Austrian
Embassy
Bangkok

CHECKLIST FOR BUSINESS APPLICATION

1.	☐	**Visa application** *Duly filled out in English and signed by the applicant*
2.	☐	**One recent passport picture** *Photo must be: 35 mm wide, 45 mm high, in accordance with the international standards as set out in the International Civil Aviation Organization (ICAO). Any alterations (like Photoshop etc.) are strictly forbidden* *"**Please do not affix the picture to the visa application form."***
3.	☐	**Valid passport, at least two blank pages** *Not older than 10 years, valid for at least three more months after the expiry of the applied visa. No alteration or handwritten amendment concerning the data page*
4.	☐	**Copy of applicant's passport's first page and copies of previous Schengen visas** *If Visas are in old passport: copy of first page of passport and copies of relevant visas*
5.	☐	**Round Trip air ticket reservation** *Document must be in English or in German language, must be issued by airline or travel agency, must report full name of applicant as per passport*
6.	☐	**Overseas medical insurance** *Must cover whole period of stay, must report full name of applicant as per passport, must be valid for the whole Schengen Area, minimum coverage of 30.000 Euro for urgent hospitalization or repatriation expenses, the stamp and signature of the insurance company are mandatory*
7.	☐	**Hotel booking confirmation (if accommodation is not provided by inviting company)** *Document must be in English or German, reservations must cover whole duration of the trip, must report hotel name, address, name of all applicants*
8.	☐	**Original invitation letter from business partner / Company in Austria** *Full name of the applicant, name and full address of Thai company employing the applicant, period of stay in Austria and Schengen countries, purpose of visit, signature of the inviter and stamp of the company, letter stating name and function of the signing person; if relevant: entry tickets for event fairs, confirmation of accommodation*
9.	☐	**Evidence of applicant's employment** *If applicant is an employee: Contract (in original) or equivalent of the employment certificate* *If applicant is business owner: Business License (from DBD) valid for 90 days together with English translation)*
10.	☐	**Proof of economic situation in the country of residence** *In case the trip is funded by TH employer: Thai company account statement of the last three months updated to current month* *In case of unstable balance or personal trip: Personal account's statement of the last three months updated to current month in addition*
11.	☐	**In case of additional touristic travel: Exact itinerary** *Dates, cities, transports used to move across Schengen Area* *If travelling to Non-Schengen country during same trip: Transport ticket and valid visa (for the non-Schengen country)*
12.	☐	**(If applicable) For applicants who have legally changed their name in the past:** *Name Change certificate (original and copy, translation in English or German)*
13.	☐	**(Only applicable for Non-Thai citizens)** *Original and copy of work permit, Re-Entry stamp from Thai immigration, three months validity after coming back from the Schengen states*

IMPORTANT NOTES:

After applying for the Visa, the applicants will not be able to borrow their passports from the Embassy. The processing time for a Visa application is 15 calendar days according to Visa Schengen Code. Need of interviews or other issues might extend this period.

All documents must be translated in English or German and dated not earlier than 1 month before the date of the submission. The Embassy has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.