

AUSTRIA – Checklist for Business Visa

Check Box	List of requisite documents	Remarks
	1. Visa application form, filled out and signed.	
	2. two recent photographs in colour, 35x45mm, of head on, with the uncovered head for male applicants and a light background.	
	3. Passport, valid up to 3 months after the expiry of the visa	
	4. Previous passports, covering the last 7 years.	
	5. Passport (+ photocopy of data page and previous Schengen visa)	
	6. Justification of the socio professional situation of the traveller. (e.g. employment certificate, student record, certificate of company ownership, pension payments)	
	7. Letter of invitation of the inviting Austria company.	
	8. Eventually, number of the electronic affidavit of liability, submitted by company in Austria	
	9. Up-to-date personal bank account statement for the last 6 months. In the absence of bank account, proof of other assets has to be provided. May be waived, in case 8. is submitted.	
	10. Flight Reservation, indicating the complete itinerary of the tour	
	11. Confirmed, direct reservation of hotel in Austria <u>OR</u> proof of adequate accommodation at a private home.	
	12. Travel insurance, corresponding with the duration in the flight reservation, valid for all the countries of the Schengen space, that covers the medical expenses and of repatriation in case of accident or disease (minimum cover: € 30.000).	
	Family card (statement) or marriage certificate in case of accompanying spouse on Businesses tour.	

Please Note:

- * All documents must be submitted in English or German language.
- * Original documents must be presented; additional photocopies may be required.
- * The visa fee is non-refundable.

Remarks:

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Declaration

I undertake that the submitted documents are under my own responsibility & I am aware that the embassy may take its decision on the set of documents enclosed.

Date:.....

Applicant signature:.....

VFS officer signature:.....

Data Entry /.....

Quality Check /.....