Österreichische
Botschaft
Beirut

Updated: October 2025

REQUIREMENTS FOR THE SCHENGEN VISA (C-VISA)

1. **Application form completely and correctly filled in and signed by the applicant**

2. **One recent colour photo**, (according to ICAO criteria3,5 x 4,5 cm, White background)


3. **Passport** (valid at least 3 months after expiry of the required visa with at least 2 empty pages)

4. **Copy of the passport's biodata page**, also copies of previous Schengen, UK, US, CAN visas + entry and exit stamps)

5. **Copy of Schengen visa or foreign passport of accompanying traveller(s) and f**or unaccompanied minors certified letter of authority from parents from the Notary Public)

6. **Confirmed flight/train/rental car/bus reservation for the whole travel route in the applicant's name.**

7. **Confirmed hotel reservation in the applicant's name.**

8. **Travel, health and accident insurance, valid for the Schengen area, in the applicant's name,** for the whole duration of travel (minimum coverage € 30.000,00 plus return transport repatriation insurance).

9. **For Employees:**
   - Proof of employment including position, **salary** and date of post commencing, permission to take leave from employer (employment letters with no salary will not be taken)
   - Proof of registered business (Commercial Circular)

10. **For Self-employed applicants:**
    - Proof of income in numbers
    - Proof of registered business (Commercial Circular)

11. **For Housewives:** Proof of partner work including income

12. **For Students:** recent certificate of registration from school/university

13. **For Elderly**
    - Proof of children financial means

14. **Proof of sufficient financial means of the applicant:**
    - Bank statements in fresh dollars showing transaction of the last 3 months in Lebanon &
    - Last 3 Salary slips/retirement salary slip &
    - Proof of other regular income if available
    - Proof of ownership of land or property or any other assets -Translated title deed for ownership of houses or shops, if applicable

15. **Translated family book** for the married applicants (spouse and kids).
    For single applicants (parents and siblings)

16. **For minors:** Approval of parents or legal guardians in writing from the Notary Public

17. **For Non-Lebanese nationals applying from Lebanon:** Valid residency permit (إقامة) issued by the Lebanese General security with at least 6 months validity.

Family or friends Visit

- **From Austria**: Electronic letter of invitation (**Elektronische Verpflichtungserklärung - EVE**) - the inviting person in Austria should make a declaration of guarantee at the local police office.

- **From Lithuania**: **Official mediation letter**, copy of passport and residence permit from inviter

For Business Trips

From Austria:

- **Elektronische Verpflichtungserklärung – EVE** made by the inviting company in Austria at the police &
- Invitation letter, signed by the inviting company on the company letter paper (or company e-mail directly to the Embassy beirut-ob@bmeia.gv.at), providing information about the travel purpose, travel data, name of the applicant and passport number of the invitee.

From Lithuania:

- **Official mediation letter** &
- Invitation letter signed 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 of the applicant and passport number of the invitee.

Official purposes (e.g.: IAEA, UN), political, scientific, cultural, sports or other events

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

Medical treatment

- Certificate from the applicant's physician or the hospital in Lebanon confirming the need of specific medical treatment to be provided in Austria &
- An official document of the receiving medical institution in Austria confirming the performance of the specific medical treatment, providing the date of the treatment, information about the payment of the charges, time needed for recovery etc.) &
- Proof of prepayment of the treatment &
- Any other correspondence between applicant and the medical authority, if available.

IMPORTANT INFORMATION

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 15 to 20 working days**. It is recommended to apply at least 3 weeks 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 will result in not taking the application.
All Arabic documents are to be presented with a translation in English or German. If applicants submit **fake/forged passports**, passports will be seized and sent to the Lebanese Ministry of Foreign Affairs.

If you do not present the complete list of required documents, your application will be returned to you by VFS and you will need to make another appointment.

Visa fee has to be paid in cash in US-Dollar upon applying according to the Embassy's current changing rate (adults and children aged over twelve € 90; children aged between six and twelve € 45). **There is no refund if a visa is not issued or withdrawn.**

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
- Members of IOs with HQ in Vienna

For additional information please contact the AUSTRIAN EMBASSY BEIRUT
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