

VISA REQUIREMENTS / PROCEDURE

- ✓ Please be informed that the visa application has to be submitted **in person** and upon a pre-arranged appointment.
- ✓ Appointments are given under tel. no. 00962 6 4601155 from Sun - Thu 13:00 – 16:00 hrs or by e-mail: amman-ob@bmeia.gv.at.
- ✓ Application forms are free of charge and have to be signed and fully completed in a readable manner in Latin letters.
- ✓ The application can be processed only once **all required documents** are handed in.
- ✓ Visa applications should be handed in at least **three weeks** prior to the scheduled departure and not more than **three months** prior to the start of the intended visit.
- ✓ All requested documents must be produced in original and **photocopy (for each application)** with a translation in German or English.
- ✓ Visa fee per application is the equivalent of EUR 60,00 (for children 6-12 years is EUR 35,00, no visa fee for children under the age of 6) submitted in JOD (see information board at the Embassy). **It is non refundable even in the case of refusal!**
- ✓ 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 EU-regulations (handout for further details available at the consular section).
- ✓ Travel insurance covering Europe and valid for the duration of the whole trip (coverage: min. EUR 30.000,00). List of acceptable insurance companies available at consular section.
- ✓ The Embassy reserves the right to ask for additional documents.
- ✓ Only after the applicant has been invited to present his / her passport (after the final approval of the visa), a return flight ticket should be acquired and presented.

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) Tourist – Private / Family visits (up to 90 days within 6 months):

1. Proof of employment and vacation approval from employer. Proof of income/employment-letter/company registration/retirement benefits. 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 an Austrian partner. Student's school or university enrollment and absence permission in addition to proof of parent's income.
2. Copy of family register.
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. Non-Jordanians have to provide a valid residence permit for Jordan and a valid work permit (if applicable).
7. "Elektronische Verpflichtungserklärung" – EVE (electronic letter of guarantee) from the Austrian invitee / host, in case the applicant cannot prove sufficient funds.

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 of employment and vacation approval 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 an Austrian partner.
3. Copy of family-register book.
4. Non-Jordanians have to provide a valid residence-permit in Jordan and a valid work-permit (if applicable).
5. Hotel reservation or proof of other accommodation (containing the exact address in Austria).
6. Preliminary flight reservation (round trip).
7. Copy of commercial documents (invoices / shipping documents etc.) if applicable.
8. In case of attending a conference, a confirmed conference booking is required.

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 (<http://www.vfsglobal.com/Austria/Iraq-Erbil/index.html>).
- In case of applying at the visa application centre in Erbil, the visa fee of EUR 60,00 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