



AUSTRIA – CHECKLIST FOR BUSINESS VISA

Check Box	List of requisite documents	Remarks
	<p><u>One application completely filled and signed by the applicant.</u> Note: For accompanying children under 18 years old, both parents / legal guardian must sign the application/declaration form/questionnaire. Passport copies of the father and mother / legal guardian have to be attached.</p>	
	<p><u>Travel Insurance Declaration Form</u></p>	
	<p>Two recent photographs Note: Passport size with white or plain light colour background; must be a recent photograph (not older than 6 months); without head covering for male applicants. The size of the photograph should be 35mm by 45mm and the height between the forehead till the chin should be 36mm.</p>	
	<p>One copy of the insurance policy of a valid Travel and Health insurance</p> <ul style="list-style-type: none"> • Covering the territory of the member states of the Schengen agreement and with minimum coverage of EUR30,000 for medical expenses 	
	<p><u>Complete Travel Plan</u> (if traveling Multiple Countries)</p>	
	<p>Air ticket reservation including return flight (with reservation details)</p>	
	<p>Hotel reservation confirmed by the hotel or other proof of accommodation for the whole duration of travel. (full address of the hostel/ hotel must be written in the application: full name, street name, building name or number, city ,Email address of the hostel/ hotel, Telephone Number of the hostel /hotel and city code)</p>	
	<p>Car rental reservation (if available)</p>	
	<p>Invitation from the host company in Austria</p> <ul style="list-style-type: none"> • Letter of guarantee (“Verpflichtungserklärung”) from inviting Austrian company: Electronic Letter of guarantee or original invitation letter with reference to a General Letter of guarantee 	
	<p>Original letter from the employer stating:</p> <ul style="list-style-type: none"> ○ The purpose of visit ○ The salary and the date of employment ○ Attested by the Chamber of Commerce ○ Length of contract, position held and whether renewable or not ○ If the sponsor is different a no objection letter from the sponsor mentioned in the residence permit. ○ Self-employed: valid original trade licence and one copy thereof with translation. ○ Private/domestic staff: a letter from the sponsor and copy of the job contract. 	
	<p>Financial means</p> <ul style="list-style-type: none"> • Original bank statement (showing the regular monthly income/salary) for the past 3 months stamped by the bank, If the bank statement does not show regular monthly income/salary additional other verifiable evidence of sufficient means of subsistence during the intended stay, e.g. credit card copy and credit card statement. - (Saudi National) • Original bank statement (showing the regular monthly income/salary) for the past 6 months stamped by the bank, including the current balance. If the bank statement does not show regular monthly income/salary additional other verifiable evidence of regular income, e.g. payslips for last 6 months - (Non-Saudi national) 	
	<p>Copy of the Saudi National ID card. Copy of the family card if applying with the family.</p>	

	<p>Additional documents for non-Saudi nationals :</p> <ul style="list-style-type: none"> • Copy of the valid residence permit with a validity of further three months after the intended departure from the Schengen states. <p>Copy of the valid exit re-entry visa (it should be English version with Iqama validity information)</p>	
	<p>Passport valid at least three months after expiry date of the requested visa, signed by the holder.</p> <p>Plus copy in each application of all relevant pages (Data page, signature page of the passport holder, pages of previous Schengen visas last 5 Years and Visa copies of UK and USA)</p>	
	<p><u>Affidavit of sponsorship</u> (if applicable only family member traveling together with single sponsor) / if sponsor not traveling with applicant should be attached the copies of Passport, signature page of passport and copy of visa if sponsor has valid Schengen visa.</p> <ul style="list-style-type: none"> • Attached if any additional documents 	

Please note:

- All documentations must be submitted in English language
- All applicants must be present to provide their biometrics
- For children registered in a parent's passport, a separate application form along with the required documents has to be submitted.
- Original documents must be presented; additional photocopies may be required

Remarks _____

Declaration

I have been informed that an application without a complete set of documentation according to above mentioned checklist may result to the rejection of my visa application. The Embassy of Austria reserves the right to ask for an additional supporting document and does not guarantee the issue of visa.

Date: _____

VFS Submission Officer _____

VFS Biometric Officer -----

Applicant Signature: _____

VFS QC Officer _____

**Attention: The Embassy of Austria have rights to ask any other additional documents it considers necessary, may call the applicant for an interview and have a contractual right of refusal without any explanation.
In all cases the visa fee is non-refundable.**