

# Further Explanations of Requirements - 申请材料的进一步说明

## 1. VISA APPLICATION FORM / 签证申请表

Fully completed (filled out electronically) in English or German language  
Personally signed by the applicant (minors: signed by both legal guardians)  
用英文或者德语填写完整（建议电脑填写），由申请者本人签字（未成年人由法定监护人父母双方签字）  
Visa form: 签证表格: <https://visa.vfsglobal.com/one-pager/austria/china/english/pdf/application-form-Beijing-c.pdf>

## 2. ONE RECENT PASSPORT PHOTO / 一张近期护照标准照片

Colour, 35x45mm, white background, undamaged, no headpiece, not older than 6 months, unedited photo  
35x45mm, 白底彩照, 无损坏, 无头饰/免冠, 6个月内拍摄, 无修图  
[http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex\\_A-Photograph\\_Guidelines.pdf](http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf)

## 3. MEDICAL INSURANCE / 医疗保险

Minimum coverage of EUR 30.000 for medical costs and repatriation. Valid in all Schengen Countries during your entire stay (please be aware of time zones). Applicants for Business Visa and long-term validity/multiple entries may proof coverage for the initial travel only, together with a statement, declaring the awareness of the need of medical insurance for each subsequent travel.  
足够支付在事故及疾病情况下的医疗和转运费用, 保险数额为每人至少3万欧元。保险覆盖整个在申根国家停留时间（请注意时区）。商务签证和长期有效签证或多次入境签证的申请人应该提供至少首次旅行的保险, 同时提交一份声明, 表明已知悉, 每次旅行均需要医疗保险。

## 4. PERSONAL LETTER IN SUPPORT OF YOUR APPLICATION / 有助于您签证申请的说明

VOLUNTARY! To provide additional understanding of your visa application to the Embassy  
自愿递交! 可帮助使馆更清楚地了解您签证申请的目的。

## 5. EMPLOYMENT / STUDY / RETIREMENT CERTIFICATE / 在职、学生或退休证明

EMPLOYEES 在职证明:

- Employment Certificate in English or German language or in Chinese with translation on official company paper including address, phone and fax number of the employing company;

在职证明用英文或德文撰写, 或用中文撰写附英文或德文译文, 打印在单位公函纸上。在职证明包含单位地址、电话和传真号信息;

- stamp of the company; signature, position and contact information of a responsible person in the company; **WITH ENGLISH OR GERMAN TRANSLATION**  
盖单位公章, 单位负责人的签字及其职务和联络方式; **有英语或德语翻译**
- name of applicant, position, salary, years of service and confirmation of position after return; approval for leave  
申请人的姓名、职务、薪资、工作年限以及返回后保留职位保证和准假;
- Copy of Business License by Chinese Enterprise with original seal  
公司营业执照复印件, 加盖公章。

STUDENTS 在读证明:

- Study Certificate in English or German language or in Chinese with E/G translation issued by school / university; including telephone number and complete address of school/university, approval for leave, name and position of person giving the permission  
在读证明用英文或德文撰写, 或者用中文撰写附英文或德文翻译, 由学校出具。内容包括在读学校的电话、具体地址, 准假确认以及批准人的姓名和职务。

RETIRES 退休证明:

- proof of retirement benefits or other regular income 退休金或其他固定收入;
- copy of retirement certificate 退休证复印件。

UNEMPLOYED PERSONS 无职业人员:

- if married: letter with information on employment and salary of spouse as well as marriage certificate (legalized by MFA) 已婚人员: 配偶的在职和薪资信息证明, 结婚证经过公证和外交部认证;
- if single, divorced or widowed: any other proof of regular income 未婚、离婚或丧偶人员: 任何有固定收入的证明

## 6. PROOF OF SOLVENCY OF APPLICANT / 申请人支付能力证明

- Traceable financial means: proof of the actual regular income and income source  
经济来源证明: 当前固定收入和收入来源证明
- Personal, original stamped bank statements (salary account) of the last three months. The name of the applicant must clearly appear on the statement and should be printed by the bank. Salary items should be clearly listed on the bank statement. 最近3个月的本人原始对账单(工资户头), 需显示申请人的名字, 工资收入项, 由银行打印;

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## 7. TRAVEL ITINERARY /行程

Itinerary covering the whole stay in Austria and Schengen area, stating the dates and places of stay and means of transport. In case of two or multiple entries: documentation of travel route outside the Schengen area.

整个在奥地利和申根国家旅行的行程，写明日期、停留地点和交通工具。如果申请两次或多次入境，需提供申根国家以外行程的相关文件。

## 8. ROUND-TRIP FLIGHT TICKET RESERVATION FROM/TO CHINA /往返中国的机票预订单

Indicating the applicant's full name, all departure/destination airports and time of travel. In order to avoid unnecessary expenses, it is recommended to confirm your flight ticket only after issuance of visa.

