

Austria Visa, Checklist, Nepal

NAME

Updated January 2026

Documentation (To be arranged in same order)		YES	NO	N/A
1.	<input type="checkbox"/> Application form: fully completed in English or German language and signed by the applicant			
2.	<input type="checkbox"/> 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.	<input type="checkbox"/> One photograph: shall be in accordance with the international standards as set out in the International Civil Aviation Organization (ICAO)			
4.	<input type="checkbox"/> Copy of Nepalese citizenship certificate (ID card). OR			
5.	<input type="checkbox"/> Copies of marriage certificate and birth certificates of children , if relevant			
6.	<input type="checkbox"/> Non-Nepalese nationals: proof of legal stay in Nepal, valid three months beyond the date of return from the territory of the Member States. (copy of entry permit for the country to be visited after visiting the territory of the Member States, if any onward trip is planned)			
Documents for the trip:				
7.	<input type="checkbox"/> Round-trip flight reservations - travel itinerary: airline reservation and proof of other means of travel within Austria/EU in case of onward travel			
	<input type="checkbox"/> Proof of accommodation: hotel reservation / letter of tour organizer and / or other appropriate documentation indicating the envisaged travel plans within Austria / EU			
	<input type="checkbox"/> Travel medical insurance shall be valid throughout the territory of the Member States and cover the <u>entire</u> period of the person's intended stay or transit. The minimum coverage shall be € 30 000. Applicants for a uniform visa for multiple entries shall prove that they are in possession of adequate and valid travel medical insurance covering the period of their first intended visit. In addition, a statement, declaring the awareness of the need to be in possession of travel medical insurance for subsequent stays, shall be signed.			
Proof of professional status:				
8.	<input type="checkbox"/> Employees: letter from employer stating monthly salary, duration of employment and approval of leave..			
	<input type="checkbox"/> Self-employed: PAN (Permanent Account Number) registration and bank statements covering the last 6 months;			
	<input type="checkbox"/> Students: letter confirming enrolment in the college or university;			
9.	<input type="checkbox"/> Retired: pension statement for the last 3 months or proof of regular income generated, e.g. by lease of own property or business.			
Proof of sufficient funds:				
10.	<input type="checkbox"/> Proof of financial means bank statements stamped and signed by the bank covering the last 6 months and, if applicable			
11.	<input type="checkbox"/> Any other document that may provide information about the applicant's solvency, such as proof of property ownership ("Lal purja") and tax clearance.			
12.	<input type="checkbox"/> If an inviting party is financing the stay in the Schengen area: copy of: "Elektronische Verpflichtungserklärung: DEL-No.";			
Minor travelers:				
13.	<input type="checkbox"/> If a minor travels alone a notarised written consent from both parents or the legal guardian and copies of parents' passports or District Court appointment decree.			
14.	<input type="checkbox"/> If the minor is travelling with only one parent: notarised consent from the other parent, except where one parent has sole custody of the minor, in which case a court order or other proof of sole custody must be provided;			
15.	<input type="checkbox"/> Copy of identification document proving the signature of parents or guardian.			

Additional requirements per purpose

Visa to work in Austria				
16.	<input type="checkbox"/> Copy of work permit from the Austrian Labour Market Authority (AMS)			
Visa for tourism:				
17.	<input type="checkbox"/> Certificate of the travel agency confirming the booking of an organised trip; or			
	<input type="checkbox"/> Any other documents indicating the travel plans , covering all the destinations of the journey			

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Official trips				
18.	<input type="checkbox"/> Civil servants travelling for work: the original travel order, and for diplomatic, official or service passports, the original Note Verbal from the Ministry of Foreign Affairs			
Visa for <i>Training, short term studies, research or other types of internship</i>				
19.	<input type="checkbox"/> Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or covering letter from the inviting company or entity. The covering letter should, as a minimum, contain the following information: the name and address of the inviting company or entity; <input type="checkbox"/> the name and position of the person signing the invitation detailed information on the purpose of the trip.			
Visa for business:				
20.	<input type="checkbox"/> Personal invitation from the inviting company or entity or from the company or organisation providing the service, containing the information about purpose of trip and guarantee of coverage of expenses, if borne by the inviting company or entity (host) or, confirmation of payment of expenses by the applicant			
	<input type="checkbox"/> Any other documents that may prove the purpose of the visit (e.g. business correspondence proving the existence of a business relationship).;			
	<input type="checkbox"/> Confirmation of the applicant's enrolment in conferences or training and proof of payment of the enrolment fees, as applicable.			
Private visit				
21.	<input type="checkbox"/> Proof of sponsorship or private accommodation , or, in the absence of such a form or if the sponsor is different from the inviting person, a written invitation, containing the following information <input type="checkbox"/> the inviting person's address and contact details, <input type="checkbox"/> the intended period of stay.			
	<input type="checkbox"/> If the data regarding the host have not been verified by the authorities of the Member State processing the application, the following evidence should be submitted: <input type="checkbox"/> copy of the host's ID card, bio data page of his or her passport or of his or her residence permit; <input type="checkbox"/> proof of the host's residence (property title deeds, rental agreements etc.); <input type="checkbox"/> indication and proof of the means that he or she undertakes to cover the costs related to the visit.			
	<input type="checkbox"/> For family visits: copies of any official document proving the family link, such as a family book, birth certificate.			

Important Notes:

- Before applying consider the duration of stay. 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 6 months prior to departure.
- Processing can take up to 15 working 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-DELHIKA@bmeia.gv.at
- **Kindly note that, in case an application is received by the Embassy, less than 15 working days before the intended travel date, the application along with the passport will be returned to VFS. Therefore, the applicants are advised to apply at least 1 month prior to the intended travel.**
- **However, in individual cases, that period may be extended up to 45 calendar days in, particularly when further scrutiny of the application is needed.**
- 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.

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Date, Signature