



AUSTRIA - CHECKLIST FOR TOURIST VISA

Check Box	List of requisite documents	Remarks
	One application completely filled and signed by the applicant. 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.	
	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.	
	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)	
	Passport valid at least three months after expiry date of the requested visa, signed by the holder. Plus copy in each application of all relevant pages (data page, pages of previous Schengen visas)	
	Original letter from the employer stating: <ul style="list-style-type: none">o The purpose of visito The salary and the date of employmento Attested by the Chamber of Commerceo Length of contract, position held and whether renewable or noto If the sponsor is different a no objection letter from the sponsor mentioned in the residence permit.o Self-employed: valid original trade licence and one copy thereof with translation.o Private/domestic staff: a letter from the sponsor and copy of the job contract.	
	Copy of the Saudi National ID card. Copy of the family card if applying with the family.	
	Financial means <ul style="list-style-type: none">• Original bank statement last 3 months stamped by the bank, including the current balance and Credit Card copy. - (Saudi National)• Original bank statement (showing the regular monthly income/salary) for the past 6 months stamped by the bank, including the current balance - (Non-Saudi national)	
	Air ticket reservation including return flight	
	One copy of the insurance policy of a valid Travel and Health insurance <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	
	Additional documents for non-Saudi nationals : <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.• Copy of the valid exit re-entry visa	
	PRIVATE VISIT: Original invitation letter signed by the host covering the intended stay.	

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.