

## Checklist for Visiting Family or Friends Application

Name: _____		Contact No.: _____		
Passport Number: _____		E-mail Address: _____		
<b>A. Initial assessment</b>		Yes	No	Remarks
1.	Correct Checklist for purpose of travel			
2.	Applicant is here in person			
3.	Austria is destination of travel			
<b>B. Required documents</b>		Yes	No	Remarks
1.	<b>Application form</b> , completed truthfully in English or German in print and signed by the applicant in both required boxes. (Applications of minors have to be signed by their legal guardian)			
2.	2 recent <b>passport photographs</b> (colour, 3,5 x 4,5 cm, light background), complying with ICAO guidelines			
3.	<b>Passport</b> , valid at least three months beyond the expiration date of the requested visa, at least two blank pages			
3a.	<b>Passport copy</b> (first and last page, all used pages), copies of old visas in previous passports (incl. data page of old passports), Minors need to submit a copy of their legal guardian's passport as well.			
4.	<b>Invitation</b> letter of inviting person in Austria, stating the purpose of travel, relationship to invitee and sponsorship			
5.	<b>Flight reservation</b> (copy of the round trip airline reservation); no issued ticket required at the time of application			
5a.	Proof of means of <b>transportation</b> according to itinerary if visiting other Schengen countries (e.g. flight reservations, train reservations, bus reservations)			
6.	<b>All risk travel insurance</b> , valid for all EU countries, Norway and Switzerland, with a minimum coverage of EUR 30.000			
7.	<b>Proof of accommodation</b> (hotel reservations, hotel vouchers, proof of private accommodation), not applicable in case of full sponsorship of inviting person (Elektronische Verpflichtungserklärung – EVE)			
8.	<b>Proof of financial means</b>			
8a.	- If travel is funded by applicant			
	Bank certificates (in original)			
	personal bank statements, credit card statements or bank books showing the last six months			

8b.	- If travel is funded by inviting person			
	Proof of full sponsorship (ID no. of „Elektronische Verpflichtungserklärung“ – EVE)			
	Proof of own financial means (if applicable)			
9.	<b>Proof of occupation (if applicable)</b>			
9a.	- If employed:			
	Certificate of employment			
	Leave of absence			
	Payslips of the last six months			
9b.	- If self-employed:			
	DTI/SEC registration of business			
	Income Tax Return			
	Business financial statement			
9c.	- If student:			
	Proof of enrolment			
	Certificate of leave of absence if travelling in term time			
10.	<b>Proof of relationship to sponsor</b>			
	Birth certificate			
	Other documentation			
	For non-formalized relationship (boyfriend/girlfriend/fiancé(e) ): A photocopy of the bio data page of the passport and/or travel history of the sponsor			
11.	For dependent <b>spouse and children</b>			
	Marriage certificate (certified PSA copy)			
	Birth certificate(certified PSA copy)			
11.	For <b>minors</b> (below 18 years)			
	Affidavit of support & consent of parents or legal guardian (in particular of the non-travelling parent)			
	Copies of passports of parents or legal guardian			
	Birth certificate(certified PSA copy)			
	Proof of legal guardianship			
	Department of Social Welfare and Development (DSWD) clearance			
12.	For <b>non-Filipino applicants</b> who have valid residence status in the Philippines			
	Copy of Alien Certificate of Registration (ACR)			
	Valid Alien Registration Card (copy)			
	Re-entry permit			

13.	<b>Proof of will to return</b>			
	Proof of economic ties in the Philippines Proof of family ties in the Philippines			

Inquiry Officer to delete as appropriate

1. The applicant has confirmed that s/he has no other documents to submit
2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Officer's Signature