

Checklist for Visiting Family or Friends 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.	Invitation letter of inviting person in Austria, stating the purpose of travel, relationship to invitee and sponsorship			
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), not applicable in case of full sponsorship of inviting person (Elektronische Verpflichtungserklärung – EVE)			
8.	Proof of financial means			
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.	Proof of occupation (if applicable)			
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.	Proof of relationship to sponsor			
	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 spouse and children			
	Marriage certificate (certified PSA copy)			
	Birth certificate(certified PSA copy)			
11.	For minors (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 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			

13.	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