需显示申请人的姓名，所有出发/到达机场及出行时间。为避免不必要的损失，机票应在签证签发之后出票付款！

## 9. PROOF OF ACCOMMODATION / 住宿证明

Covering the entire period of the stay in Schengen area and indicating the applicant's name.

在申根国家停留期间的全部住宿，需显示申请人的姓名。

## 10. HUKOU AND ID-CARD (COPY) / 户口本和身份证（复印件）

Copies of the entire hukou including the holder's pages and all member information pages

Foreigners: copy of residence permit

户口本全本复印，包括户主页和所有成员的信息页；

外籍人士：居留许可复印件。

## 11. MINORS / 未成年人

- Birth certificate (with English or German translation; legalized by MFA) or Kinship Certificate (with English or German translation; legalized by MFA)  
出生证需要英文或者德文翻译件(经由中国外交部认证)或亲属关系证明需要英文或者德文翻译件(经由中国外交部认证)
- If travelling alone or with one parent: Notary certificate of permission to travel alone/with one parent (with English or German translation; legalized by MFA), signed by parent(s) not travelling with the applicant 如果单独旅行或与单方家长旅行：由家长出具同意书，或不随同旅行的另一方家长出具同意书，同意书需要英语或德语翻译，并经过公证处公证，并外交部认证；

- If parent(s) travel with minor but don't apply for a visa at the same time: copy of passport + visa or application number of parent(s) 如果家长与未成年人同行，但不同时申请签证：家长护照的复印件和签证号或签证申请号。
- Application form signed by both legal guardians /由双方法定监护人签署的申请表

## 12. LETTER OF AUTHORIZATION FOR VISA APPLICATION/PASSPORT RETURN / 签证申请/护照返还委托书

IF APPLICABLE Passport/ID-card of representative (original shall be returned at VAC!)  
如适用：受委托人的护照/身份证复印件（原件应在签证中心被退回）

# Further Explanations of Requirements - 申请材料的进一步说明

## **BUSINESS ONLY:**

### **1. LETTER OF INVITATION BY THE INVITING AUSTRIAN BUSINESS / 奥地利公司邀请函**

Confirming the purpose and duration of the visit by an approved signatory on official company paper

使用奥方公司正式公函纸，授权签字人确认此次访问的目的和时间，内容包括：

- Address and contact information of the company 公司地址和联络方式；
- Purpose, duration and detailed program of the visit stamped and signed by an authorized signatory (including position and contact information)  
此次访问的目的、时间和具体日程安排，由授权签字人签名，加盖公章（包括该签字人的职位和联络方式）；
- name of applicant, position, salary, years of service, purpose of visit and confirmation of position after return  
申请人姓名、职位、薪资、工作年限、访问目的和返回后保留职位保证；
- Name, position and contact information of the person or organization responsible for the assumption of all travel expenses 负责支付该次旅行费用的个人名字（或单位名称）、职位以及联络方式。

### **2. EVE or GVE ("ELECTRONIC LETTER OF GUARANTEE") / 电子担保函**

Financial guarantee from the inviting Austrian Business, may be provided by the host in Austria voluntarily

奥地利邀请公司经济担保，可以由奥地利邀请方自愿提供。

### **3. WORK AUTHORIZATION FROM THE AUSTRIAN EMPLOYMENT AGENCY (AMS) /**

#### **奥地利就业服务局工作许可**

For work or training purposes inviting Austrian Company must present a Confirmation or Notification by Austrian Public Employment Service - Arbeitsmarktservice (AMS)

以就业或培训为目的的，奥方邀请公司必须递交奥地利就业服务局（AMS）签发的确认书或通知书。

奥地利就业服务局的联络方式：

Austrian Public Employment Service Austria (AMS)  
Treustraße 35-43, 1200 Vienna  
Phone: +43 1 33178-0

Web: <http://www.ams.at>  
Mail: [ams.oesterreich@ams.at](mailto:ams.oesterreich@ams.at)  
Fax: +43 1 33178-121

### **4. COVER LETTER FROM THE DISPATCHING CHINESE ENTERPRISE / 中方派出公司介绍信**

Original official company paper with translation into German or English language including:

使用公司公函纸，翻译成德文或英文，内容包括：

- Address, phone and fax number of the company 公司的地址、电话和传真号码；
- Purpose, duration and detailed program of the visit stamped and signed by an authorized signatory (including position and contact information)  
此次访问的目的、时间和日程安排，盖章并由授权签字人签名（包括签字人的职位和联系方式）；
- name of applicant, position, salary, years of service, purpose of visit and confirmation of position after return  
申请人姓名、职务、薪资、工作年限、访问目的和保留职位确认；
- Name, position and contact information of the person responsible for the assumption of all travel expenses  
负责支付该次旅行费用人的名字、职务和联系方式。

