

Checklist for Business Application

Name: _____		Contact No.: _____		
Passport Number: _____		E-mail Address: _____		
A. Initial assessment		Yes	No	Remarks
1.	Correct Checklist for purpose of travel			
2.	Applicant is here in person			
3.	Austria is destination of travel			
B. Required documents		Yes	No	Remarks
1.	Application form , 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 passport photographs (colour, 3,5 x 4,5 cm, light background), complying with ICAO guidelines			
3.	Passport , valid at least three months beyond the expiration date of the requested visa, at least two blank pages			
3a.	Passport copy (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.	Proof of business purpose of travel			
4.a	- If travelling for business meeting or training:			
	Invitation of Austrian company			
	Proof of sponsorship of Austrian company			
	Letter of Employer stating the reason for travel and the nature of business contact with Austrian company			
4.b	- If travelling for a conference:			
	Invitation of organizing institution			
	Proof of conference registration			
5.	Flight reservation (copy of the round trip airline reservation); no issued ticket required at the time of application			
5a.	Proof of means of transportation according to itinerary if visiting other Schengen countries (e.g. flight reservations, train reservations, bus reservations)			
6.	All risk travel insurance , valid for all EU countries, Norway and Switzerland, with a minimum coverage of EUR 30.000			
7.	Proof of accommodation (hotel reservations, hotel vouchers, proof of private accommodation)			

8.	Proof of financial means (if trip is not sponsored)			
	Bank certificates (in original)			
	personal bank statements, credit card statements or bank books showing the last six months			
9.	Proof of occupation			
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			
10.	For non-Filipino applicants who have valid residence status in the Philippines			
	Copy of Alien Certificate of Registration (ACR)			
	Valid Alien Registration Card (copy)			
	Re-entry permit			
11.	Proof of will to return			
	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