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Applicants Name and Surname		
EMAIL ADDRESS:		
Purpose of Visit		
	Yes	Missing
• <u>Passport</u> • Valid for a period of at least 3 months beyond the applicant's last day of stay in the schengen states. • At least two blank pages to affix visa. • ensure passport is signed for OLD FORMATS • copy of the passport • Temporary RSA passports are not accepted for traveling to or transit Austria, Germany, Belgium, France, The Netherlands, Denmark or Luxemburg. • <u>Passports for Minors:</u> Please be advised that Denmark does not recognize the new South African passport which is issued to minors below the age of 16 and bears the phrase "too young to sign". If the passport bears the phrase "too young to sign," instead of the holder's signature, the validity of the visa will be limited to ALL SCHENGEN COUNTRIES EXCEPT DENMARK • Non-South Africa Nationals - South African residence permit or temporary residence permit or temporary residence valid at least three months beyond the planned stay in the territory of the member states. - If the applicant does not intend to return to South Africa but either go to his country of origin or another third country, a reasonable proof of their intention is needed e.g. Work contract in the new destination, or proof of enrolment in university or school or a rental agreement.	☐	☐
• <u>Application form</u> • Completed and signed by the applicant, <u>ensure that no. 37 is signed children 14 and over must co-sign with parents.</u> Application forms for Minors needs to be signed by both parents. • 1 recent color photograph (not more than 3 months old), looking straight in camera, without shadows and no smiling.	☐	☐
• <u>Copy of round trip flight reservation and detailed itinerary</u> including dates and flight numbers specifying the dates of entry and exit from the territory of the Schengen State. Please provide a copy for each application. (Confirm travel dates) • Applicants travelling to other Schengen countries needs to submit proof of how they are getting there e.g. Train, Car Hire etc. • Only accept application if the stay in Austria is the longest or equal to other Schengen member states. • Please ensure flight tickets can only be issued up to 90days not longer. • Please ensure the reservation states the passenger's name. • The visa of the final country of destination (if needed) must be obtained before applying for a Schengen visa. • Airport Transit – Proof of entry of the final country of destination.	☐	☐
• <u>Copy of Travel Insurance Policy</u> Copy of insurance policy ('visa Letter'). Insurance can only be accepted if the insurer is either based (registered) in South Africa or in the European Union. The Austrian Embassy Pretoria has the right of admission to not accept an insurance which does not meet the Schengen requirements. Each applicant must submit a copy of the insurance policy stating, name, days covered, amount up to minimum of 30,000 Euros or equivalent. The visa will be issued according to days covered on insurance. For extended visas, please let applicant sign second box on page 3. (Motivational Letter)	☐	☐

• <u>For business travellers and participants in cultural, scientific or sport events:</u> Invitation letter from inviting company (Austria or other Schengen country) reflecting the purpose of the trip. The invitation should include clear identification of both the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant. • If an applicant is attending a conference or congress – Proof of registration and proof of payment needs to be submitted • The company in Austria or in another Schengen country should provide an invitation letter, the invitation should include clear identification of both, the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant. If the Austrian company is paying for the trip, an electronic affidavit ("elektronische Verpflichtungserklärung" – EVE) which can be obtained by the company from the nearest aliens police ("Fremdenpolizei") in Austria is required. If the South African company pays for the trip, then the relevant funds need to be paid into the applicant's bank account. Guarantee letters issued by South African companies will NOT BE ACCEPTED! • IAEA: no accommodation and no bank statements. Travel insurance is required • Hotel reservation needs to be submitted even if the host clearly states that accommodation is provided • Letter from RSA employer confirming employment, purpose and duration of the trip and stating monthly wages • Affidavit submitted with alien police (if known): PRY _____ • If person is attending sports events, exhibitions and fairs: presentation of a document providing the participation in the event. • Official visits: a note verbal from the Department of International Relations and Corporation or any other relevant South African Ministerial Department is required.	☐	☐
<u>Proof of accommodation for Tourists</u> Hotel reservation or tour vouchers are requested as well as proof of funds to pay for it. It should clearly state names of applicants, arrival and departure date and address of the hotel. In case of pre-paid tour; details of the tour with proof of payment to the tour operator should be provided • <u>For applicants visiting friends or family:</u> Invitation letter from host, the letter must clearly identify the host and the invitee(name, address, birthdate, official identification number, occupations and permanent residence) ; the purpose of the visit ; length of stay and accommodation status(where the invitee stays and whom pays for it) • Copy of the host's passport, • Copy of "Meldezettel" or "Unterkunftsbestätigung" of your host (proof of residence). • For Austrian Nationals residing in South Africa owning property in Austria may submit "grundbuchauszug" for proof accommodation. • NOTE: Non-Austrian Citizens must provide additional proof of valid Austrian residence permit (copy) is required. Color copy Legitimationskarte • Couples or family, only submit proof of accommodation once. • Sponsored visits of host residing in Austria: electronic affidavit ("elektronische Verpflichtungserklärung" – EVE) needs to be obtained by the host from the nearest aliens police ("Fremdenpolizei") in Austria. PRY _____ (if known)	☐	☐
• <u>For students and employees:</u> • Employment letter stating monthly wages, continuing employment after period of leave and duration of vacation etc. • If self-employed proof of company registration. • Letter from school/college/university in South Africa certifying the status of	☐	☐