### **5. BUSINESS LICENSE OF CHINESE ENTERPRISE / 中国公司的营业执照**

Copy with original corporate seal and/or organization code or Institution Legal Person Certificate **WITH ENGLISH OR GERMAN TRANSLATION**

公司的营业执照复印件和/或组织机构代码证复印件/机构法人证明复印件，加盖公章。有英语或德语翻译

### **6. BANK STATEMENT OF THE EMPLOYING COMPANY / 雇用公司的银行对账单**

Mandatory if expenses are borne by the employer 需要提供，如果有费用，则有雇用单位承担。

# Further Explanations of Requirements - 申请材料的进一步说明

## MEDICAL PURPOSE ONLY:

### 1. CONFIRMATION OF THE TREATING HOSPITAL / DOCTOR IN AUSTRIA / 奥地利医院/医生的确认函

On official company paper of the hospital or doctor with address, phone number and e-mail of contact person including:

使用医院或医生公函纸，内容包括地址、联系人电话和电子邮箱地址：

- Reason of the treatment and whether the treatment is inpatient or outpatient 治疗原因以及治疗形式（住院或门诊治疗）；
- Confirmation of the treatment date/治疗日期确认；
- Probable duration and cost of treatment/预计治疗持续时间和治疗费用。

### 2. PROOF OF FINANCING OF TREATMENT COSTS / 治疗费用支付证明

Confirmation of the hospital/doctor, whether the costs of the treatment 医院/医生的确认，治疗费将由：

- are paid by the hospital, by the patient or another person or institution 医院、病人、其他人或其他机构支付；
- confirmation of pre-payment/预付款确认。

### 3. IN CASE OF OUTPATIENT TREATMENT FOLLOWED BY A TOURIST STAY IN AUSTRIA / SCHENGEN MS 如门诊治疗，之后在奥地利/申根成员国停留

Proof of accommodation for the entire duration of the provisional stay in Austria or the Schengen area 提供在奥地利/申根成员国整个停留期间的临时住宿证明。

## VISITING FAMILY / FRIENDS ONLY:

### 1. PROOF OF RELATIONSHIP TO INVITING PERSON / 与邀请人的关系证明

- Family visit: Birth certificate or Kinship Certificate (with German or English translation and legalized by MFA) 探亲：出生证或亲属关系证明，需要英语或德语翻译，并经由中国外交部认证；
- Proof of relationship to inviting person (with German or English translation and legalized by MFA) 与邀请人的关系证明，需要英语或德语翻译，并经由中国外交部认证；
- Visiting friends: proof of relationship (original documents, photos, invitation letter) 访友：朋友关系证明（原件、照片、邀请信）
- Copy of passport and visa/residence permit of inviting person / 邀请人的护照和签证或居留许可的复印件。

## STUDY / LANGUAGE COURSE ONLY:

### 1. COMPLETE CURRICULUM VITAE (CV) / 完整的简历

In German or English Language / 用德文或英文撰写

### 2. EXPLANATORY STATEMENT / 陈述理由

The applicant's motivation explaining the reason for the acquisition of the German language (in German or English)

申请人学习德语的动机，说明学习德语的原因（用德文或英文撰写）

### 3. PROOF OF PREVIOUS EDUCATION / 之前所受教育证明

School and/or study certificate (with translation in German or English) 中小学或大学证明（附德文或英文译文）

### 4. ADMISSION LETTER BY THE AUSTRIAN SCHOOL/UNIVERSITY / 奥地利中小学或大学录取通知书

Including study program, study objective and proof of the paid course fee signed by an approved signatory on official paper. 包括学习计划、学习目标和课程付费证明（打印在公函信纸上，经授权签字人签字）

## ADS ONLY:

### 1. CONFIRMATION LETTER BY THE ADS-APPROVED TRAVEL AGENCY including/ADS授权旅行社确认函，内容包括：

- PASSENGER LIST (indicating relationship if applicable) / 旅行团名单（如有，标明团员之间的关系）；
- NAME AND ID OF TOUR LEADER/ 领队姓名和领队证号码；
- CONTACT DETAILS OF THE OPERATING TOUR PARTNER IN EUROPE/ 欧洲地接社联络方式；
- TRAVEL ITINERARY / 旅游行程：  
Itinerary covering the whole stay in Austria and Schengen area, stating the dates and places of stay and means of transport. In case of two or multiple entries: documentation of travel route outside the Schengen area.  
整个在奥地利和申根国家旅行的行程，写明日期、停留地点和交通工具。如果申请两次或多次入境，需提供申根国家以外的行程的相关文件。