

VISA REQUIREMENTS / PROCEDURE

- ✓ Application forms are **free of charge** and have to be signed and fully completed in a readable manner in Latin letters.
- ✓ The Austrian Embassy is not working with any other individual or company than VFS Global.
- ✓ The visa application has to be submitted **in person** and upon a pre-arranged appointment.
- ✓ Appointments are to be booked on <http://www.vfsglobal.com/Austria/Jordan> or <https://appointment.bmeia.gv.at/?office=amman>.
- ✓ Other inquiries preferably per e-mail info.ausjor@vfshelpline.com (Amman), info.auir@vfshelpline.com (Erbil) or amman-ob@bmeia.gv.at (Austrian Embassy).
- ✓ Visa applications should be handed in at least **three weeks** prior to the scheduled departure and not more than **three months** prior to the intended visit.
- ✓ All requested documents must be produced in original and **photocopy** with a translation in German or English.
- ✓ Visa fee per application is the equivalent of EUR 60,00 submitted in JOD according to Embassy's rate (for children 6-12 years EUR 35,00, no visa fee for children under the age of 6) - It is non refundable even in the case of refusal. VFS Global would charge an additional handling fee.
- ✓ Passport (signed by the holder, valid for at least three months beyond the validity of the visa), a clear copy of the passport's data page, a copy of previous passports and previous Schengen visas (if applicable).
- ✓ Two recent colored passport photos (name written on the back) compliant with [ICAO standards](#) (color, 35x45 mm).
- ✓ Travel insurance (minimum coverage € 30.000,- plus return transport insurance) covering Europe and valid for the duration of the whole trip + 15 days as per the Schengen Codex.
- ✓ The Embassy reserves the right to ask for additional documents.

Please note: There is no legal right to obtain a Schengen-visa.

In addition to these main requirements, the below is also required depending on the purpose of travel:

A) Tourism / Family or Friends visits (up to 90 days within 6 months):

1. Proof of income / employment-letter / company registration / retirement benefits and proof of vacation. If self-employed: the company's registration, city-license, income tax certificate and an acknowledgement of the Ministry of Trade or the Chamber of Commerce. Student's school or university enrollment and absence permission in addition to parent's approval and income.
2. "Elektronische Verpflichtungserklärung" – EVE (electronic letter of guarantee) from the Austrian invitee / host, in case the applicant cannot prove sufficient funds.
3. Proof of sufficient financial means to cover the costs of the journey (i.e. bank statements of the past three months, international credit cards, saving books).
4. Hotel reservation or proof of other accommodation (containing the exact address in Austria).
5. Preliminary flight reservation (round-trip).
6. Copy of family register.
7. Non-Jordanians and Non-Iraqis have to provide a valid residence permit for Jordan and a valid work permit (if applicable).

B) Business / Official (e.g. training, workshop, conference) (up to 90 days within 6 months):

1. "Elektronische Verpflichtungserklärung" – EVE (electronic letter of guarantee) from the Austrian invitee / host, in case the applicant cannot prove sufficient funds.
2. Proof from the employer / company registration. If self-employed: the company's registration, city license, income-tax certificate and an acknowledgement of the Ministry of Trade or the Chamber of Commerce, as well as proof of existing business relations with the Austrian partner.
3. Copy of commercial documents (invoices / shipping documents etc.) if applicable.
4. In case of attending a conference, a confirmed conference booking is required.
5. Hotel reservation or proof of other accommodation (containing the exact address in Austria).
6. Preliminary flight reservation (round trip).
7. Copy of family register.
8. Non-Jordanians and Non-Iraqis have to provide a valid residence permit for Jordan and a valid work permit (if applicable).

Additional information for IRAQI nationals:

- National ID-card of applicant and national ID-card and passports of husband / wife / children have to be shown in original and be submitted in copy.
- Visa applicants from Iraq can also apply at the [Visa Application Centre in Erbil](#).
- In case of applying at the visa application centre in Erbil, the visa fee has to be paid in Euro. An additional processing fee applies. The processing time will be a minimum of four weeks.

More information regarding travelling and residence in Austria is available on the following web sites:

<http://www.bmeia.gv.at/en/foreign-ministry.html> and www.bmi.gv.at or www.help.gv.at