

REQUIREMENTS FOR THE UNIFORM SCHENGEN VISA (C-VISA) Date: 22.01.2016

The uniform visa is a short stay visa (e.g. tourism, private visits or short business) for all Schengen countries (Belgium, Denmark, Germany, Estonia, Finland, France, Greece, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta,

Netherlands, Norway, Austria, Poland, Portugal, Sweden, Switzerland, Slovakia, Slovenia, Spain, Czech Republic,

Hungary). Third country nationals who want to travel to the Schengen countries for tourism, private visits or business can apply for short stay visas (one up to 90 days), which is valid for all Schengen countries.

The application itself does not automatically give the right to travel or to get a visa. Visas can only be issued if all

necessary preconditions are met. Applicants have to present at least the documents mentioned below according to the type of visa applied for.

General requirements for all kind of Schengen visas (C-visa):

- Application form completely and correctly filled in and signed by the applicant (in case of unaccompanied minors certified letter of authority from parents).
- Two recent colour photos, (according to ICAO criteria, good quality, 3,5 x 4,5 cm, name on backside)
- Passport (valid at least 3 months after expiry of the visa with at least 2 empty pages; not older than 10 years).
- Copy of all relevant pages of the passport (if applicable: copies of previous Schengen visa; valid UK or US visas).
- Proof of legal stay in Lebanon for non-Lebanese nationals (e.g. resident permit).
- Applicants, resident in Lebanon have to book an appointment at the [Austrian Embassy](https://appointment.bmeia.gv.at/?Office=Beirut) (<https://appointment.bmeia.gv.at/?Office=Beirut>). If there is no convenient appointment date available, they can -

from 03.02.2015 on – book an appointment at VFS-Global (<http://www.vfsglobal.com/austria/lebanon/>).

- Applicants for Visa C and D, resident in Syria have to contact the [Austrian Embassy Damaskus](#)
- Means of transport (reservation or booking; submission of a paid ticket is NOT required).
- Proof of accommodation for the whole duration of the intended stay (hotel confirmation {from the hotel itself} or rental of holiday home; Exemption: in case of family or friend visit an electronic letter of guarantee = “Elektronische Verpflichtungserklärung” made by a private person in Austria).
- Travel insurance, health insurance, accident insurance valid for the Schengen area (minimum coverage € 30.000,00 plus return transport repatriation insurance). Extra insurance for special sports, when relevant.
- Proof of the applicants’ economic and social and family ties in his or her home country (Letter of the employer, recent Commercial circular of the company, family book, etc.)
- Proof of financial means (pay slips, bank statement or saving book for the last 3 months)

- Family Register (translated into English) original one
- Old passport attached with the biometric passport

Visiting family or friend (additional requirements)

- Electronic letter of guarantee (Elektronische Verpflichtungserklärung - the inviting person in Austria should make a declaration of guarantee at the local office of the “Fremdenpolizei” {Foreigners police}).
- Proof of relationship between applicant and inviting person (birth certificate, marriage certificate, family book);

Business Trips (additional requirements)

- Letter of the employer signed and sealed and recent Commercial circular of the company
- Original invitation letter, signed and sealed by the inviting company on the company letter paper (or company fax/company e-mail directly to the Embassy), providing information about the travel purpose, travel data, name, birth date, passport number of the invitee.
- Proof of relationship between applicant and company (correspondence, bills, etc...)
- If the applicant cannot provide the proof of adequate financial means: he or she need to provide an electronic

letter of guarantee (Elektronische Verpflichtungserklärung) made by the inviting company in Austria.

Medical treatment (additional requirements)

- Certificate from the applicant's physician or the hospital in Lebanon, verified by the doctor or clinic appointed by the Visa Office, confirming the need of specific medical treatment to be provided in the destination country.
- An official document of the receiving medical institution in Austria confirming the performance of the specific medical treatment, providing information about the payment of the charges, time needed for recovery etc.).
- Proof of down-payment of the treatment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as additional insurance coverage.
- Any other correspondence between applicant and the medical authority, if available.

Official purposes (political, scientific, cultural, sports or other event (additional requirements)

- Copy of the official invitation.
- Verbal note issued by the authority concerned confirming that the applicant is a member of the official delegation to a Schengen Member State, forwarded to the Austrian Ministry of European and International Affairs, Protocol Section, Vienna.
- Invitation, entry tickets, enrolments or programs stating (wherever possible) the name of the host organization, the length of stay or any other appropriate document indicating the purpose of journey.
- Sponsor letter as well as introduction letter
- Note Verbal from the Lebanese Ministry of Foreign Affairs (only for official trips of holders of special or diplomatic passports).

Please note:

- All applicants have to present themselves in person.
- Processing of Schengen Visa takes at least two weeks. It is recommended to apply the latest 15 days before your intended date of travel (but maximum three months before intended date of travel).
- Visa processing starts only after all the required documents and data have been handed to the visa office and visa application is complete. Documents missing may delay the application.
- If applicants submit fake/forged passports, passports will be seized and sent to the Ministry of Foreign Affairs.
- According to each individual case, the Austrian Embassy can ask for further documentation if necessary.
- Please do not send any documents to the embassy by mail, fax or e-mail. All required papers should be handed to the visa office together with the application form.
- All Arabic documents are to be presented with a translation in English.

- Please use a paper clip to attach the photos to the application form. Do NOT use staples or glue!!
- Visa fee has to be paid in Lebanese pounds upon applying (adults € 60,--; children aged between six and twelve

€ 30,--. **EXEMPTION FROM THE VISA FEE:** children under the age of six, Diplomatic/Official passports, Family of an

EU citizen (not Austrian), Researchers officially invited by a University/Institute for a professional visit). There is no

refund if visa is not issued.

Applications for Schengenvisa for Slovakia, Lithuania or Finland are processed at the Austrian Embassy in Beirut.

Additional documents may be required. Online appointments to be made at the [Austrian Embassy](#)

(<https://appointment.bmeia.gv.at/?Office=Beirut>) or at [VFS-Global](#) (

<http://www.vfsglobal.com/austria/lebanon/>).

The applicant must submit original documents along with a complete set of photocopies.

For additional information please don't hesitate to contact the Embassy.

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