

## Document Checklist

Must be completed, signed and submitted with your application

<b>Type of visa</b>	<input type="checkbox"/> Airport Transit Visa (Visa A) <input type="checkbox"/> Schengen Visa (Visa C) <input type="checkbox"/> Austrian National Visa (Visa D)
<b>Purpose of visit</b>	<input type="checkbox"/> Tourism <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Business <input type="checkbox"/> Conference/Seminar/Workshop <input type="checkbox"/> Study <input type="checkbox"/> Spouse of EU/EEA/Swiss national <input type="checkbox"/> Other:
<ul style="list-style-type: none"> <li>• Mark the checkbox for each document being submitted.</li> <li>• Please submit your documents in the order of the checklist.</li> <li>• Your application can only be processed after complete submission of all documents required.</li> <li>• The Embassy reserves the right to ask for additional documents.</li> </ul>	

Mandatory documents for all applicants irrespective of the purpose of travel	
	<b>Completed visa application form</b> , for type A or C signed on page 3 and page 4, for type D signed on page 3. Signatures must correspond with the signature in the passport. All boxes must be filled in. Write 'NA' in boxes that do not apply to you.
	<b>Appointment confirmation letter</b> for submission of documents: This needs to be done online at <a href="http://www.vfsglobal.com/austria/usa">www.vfsglobal.com/austria/usa</a> . Complete this step first, if you have not done so.
	<b>Original and signed passport</b> : The passport must be valid for at least 3 months after your planned departure from the Schengen Area. It must contain at least 2 empty visa pages and cannot be older than 10 years.
	<b>Copy of passport's personal detail page(s)</b>
	<b>Copy of previous Schengen visas and entry/exit stamps</b>
	<b>Passport sized photo</b> compliant to ICAO standards and not older than 6 months
	<b>Proof of status in the United States</b> (not applicable for US citizens): US residence permit ("Green Card") or US visa valid for at least 3 months after your planned departure from the Schengen Area; original+copy
	<b>Proof of residence in the US</b> (e.g. US driver's license with current address, rental agreement); original+copy
	<b>Detailed itinerary and flight reservation</b> to and from the Schengen Area
	If you are travelling to a country after leaving the Schengen Area which is not your home country or country of residence, a <b>visa or entry permit for the country of destination</b> (if applicable).
	<b>Proof of accommodation</b> for entire stay in the Schengen Area: <ul style="list-style-type: none"> <li>• hotel reservation, tour package etc.</li> <li>• if you are staying with a private host: <ul style="list-style-type: none"> <li>▪ signed invitation letter stating period of stay and relationship to visa applicant</li> <li>▪ copy of host's passport</li> <li>▪ copy of host's registration of residency (<i>Meldebestätigung</i>)</li> <li>▪ copy of host's rental agreement or property title</li> </ul> </li> </ul>
	<b>Proof of health insurance for the entire trip</b> with a minimum coverage of EUR 30,000 or USD 50,000. <ul style="list-style-type: none"> <li>• no deductible</li> <li>• valid in all Schengen countries</li> <li>• repatriation of mortal remains covered</li> </ul> Please provide the certificate of insurance including table of benefits (reimbursement plans <u>not</u> accepted).
	<b>Proof of financial means</b> : bank statements for the last three months showing sufficient funds to cover your stay in the Schengen Area; original+copy If sponsored by a private host: <b>electronic declaration of liability</b> ( <i>Elektronische Verpflichtungserklärung – EVE</i> )

	<b>Proof of employment</b> , if applicable (e.g. letter from employer, contract, payslip)
	<b>Visa fee</b> (non-refundable)
	<b>Service fee</b> for lodging application with VFS USA

<b>Additional documents depending on the purpose of travel</b>	
<b>□ Tourism:</b>	
	If applicable, <b>booking confirmation of an organized trip</b> including a detailed itinerary
<b>□ Business, conference, study, cultural/religious/political event</b>	
	<b>Official invitation letter</b> (original+copy) from a firm, host organisation, educational establishment or an authority to attend meetings, conferences, educational courses, university semesters abroad or events, containing detailed information concerning: <ul style="list-style-type: none"> <li>• address and contacts of the inviting entity</li> <li>• name and position of the signing person</li> <li>• purpose and duration of stay</li> <li>• person or entity who will bear the travel and living costs (if applicable)</li> </ul>
	<b>For employees:</b> documents proving your employment status in the company (e.g. contract, pay slips, letter from employer)
	<b>If self-employed:</b> certified copy of business registration
	<b>For students:</b> signed letter from university written on official letter head paper, confirming enrolment, the payment of tuition fees or/and any scholarships as well as the purpose and duration of stay; original+copy
<b>□ Family member of EU/EEA/Swiss national</b>	
	Copy of <b>passport of EU/EEA/Swiss national</b>
	Copy of <b>marriage certificate</b>
	<b>Flight tickets</b> which clearly show that the applicant is travelling with his/her EU/EEA/Swiss family member, otherwise a visa fee applies
<b>□ Work</b>	
	Original <b>employment contract</b> for the proposed work in Austria
	<b>Authorization document</b> , as applicable, from the <b>Austrian Employment Service</b> ( <a href="http://www.ams.or.at">www.ams.or.at</a> ), or <b>exemption</b> – this needs to be obtained by the employer in Austria!
<b>□ Minor applicants (under 18 years)</b>	
	<ul style="list-style-type: none"> <li>• Must be accompanied by a parent or legal guardian.</li> <li>• If both parents are present at VFS, both parents must sign the application form on behalf of the minor.</li> <li>• If only one parent is present, the other parent must sign the application form ahead of the appointment and have his/her signature notarized.</li> </ul>
	Full <b>birth certificate</b> ; original+copy
	<b>Copies of the passports of both parents</b> (personal detail and signature page)
	If applicable: <b>Proof of custody or guardianship</b> (e.g. court order)

**Please note:**

- The visa application cannot not be submitted earlier than three months before the intended arrival date in the Schengen Area.
- Submitting the above documents does not guarantee a visa. The Embassy may request a personal interview or further documentation.
- Incomplete applications will affect the outcome of the application in terms of processing time and decision.

By signing the document checklist you agree to accept the terms and conditions of service and data protection and privacy policy as available on [www.vfsglobal.com/austria/usa](http://www.vfsglobal.com/austria/usa).

**Date:**

**Signature of the applicant** (digital signatures not permitted) \_\_\_\_\_