

### Document Checklist

Must be completed, signed and submitted with your application

<b>Type of visa</b>	<input type="checkbox"/> Schengen Visa (Visa C) for gainful employment <input type="checkbox"/> Austrian National Visa (Visa D)
<b>Purpose of visit</b>	<input type="checkbox"/> Tourism <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Business <input type="checkbox"/> Conference/Seminar/Workshop <input type="checkbox"/> Study <input type="checkbox"/> Family member of mobile EU/EEA/Swiss national <input type="checkbox"/> Other:
<b>Applicants contact details (please complete):</b>	<input type="checkbox"/> E-Mail:  <input type="checkbox"/> Telephone Number:
<ul style="list-style-type: none"> <li>• Mark the checkbox for each document being submitted.</li> <li>• Please submit your documents in the order of the checklist.</li> <li>• Your application can only be processed after complete submission of all documents required.</li> <li>• The Embassy reserves the right to ask for additional documents.</li> </ul>	

### Mandatory documents for all applicants irrespective of the purpose of travel

	<b>Completed visa application form</b> , for type C gainful employment signed on-page 3 and 4, for type D signed on page 2. Signatures must correspond with the signature in the passport. All boxes must be filled in. Write 'NA' in boxes that do not apply to you.
	<b>Appointment confirmation letter</b> for submission of documents: This needs to be done online at <a href="https://visa.vfsglobal.com/jam/en/aut">https://visa.vfsglobal.com/jam/en/aut</a> Complete this step first, if you have not done so.
	<b>Original and signed passport</b> : The passport must be valid for at least 3 months after your planned departure from the Schengen Area. It must contain at least 2 empty visa pages and cannot be older than 10 years.
	<b>Copy of passport's personal detail page(s)</b>
	<b>Copy of previous Schengen visas and entry/exit stamps</b>
	<b>Passport sized photo</b> compliant to ICAO standards and not older than 6 months
	<b>Proof of status in Jamaica</b> (not applicable for Jamaican citizens) Original of valid Jamaican residence title or valid Jamaican resident visa. The resident title or visa should be valid at least three months beyond the intended departure from the territory of the Member States. Note: Your country of residence <b>must</b> be Jamaica in order to apply for a visa If you have a long term multiple entry visa for Jamaica and have been in the country for 6 or more months you <b>might be eligible</b> to apply for a visa in Jamaica.
	<b>Proof of residence in Jamaica</b> (e.g. Jamaican driver's license with current address, rental agreement); original+copy
	<b>Proof of travel arrangements</b> Flight (roundtrip), travel reservations or other proof of intended transport and full itinerary (if several Schengen States will be visited OR if the trip covers several Schengen States and non-Schengen countries) <b>You are not required to have a paid ticket.</b>
	If applicable: If you are travelling to a country after leaving the Schengen Area which is not your home country or country of residence, a <b>visa or entry permit for the country of destination.</b>

	<p><b>Proof of accommodation - Evidence of hotel bookings or travel plans for Austria</b></p> <ul style="list-style-type: none"> <li>– <b>Individuals:</b> confirmed hotel reservations, stating name, address and telephone number of the hotel, including confirmation number.</li> <li>– <b>Groups:</b> the certificate of the travel agency mentioning same information as for individuals, or other proof of accommodation (e.g. rental agreement).</li> <li>– <b>Visiting Family/Friends:</b> Invitation letter from friend/relative. If the case: copy of ID (national or residence permit) of inviting friend/relative</li> </ul>
	<p><b>Proof of health insurance for the entire trip</b> with a minimum coverage of EUR 30,000 or CAD 50,000.</p> <ul style="list-style-type: none"> <li>• NO deductible</li> <li>• NO exclusions</li> <li>• valid in all Schengen countries</li> <li>• repatriation of mortal remains covered</li> </ul> <p>Please provide the certificate of insurance including table of benefits (reimbursement plans <u>not</u> accepted). Note: The repatriation of mortal remains must be verifiably included in the policy - otherwise the health insurance will not be accepted.</p>
	<p><b>Proof of sufficient means of subsistence for the intended journey</b></p> <ul style="list-style-type: none"> <li>– Bank account statement(s) during the last three months (Bank statements must show the name and address of owner(s). Electronic printouts are accepted.); proof of regular income e.g. pay slips of the last three months;</li> <li>– OR if self-employed (tax return from previous fiscal year or proof of previous economic activity and of an income during previous fiscal year);</li> <li>– OR if retired (e.g. copy of pension certificate or a letter of previous employer or a pension check stub or confirmation from the responsible authority about the amount of pension);</li> <li>– In case of business, if applicable, letter stating that all expenses are fully covered by. (e.g. a written proof that the inviting employer/company pays the expenses or alternative the sending employer/company pays for all expenses)</li> <li>– In case of students/researchers, if applicable, letter stating that all expenses are fully covered.</li> <li>– If the applicant is minor and travels without parents or with one parent: officially recognized statement from both parents (this condition shall not apply if there is only a single parent or he/she holds the parental authority alone) or legal guardian authorizing the child to travel and covering the costs with evidence on the existence of the financial coverage. (see previous paragraphs)</li> <li>– If sponsored by a private host: electronic declaration of liability (<i>Elektronische Verpflichtungserklärung – EVE</i> or <i>Verpflichtungserklärung – VE</i> – for travels to Germany)</li> </ul>
	<b>Visa fee</b> (non-refundable)
	<b>Service fee</b> for lodging application with VFS Jamaica

