

REQUIREMENTS FOR THE UNIFORM SCHENGEN VISA (C-VISA)

1. General requirements for all kind of Schengen visas (C-Visa):

- **application form completely and correctly filled in and signed by the applicant** (in case of unaccompanied minors certified letter of authority from parents)
- **proof of vaccination, if applicable**
- **in case of quarantine: Hotel confirmation showing possibility of 10 days quarantine**
- **one recent colour photo**, (according to ICAO criteria, good quality, 3,5 x 4,5 cm, name on backside), **holders of service/special/diplomatic passports need two photos**



- **passport** (valid at least 3 months after expiry of the required visa with at least 2 empty pages; not older than 10 years)
- **previous passport**
- **copy of all relevant pages of the passport**, also copies of previous Schengen visa; valid UK or US visas
- **copy of visa of fellow traveller**
- **confirmed flight/train/rental car/bus reservation for the whole travel route, must be on name of visa applicant** (submission of a paid ticket is NOT required).
- **confirmed hotel reservation (from the hotel itself), must be on name of visa applicant**, and stating price of stay/room
- **travel, health and accident insurance with extra coverage for COVID, valid for the Schengen area, must be on name of visa applicant**, for the whole duration of travel (minimum coverage € 30.000,00 plus return transport repatriation insurance).
- **extra insurance for special sports (e.g. skiing)**
- **recent employment letter AND recent commercial circular AND recent confirmation from national social security fund** (Housewives and Students: documents of husband and parents)
- **self-employed: recent commercial circular and tax report**
- **student: recent certificate of registration from University**
- **proof of financial means by bank statement of fresh money account, foreign bank account AND saving book, must be on name of visa applicant** (Housewives and Students: documents of husband and parents)
- **Title deed translated, if applicable**
- **family book translated**
- **Proof of legal stay in Lebanon** for non-Lebanese nationals (e.g. residence permit, which needs to exceed the duration of the planned stay for at least three months!)

2. ADDITIONAL REQUIREMENTS ACCORDING PURPOSE OF TRIP

Visiting family or friends

- Austria: Electronic letter of guarantee (Elektronische Verpflichtungserklärung - the inviting person in Austria should make a declaration of guarantee at the local police office)
- Lithuania: declaration of sponsorship from the inviter, signed/stamped by a Lithuanian notary and registered/ approved from the Lithuanian immigration department, a copy of passport and residence permit from the inviter, bank statement last three months from inviter. All documents must be translated in English or German

Business Trips

- **Austria:** Elektronische Verpflichtungserklärung made by the inviting company in Austria with invitation letter, signed and sealed by the inviting company on the company letter paper (or company e-mail directly to the Embassy), providing information about the travel purpose, travel data, name, birth date, passport number of the invitee.
- **Lithuania:** invitation letter from the inviting company providing information about the travel purpose. Additional a declaration of sponsorship from the inviting company, signed/stamped by a Lithuanian notary and registered/approved from the Lithuanian immigration department.

Medical treatment

- Certificate from the applicant's physician or the hospital in Lebanon, verified by the doctor or clinic appointed by the Visa Office, confirming the need of specific medical treatment to be provided in the destination country.
- An official document of the receiving medical institution in Austria confirming the performance of the specific medical treatment, providing information about the payment of the charges, time needed for recovery etc.).
- Proof of down-payment of the treatment
- Any other correspondence between applicant and the medical authority, if available.

Official purposes (for example: IAEA, UNITED NATIONS, UNOV), political, scientific, cultural, sports or other events (additional requirements)

- **Verbal note issued by the authority concerned confirming that the applicant is a member of the official delegation to a Schengen Member State, forwarded to the Austrian Ministry of European and International Affairs, Protocol Section, Vienna.**
- Copy of the official invitation, entry tickets, enrolments or programs stating (wherever possible) the name of the host organization, the length of stay or any other appropriate document indicating the purpose of journey.
- Sponsor letter as well as introduction letter
- Note Verbal from the Lebanese Ministry of Foreign Affairs (only for official trips of holders of special or diplomatic passports).

Please note:

All applicants have to present themselves in person. The applicant must submit original documents along with a complete set of photocopies. According to each individual case, the Austrian Embassy can ask for further documentation if necessary. Processing of Schengen Visa takes two to three weeks. It is recommended to apply the latest 15 days before your intended date of travel (but maximum six months before intended date of travel). Visa processing starts only after all the required documents and data have been handed to the visa office and visa application is complete. Documents missing may delay the application. If applicants submit fake/forged passports, passports will be seized and sent to the Ministry of Foreign Affairs. All Arabic documents are to be presented with a translation in English or German. Please use a paper clip to attach the photos to the application form. Do NOT use staples or glue!! Visa fee has to be paid in US-Dollar upon applying (adults € 80,-; children aged between six and twelve € 40,-) There is no refund if a visa is not issued. EXEMPTION FROM THE VISA FEE: children under the age of six, Diplomatic/Official passports for official trips, Researchers officially invited by a University/Institute for a professional visit).

For additional information please don't hesitate to contact the AUSTRIAN EMBASSY BEIRUT

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