the applicant and copy of student card. • Original 3 month recent bank statements of father or mother current account. • An original affidavit certified by a Commissioner of Oath, that they are being sponsored. • If Accommodation is covered by another entity, this must be clearly stated in the in the invitation letter. • If Self-employed; a certification from SA companies and Intellectual property Commission or SA Revenue Service is required		
• <u>Children (under 18):</u> • Unabridged or full birth certificate or certificate of delivery from the hospital (must state child's name and date of birth, both parents ID numbers). (for all children under 18 irrespective if they are travelling with the parents or not) Please bring the Original and a copy. • If child <u>does not accompany</u> both parents, the parent(s) who is (are) not traveling, must submit - An original letter of consent, certified by a commissioner of oath. Download form from the website. - A copy of the ID book or passport, certified by a commissioner of oath. • <u>CHECK if names on birth certificate / letters and IDs correspond</u> • If only one parent has guardianship of the minor, the court documents or death certificate must be presented.	☐	☐
• <u>Copies of previous Schengen visas (even if in passport)</u>	☐	☐
• <u>Applicants travelling to more than one country:</u> - If an applicant will be travelling to a non-Schengen country (Croatia, Bulgaria, Romania, UK and Cyprus) as part of the same trip and staying longer in the non-Schengen country, the non-Schengen visa must be obtained first.	☐	☐
• <u>Proof of sufficient funds for duration of stay –</u> • Original 3 months <u>bank statements</u> with transactions not older than 14 days of the current account (the account on which the applicant's salary goes into; with original rubber stamp) unless all the expenses are covered by the host and there is an EVE or GVE from the host. • <u>DO NOT accept</u>, Internet statements , Credit card statements and bank letters or copies • <u>Savings account, investments, statements</u> can be submitted in addition. • If account is a business account and not in the applicants name, bank letter confirming the applicants has signing powers must be submitted. • <u>Traveling with spouse</u> who is financially supported by main applicant Copy of marriage certificate (please bring original and a copy) • <u>Applicants Above 18 :</u> - Travelling with parent and being financially supported by them: Copy and original full/ unabridged birth certificate, three (3) months recent original bank statements and original affidavit certified by commissioner of oath of the supporting parent. - traveling without parents but being financially supported by them: either three(3) months of most recent original bank statements of own account or three(3) months recent original bank statements of the supporting parent with original bank letter confirming full access to that account(e.g. credit card linked to parents account)	☐	☐
• <u>EEA/EU Dependents:</u> • Spouse or children of EEA/EU passport holders are required to submit original Marriage and unabridged birth certificate. Please bring original and a copy. • Only children under 21 may apply for EU, accompanied by the unabridged birth certificate. • Original EEA/EU passport • Flight reservation with details of applicant and EEA national Please note Schengen Visa for spouses (or dependent children) of Austrian citizens are no longer issued free of charge.	☐	☐



VFS.GLOBAL
ESTD. 2007

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- All applicants need to submit their Visa applications in person no longer than three months ahead of their journey and no later than 15 calendar days prior to departure.
- Visa applications take up to 15 days to process.
- Please note you apply with the country of your main purpose of travel. If you are visiting more than one Schengen country then please first check where your main purpose is, if purposes are the same then longest stay, if stay are equal then first port of entry. Please provide proof to support this information.

VFS Submission Officer Name: _____

Applicant Signature: _____