<b>Additional documents depending on the purpose of travel</b>	
<b>□ Business, conference, study, cultural/religious/political event</b>	
	<ul style="list-style-type: none"> <li>- Official invitation letter from the business partner, host organisation, educational establishment or an authority to attend meetings, conferences, educational courses, university semesters abroad or events,</li> <li>- reference letter from employer; and</li> <li>- confirmed accommodation if different from hotel, stating name, address and telephone number of the lodging place.</li> </ul>
	<p><b>STUDENTS/RESEARCHERS:</b></p> <ul style="list-style-type: none"> <li>– Certificate from the receiving institution on the length and purpose of stay;</li> <li>– Certificate from Home institution on enrolment (student ID-cards only are not sufficient); and</li> <li>– confirmed accommodation.</li> </ul>
	<p><b>HIGH SCHOOL EXCHANGE:</b></p> <ul style="list-style-type: none"> <li>- acceptance letter from Austrian Highschool</li> <li>- proof of enrolment in a Jamaican Highschool</li> </ul>
<b>□ Family member of mobile EU/EEA/Swiss national</b>	
	<p>Family members of mobile citizens of the European Union or of the States of the European Economic Area (EEA) or Switzerland (i.e. <b>persons who made use of their mobility within the EU/EEA/CH</b>) are entitled to a preferential free-of-charge visa, provided that they are travelling with the citizen of the European Union, the EEA or Switzerland or are on the way to joining them.</p>

	<ul style="list-style-type: none"> <li>Documents proving family relationship with a citizen of the Union or a State of the European Economic Area or Switzerland: Civil registry certificates (birth or marriage, accordingly), certificate of registration as an unmarried couple or any other document proving that the partnership is analogous to a marital relationship.</li> <li>In the case of descendants over 21, ascendant relatives or other relatives, documents proving they are in the care of a citizen of the Union or a State of the European Economic Area or Switzerland or, if applicable, their state of health.</li> <li>Documents proving that the applicant is travelling with a citizen of the Union or a State of the European Economic Area or Switzerland or is on the way to joining them.</li> </ul>
<b>□ Work (including paid and unpaid internships)</b>	
	Original <b>employment contract</b> for the proposed work in Austria or if applicable for trainees: invitation letter by employer
	<b>Authorization document</b> , as applicable, from the <b>Austrian Employment Service</b> ( <a href="http://www.ams.at">www.ams.at</a> ), or <b>exemption</b> – this needs to be obtained by the employer in Austria!
	<b>INTERNSHIP or TRAINING in AUSTRIA:</b> - note: for internships at universities or research institutes in Austria no authorization from the Austrian Employment Service necessary
<b>□ Minor applicants (under 18 years)</b>	
	<ul style="list-style-type: none"> <li>Must be accompanied by a parent or legal guardian.</li> <li>Parent present at VFS must sign the application form on behalf of the minor</li> <li>If applicant is accompanied by legal guardian (e.g. boarding school students), letter of consent of parent with notarized signature</li> </ul>
	Full <b>birth certificate</b> ; original+copy
	<b>Copy of the passport of parent</b> (personal detail and signature page)
	If applicable: <b>Proof of custody or guardianship</b> (e.g. court order)

**Please note:**

- The visa application cannot be submitted more than 6 months prior to departure and has to be lodged not later than 15 calendar days before the intended start of the trip. **Otherwise the application is inadmissible.**
- Submitting the above documents does not guarantee a visa. The Embassy may request a personal interview or further documentation.
- Incomplete applications will affect the outcome of the application in terms of processing time and decision.

By signing the document checklist you agree to accept the terms and conditions of service and data protection and privacy policy as available on <https://visa.vfsglobal.com/jam/en/aut>

**Date:**

**Signature of the applicant** (digital signatures not permitted) \_\_\_\_\_