APPLICANT'S NAME:	PASSPORT NUMBER:

Austrian Embassy Nairobi

	MANDATORY REQUIREMENTS	Yes	No
1	Visa Application **filled** and **signed**		
2	**Valid passport** and copy (first page + previous visas and stamps; valid for at least 3 months after the expiration of the visa applied for)		
3	One recent **passport photo**		
4	**Travel insurance** for the entire travel period (min. coverage EUR 30.000,00 + COVID-19)		
5	**Travel itinerary**		
6	Preliminary **flight reservations** (round-trip)		
7	Proof of **accommodation** for the entire travel period		
8	Proof of **employment, study or retirement** **EMPLOYEES:** ☐ Employment certificate (salary, position, years of service, return guarantee) ☐ Stamp of the company; signature, position and contact information ☐ Leave approval ☐ Copy of business license (if applicable) **STUDENTS/PUPILS:** ☐ Study certificate (incl. phone number, address, leave approval, name of permitting person) **RETIREES:** ☐ Retirement certificate ☐ Proof of retirement benefits / other regular income **SELF-EMPLOYED:** ☐ Copy of business license (CR12/13) ☐ Company bank statement (showing the last 3 months of financial flows) ☐ Tax payment confirmation		
9	Proof of sufficient traceable **financial means**; account statement showing salary flow for the last 3 months / pension flow for the last 3 months, original and certified		
10	Copy of **ID-Card**		
11	Letter of **authorization** for checking of bank statements		
12	If applicable: Copy of valid **residence permit in Kenya**		

***ONLY** TICK IF APPLICABLE*

*I have been made aware by the staff of VFS that **mandatory document(s) are missing**, yet I choose to hand in my visa application nonetheless with the potential consequence of facing an amendment request. VFS* ☐

Please be informed that the Austrian Embassy might directly contact you via email or telephone should there be further questions!

VISA Fee	Service Fee	Courier Fee (if any)

_____
Signature of VAC Officer

_____
Applicant's Signature

_____
Applicant's E-Mail

APPLICANT'S NAME:	PASSPORT NUMBER:

Austrian Embassy Nairobi

	SPECIAL REQUIREMENTS (IF APPLICABLE)		
	Invitations	**Yes**	**No**
12	Personal letter in support of application **OPTIONAL**		
13	Letter of invitation with travel itinerary		
14	EVE ("electronic letter of guarantee") **OPTIONAL**		
15	Proof of relationship to inviting person		

	Business Visit	**Yes**	**No**
16	Letter of invitation by the inviting Austrian business		
17	Work authorization from the Austrian employment agency (AMS) **FOR WORK OR TRAINING PURPOSES**		
18	Cover letter from the dispatching Kenyan/etc. enterprise		
19	Business license of Kenyan/etc. enterprise		
20	Bank statement of the employing company **ONLY IF EXPENSES ARE BORNE BY EMPLOYER**		
21	EVE or GVE ("electronical letter of guarantee") **OPTIONAL**		

	Seminar or Sports Event	**Yes**	**No**
22	EVE ("electronic letter of guarantee") **OPTIONAL**		
23	Official invitation letter from the organizer in Austria		
24	Letter of recommendation of Kenyan/etc. counterpart/organization		

	Study Purposes (less than 6 months)	**Yes**	**No**
25	Complete curriculum vitae (CV) **GER or ENG**		
26	Explanatory statement		
27	Proof of previous education		
28	Admission letter by the Austrian school/university		
29	EVE ("electronic letter of guarantee") **OPTIONAL**		

	Minors	**Yes**	**No**
30	Birth certificate (with English or German translation; legalized by MFA		
31	Certificate of permission to travel alone/with one parent; legalized by MFA		
32	Copy of parents' passports (and valid visas, if any)		
33	Application form signed by both legal guardians		