

INSTRUCTIONS FOR PARAVOLO ISSUANCE AND REGISTRATION OF NON-GREEK CITIZENS IN THE COLLEGE EDUCATORS' REGISTER

In order to register to the **College Educators' Register** operating under the auspices of the Greek Ministry of Education and the **General Secretariat for Vocational Education, Training and Lifelong Learning**, an interested party should

a) submit a series of required documents and **b)** issue a standard fee of **EUR 50**, prerequisites that **will constitute him/her eligible for enrollment in the aforementioned Register.**

a) **More specifically**, along with the initial application downloadable (Gr), he/she should submit the following documents:

- 1. COPY OF (A) HIGHER EDUCATION DEGREE(S)**
- 2. COPY OF HIGHER EDUCATION MASTER'S DEGREE(S)**
- 3. COPY OF THE DOCTORATE DIPLOMA**
- 4. ACT OF EQUIVALENCE OF HIGHER EDUCATION DEGREES (Hellenic NARIC)***

*In case of non-filing the ACT OF EQUIVALENCE OF HIGHER EDUCATION DEGREES (Hellenic **NARIC**)

THE FOLLOWING should be filed:

THE ORIGINAL ATTESTATION OF THE AFFILIATED HIGHER EDUCATION INSTITUTION THAT CONFIRMS THE CANDIDATE'S ELIGIBILITY IN REGARDS TO THE FORMAL AND SUBSTANTIVE QUALIFICATIONS REQUIRED TO HOLD A TEACHING POSITION IN THE FOREIGN EDUCATIONAL INSTITUTION.

- 5. PASSPORT OR ID COPY**
- 6. DECLARATION OF NON-CONVICTION BY LAW (N. 1599/1986) FOR ANY OFFENSE WHICH CONSTITUTES AN IMPEDIMENT TO APPOINTMENT TO PUBLIC OFFICE.**
- 7. PAYMENT OF A STANDARD FEE OF EUR 50**

(Public Authority: Ministry of Education and Religious Affairs / SG Lifelong Learning & NG, Parabola Category: Colleges & IIEK, Parabola Type: Enrollment in College Colleges Register, Code: 1568)

b) Fee Issuance: If an interested party is NOT a Greek citizen, thereby NOT a holder of a VAT ID Number/TIN he/she can choose one of the two following courses of action:

- I.** The interested party can visit the nearest **Δ.Ο.Υ**, Greece's taxation office, where they go to the cashier and, issues and pays on the spot the fee.

In this case, submission of the **edited** fee to the College Department **is compulsory.**

- II.** The interested party can visit the nearest **ΚΕΠ, Greece's Citizens' Service Centres**, where:
 1. A KEP employee links to the site of the General Secretariat of Information Systems: www.gsis.gr (**For Non Certified Users**) where they issue a standard fee of EUR 50 with the following description:

Public Authority: Ministry of Education and Religious Affairs / SG Lifelong Learning & NG, **Parabola**

Category: Colleges & IIEK, **Parabola Type:** Enrollment in College Colleges Register, **Code:** 1568

2. With the unique payment code, the interested party pays the fee **before its expiration date** as follows:

- Deferred, with physical presence in all banks and ELTAs, **disclosing the unique digital payment code**

3. Interested Parties must submit to the service their application, the required attached documents and the issued fee (**Για Χρήση Από τον Φορέα-“For Entity Use”**) in one of the two following ways:

a) by post to the mailing address : **ANDREA PAPANDREOY 37; Postal Code : 15180; Municipality / Area : AMAROYSIOY**

b) via physical presence to the premises of the Ministry of Education, Off. **103**