Austrian
Embassy
Damascus

Dokumente für den Antrag auf ein Schengen-Visum“
Documents for Schengen-Visa application
المستندات المطلوبة لطلب الحصول على تأشيرة سياحية

Type of visa	□ Airport Transit Visa (Visa A) □ Schengen Visa (Visa C) □ Austrian National Visa (Visa D)
Purpose of visit	□ Tourism □ Visiting family or friends □ Business □ Conference/Seminar/Workshop □ Study □ Other:
Applicants contact details (please complete):	□ E-Mail: □ Telephone Number:

- Mark the checkbox for each document being submitted.
- Please submit your documents in the order of the checklist.
- Your application can only be processed after complete submission of all documents required.
- The Embassy reserves the right to ask for additional documents.

Mandatory documents for all applicants irrespective of the purpose of travel	
	Visa Application form: Completely and correctly filled in and signed by the applicant
	Original and signed passport: Valid at least **3 months** after your planned departure from the Schengen Area with at least **2 empty pages**
	Copy of all relevant pages of the passport including the **previous Schengen visas** and **entry/exit stamps**
	2 Passport sized photos: Compliant to ICAO standards and **not** older than 6 months https://www.bmi.gv.at/607/Passbild_Kriterien.aspx
	Electronic Declaration of Commitment (EVE) The inviting person can submit an **EVE** to the provincial police department locally responsible for his/her place of residence. The electronic invitation to the police station in Austria must be addressed to the Austrian Embassy Damascus and begin with letters **DAM**. Invitations beginning with the letters **BEY** cannot be accepted.

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	Proof of travel arrangements: Flight (roundtrip)/travel reservations or other proof of intended transport and full itinerary (if several Schengen States will be visited OR if the trip covers several Schengen States and non-Schengen countries) **You are not required to have a paid ticket;**
	Proof of health insurance For the whole duration of stay with a minimum coverage of EUR 30,000 or USD 35,000 • no deductible • valid in all Schengen countries • repatriation of mortal remains covered
	Proof of accommodation: Confirmed hotel reservations stating name, address, telephone number of the hotel, and the confirmation number
	Proof of residence in Syria: • (e.g. rental or owned properties, residence permit) • Extract of the family register: translated into English or German **(please mention country location for each family member)**
☐	**Proof of sufficient means of subsistence for the intended journey** **Bank Statement:** for the last three months (Bank statements must show the name and address of owner(s). Electronic printouts are accepted.); proof of regular income e.g. pay slips of the last three months;
☐	**Self-employed:** tax return from previous fiscal year or proof of previous economic activity and of an income during previous fiscal year);
☐	**Retired:** a copy of pension certificate or confirmation from the responsible authority about the amount of pension
☐	**In case of business:** a letter stating that all expenses are fully covered by. (e.g. a written proof that the inviting employer/company pays the expenses or alternative the sending employer/company pays for all expenses)
☐	**If the applicant is minor and travels without parents or with one parent:** officially recognized statement from both parents, or legal guardian authorizing the child to travel and covering the costs with evidence on the existence of the financial coverage
☐	**Additional Documents:** **For employees:** • Employment letter • Salary statement • Leave permit for the whole duration of the planned trip
☐	**For students:** • Confirmation of absence from the school (during the school semester)
	Visa fee (non-refundable)

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Additional documents depending on the purpose of travel	
□ **Business, conference, study, cultural/religious/political event**	
	Official invitation letter from the business partner, host organization, educational establishment **Reference letter** from employer; **and** **Confirmed accommodation** if different from hotel, stating name, address and telephone number of the lodging place
□ **Minor applicants (under 18 years)**	
	• Must be accompanied by a parent or legal guardian. • Parent present at VFS must sign the application form on behalf of the minor • If applicant is accompanied by legal guardian (e.g. boarding school students), letter of consent of parent with notarized signature • Original birth certificate • Copy of the passport of parent • Proof of custody or guardianship

Please note:

• The visa application cannot be submitted more than 6 months prior to departure and has to be lodged not later than 15 calendar days before the intended start of the trip. **Otherwise the application is inadmissible**.

• Submitting the above documents does not guarantee a visa. The Embassy may request further documentation.

• Incomplete applications will affect the outcome of the application in terms of processing time and decision.

By signing the document checklist, you agree to accept the terms and conditions of service and data protection and privacy policy as available on https://visa.vfsglobal.com/lbn/en/aut

Date:

Signature of the applicant (digital signatures not permitted) _____