Österreichische
Botschaft
Beirut

Updated: January 2025

REQUIREMENTS FOR THE SCHENGEN VISA (C-VISA)

1. GENERAL REQUIREMENTS:

- **Application form completely and correctly filled in and signed by the applicant** (in case of unaccompanied minors certified letter of authority from parents)
- **One recent colour photo**, (according to ICAO criteria, good quality, 3,5 x 4,5 cm, White background)



- **Passport** (valid at least 3 months after expiry of the required visa with at least 2 empty pages)
- **Copy of the passport's biodata page**, also copies of previous Schengen, UK, US, CAN visas
- **Copy of visa of accompanying traveller(s)**
- **Confirmed flight/train/rental car/bus reservation for the whole travel route in the applicant's name**
- **Confirmed hotel reservation in the applicant's name**
- **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).
- **Recent employment letter AND recent commercial circular AND recent confirmation from national social security fund** (Housewives / Students: documents of husband / parents)
- **For self-employed applicants: recent commercial circular and tax report**
- **For Students: recent certificate of registration from school/university**
- **Proof of financial means bank statement of fresh money account AND saving book, in the applicant's name** (housewives and students: documents of husband and parents)
- **Translated title deed**, if applicable
- **Translated family book**
- **For Non-Lebanese nationals: Proof of legal stay in Lebanon** (e.g. valid residence permit with more than 3 months validity)

2. ADDITIONAL REQUIREMENTS:

Visiting family or friends

- **From Austria**: Electronic letter of guarantee (**Elektronische Verpflichtungserklaerung - 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

Business Trips

- **From Austria**: **Elektronische Verpflichtungserklaerung – EVE** 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 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** and 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 of the applicant and passport number of the invitee.

Medical treatment

- Certificate from the applicant's physician or the hospital in Lebanon 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 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.

Official purposes (e.g.: IAEA, UNITED NATIONS, UNOV), 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.
- Sponsor letter
- Note Verbal from the Lebanese Ministry of Foreign Affairs (only for official trips of holders of special or diplomatic passports).

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 may delay 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 Ministry of Foreign Affairs.

If you do not present the complete list of required documents, your application will not be worked on by the Austrian Embassy until you have submitted the missing documents in 5 days directly to:
beirut-ob@bmeia.gv.at

Visa fee has to be paid in cash in US-Dollar upon applying (adults € 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, and members of IOs with HQ in Vienna

For additional information please contact the
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