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| Applicants Name and Surname: | | Date: |
| EMAIL ADDRESS: | | |
| Purpose of Visit : | | |
| Applicants must submit the following documents as a minimum requirement when applying for a Schengen visa: | | Check |
| Fully completed Application Form and signed personally by the applicant | | |
| Two recent passport photograph | | |
| Passport (valid for at least three months after the expiration of the visa applied for) and photocopies of passport bio-data and any previous Schengen, US and UK visas | | |
| Residence permits must be valid AT LEAST THREE MONTHS after the expiry date of visa/return travel date | | |
| Travel health insurance valid for all Schengen states, covering all risks, stating names, days covered, amount covered (minimum of EUR 30,000) | | |
| Non-refundable visa-fee (to be pre-paid at the bank and deposit slip presented) | | |
| Original and certified bank statements from the applicant for last three months | | |
| Flight reservation | | |
| Letter from your employer or Business Registration Certificate (stating salary and date of employment) | | |
| Additional requirements for Minors | | |
| Letter from the school/university concerning leave of absence | | |
| Copy of full birth certificate (indicating both parent's names) accompanied by parents passport/ID copies(for all children under 18 irrespective if they are travelling with both parents or not) | | |
| A letter of consent and parents passport/ID copies are required if child does not accompany both parents, the parent(s) who is (are) not traveling, must complete the affidavit of consent form/letter | | |
| Requirements as a tourist | | |
| Statement of the employer (stating salary and date of employment) and proof of sufficient financial means | | |
| Proof of financial means: bank statements for the last three months | | |
| Hotel reservation (should clearly state name, arrival and departure date, telephone number and address of the hotel) | | |
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| Upon invitation of a person residing in Austria | | |
| <u>Sponsorship form ("Elektronische Verpflichtungserklärung") from the person to be visited</u> | | |
| Statement of the employer and/or proof of sufficient financial means of the invited person | | |
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| Non-Austrian Citizen must provide additional proof of valid Austria residence permit (copy) is required. | | |
| Upon invitation by a company/business partner residing in Austria | | |
| Proof of sufficient financial means (bank statement) | | |
| <u>Sponsorship Form ("elektronische Verpflichtungserklärung") from the company to be visited or abstract of commercial register ("Handelsregister") (max. 3 months old)</u> | | |
| Processing fees | | |
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| To attend a seminar or sports event | | |
| <u>Sponsorship Form ("elektronische Verpflichtungserklärung") from the inviting person/company</u> | | |
| Official invitation from organizer in Austria | | |
| Letter of recommendation of Kenyan counterpart/organization | | |
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Applicant Signature: _____

VFS Submission Officer Name: _____