

Austria – Checklist for Business Visa

Date: _____

List of required documents	Check Box	Remarks
One visa application form duly filled out and signed.		
<u>Two recent photograph</u> in color, of head on, with the uncovered head for gent and white background.		
Passport valid up to <u>3 months</u> from the visa issuing date previous passports covering the last 7 years or, if none, certificate of movements issued by the Mugamma.		
Photocopy of first page of the passport + photocopy of Schengen visas for the last 3 years .		
Justification of the socio professional situation of the traveler(e.g. employment certificate,student record,certificate of company ownership pension payments)		
Letter of invitation of the inviting Austria company <u>OR</u> number of the electronic affidavit of liability, submitted by company in Austria .		
<u>Up-to-date</u> personal bank account statement for the last 6 months. In the absence of bank account, proof of other assets has to be provided.		
Flight Reservation, indicating the complete itinerary of the tour.		
Confirmed, direct reservation of hotel in Austria <u>OR</u> proof of adequate accommodation at a private home.		
Travel medical insurance covering the entire period of the intended stay, valid for all the countries of the Schengen space, that covers the medical expenses and of repatriation in case of accident or disease (minimum cover: € 30.000).		

Remarks:

Declaration:

I have been informed that an application **without a complete set of documentation** according to above mentioned checklist may result to the rejection of my visa application.

Please Note:

- * The visa must be applied in person.
- * All documentation must be submitted in German or English language.
- * For children registered in a parent's passport, a separate application form has to be submitted.
- * Original documents must be presented, additional photocopies may be required.
- * The visa fee is **non-refundable**.

ATTENTION: The Embassy of Austria have a right to ask any other additional documents it consider necessary, may call the applicant for an interview, and have a contractual right of refusal without any explanation.

Data Entry: _____

Applicant signature: _____

Quality Check: _____

VFS officer signature: _____