g. your residence permit has expired and has not been renewed) you have the possibility to be treated in a public hospital, but only for an emergency and very serious health incident.

8. LEGAL FRAMEWORK (IN GREEK)

The existing legal framework for immigration, residence permits and education includes the following laws and directives (in Greek):

[REGULATION AND LEGISLATION OF THE EUROPEAN UNION FOR LEGAL IMMIGRATION](#)

[THE OFFICIAL GAZETTE 4237/T.B'/14-9-2021 FOR THE ESTABLISHMENT OF THE INTERTANIONAL STUDENTS SUPPORT UNIT](#)

[IMMIGRATION CODE 2022](#) (ENGLISH)

[IMMIGRATION LAW 4251/2014](#)

[IMMIGRATION LAW 5038/2023](#) (VALID SINCE 1/1/2024)

[LAW 4666/2020](#) (AMENDMENT OF THE IMMIGRATION LAW)

[LAW 4957/2022](#) (LEGISLATION FOR HIGHER EDUCATION INSTITUTIONS)

[SCHENGEN REGULATION](#) (ENGLISH)

[IMPLEMENTATION MANUAL OF THE IMMIGRATION LAW](#)

[SUPPORTING DOCUMENTS FOR ISSUING A NATIONAL VISA](#)

[MINISTERIAL DECISION FOR SUPPORTING DOCUMENTS FOR ISSUING A NATIONAL VISA AND A RESIDENCE PERMIT](#)

9. USEFUL LINKS

The following links include public bodies and services related to the settlement of international students in our country:

[HELLENIC MINISTRY OF MIGRATION AND ASYLUM](#)

Information about your permit for studies

[HELLENIC MINISTRY OF EDUCATION AND RELIGIOUS AFFAIRS](#)

Information and News about the Greek Educational System

[DECENTRALIZED ADMINISTRATION](#)

Information and announcements concerning the permit for studies

[ONLINE MIGRATION SERVICES](#)

Online application forms

[INDEPENDENT PUBLIC REVENUE AUTHORITY](#)

Information about issuing your Tax Registration Number

[SCHOLARSHIPS' GUIDE](#)

Information and announcements about Scholarships

[EU IMMIGRATION PORTAL](#)

Practical information about coming to study in the EU

[SCHENGEN VISA INFORMATION](#)

All you need to know about your Visa

[VISA OBLIGATION-EXEMPTIONS APPLIED BY GREECE](#)

Countries requiring or not requiring a Visa

[GREEK EMBASSIES AND CONSULATES](#)

Worldwide Greek authorities issuing Visa

[NATIONAL REGISTRY OF PUBLIC SERVICES](#)

Information, supporting documents and many more on any administrative procedure

[SCHOOL OF MODERN GREEK LANGUAGE](#)

Information about learning Greek at A.U.Th.

[ACCOMMODATION GUIDE](#)

Tips and guidelines for accommodation

[ERASMUS STUDENT NETWORK](#) Thessaloniki

A non-profit organisation helping international students

[CITIZENS AND DAY TO DAY LIFE](#)

A list of available services related to the selected life event, categorised in service groups

10. USEFUL DOCUMENTS²

You can find here a list of necessary and useful documents and application forms.

[APPLICATION FORM FOR VISA D1.1](#)

[NECESSARY DOCUMENTS FOR ENROLMENT OF FOREIGN STUDENTS](#)

[ONLINE APPOINTMENT FORM](#)

[APPLICATION FORM FOR TAX REGISTRATION NUMBER](#)

[EMAIL OF IMMIGRATION SERVICE DIRECTORATES](#)

[DOCUMENTS TO CARRY WITH YOUR "BLUE CERTIFICATE"](#)

[SOLEMN DECLARATION OF THE TAX REPRESENTATIVE](#)

[AUTHORIZATION TO ASSIGN TIN NUMBER AND KEY CODE](#)

[INSTRUCTIONS ON HOW TO OBTAIN YOUR AFM AND YOUR USERNAME AND PASSWORD](#)

11. COVID-19 UPDATES

AUTH's campuses are fully open.

You are advised to follow all travel restrictions as indicated:

- on the interactive tool that the European Union has established: <https://reopen.europa.eu/en/map/GRC/5001>

² We would like to thank our colleagues at the Foreign Student Support Unit of the N.K.U.A. for providing the hyperlinks to the documents.

- on the website of the General Secretariat for Civil Protection: <https://travel.gov.gr/#/>
- on the website: <https://greecehealthfirst.gr/?lang=en>

Please be assured that our main concern is the health and safety of our University community, therefore we will keep monitoring the development of this unpredictable situation and we will keep you informed on any possible change/direction following the instructions taken by the University's governing Bodies and/or our National Authorities