

Visa for Official Visits, Checklist

Updated March 2026

Documentation (To be arranged in same order)		YES	NO	N/A
1	Application form: fully completed in English or German language and signed by the applicant			
2	Passport: (a) its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States; (b) it shall contain at least two blank pages; (c) it shall have been issued within the previous 10 years; (d) no alteration or handwritten amendment concerning the data page			
3	One photograph: shall be in accordance with the international standards as set out in the International Civil Aviation Organization (ICAO)			
4	Official Invitation from Austria			
5	Verbal Note issued by the authority concerned confirming the identity of the applicant, purpose of journey (meetings, consultations, negotiations or events held by intergovernmental organization, international organizations etc.), period of intended stay, place of stay.			
6	Copy of the present passport (data pages, pages with evidence of previous visa, travel)			
7	Travel medical insurance from our list of insurance companies or any other with the minimum coverage of 30,000 Euros, valid in entire Schengen states. (Please note: Only Diplomatic Passport and Official Passport holders are exempted from submission of travel insurance.)			

Important Notes:

- *If applicant intends to stay longer than 6 (six) months, Residence Permit ("Aufenthaltstitel") has to be applied for. Visa "C" can be applied for with validity for up to 90 days, Visa "D" between 91 and 180 days. Visa in both categories cannot be extended or renewed in Austria.*
- *Any representative shall provide an original letter of authorization from the applicant bearing the name of the representative and its organization / company. A copy of a valid photo ID shall be attached to the application.*
- *The applicant bears responsibility concerning all content of the application.*
- *Applications cannot be submitted more than 3 months prior to departure.*
- *Processing can take up to 15 calendar days after receiving the application. Status queries will be responded after the above time frame only and shall be primarily addressed to the VFS-office of application or by e-mail to: NEW-DELHI-KA@bmeia.gv.at*
- *In case an application is lodged less than 15 calendar days before departure, a timely completion of the visa process cannot be guaranteed.*
- *However, in individual cases, that period may be extended up to 30 calendar days in, particularly when further scrutiny of the application is needed. In case the authorities of the Member State are consulted or additional documentation is needed, this period may be extended up to a maximum of 60 calendar days.*
- *The applicant voluntarily agrees to avail the services of VFS Global Services Pvt. Ltd. to apply for a Schengen Visa at the Austrian Desk.*
- *Applicant are advised that during the examination of an application, consulates may in justified cases request additional documents in accordance with Article 21 (8) of Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas. The Embassy may call applicants for an interview if deemed necessary.*
- *The applicant and/or its authorized representative declare being advised to submit full documentation according above checklist and that submission of incomplete or faulty documentation can be a reason for refusal of the application.*

In case of incomplete documentation:

I insist on forwarding the application with the documents provided. I acknowledge that missing documents may be considered non-existent by the authority, which can result in the application being rejected.

.....
Date, Signature