

### Checklist for C-Visa/Work Visa Application

Name: _____		Contact No.: _____		
Passport Number: _____		E-mail Address: _____		
A. Initial assessment		Yes	No	Remarks
1.	Correct Checklist for purpose of travel			
2.	Applicant is here in person			
3.	Austria is destination of travel			
4.	Employment for max. 90 days			
5.	Have you ever applied Schengen visa			
B. Required documents		Yes	No	Remarks
1.	<b>Application form</b> , completed truthfully in English or German in print and signed by the applicant in both required boxes. (Applications of minors have to be signed by their legal guardian)			
2.	2 recent <b>passport photographs</b> (colour, 3,5 x 4,5 cm, light background), complying with ICAO guidelines			
3.	<b>Passport</b> , valid at least three months beyond the expiration date of the requested visa, at least two blank pages			
3a.	<b>Passport copy</b> (first and last page, all used pages), copies of old visas in previous passports (incl. data page of old passports).			
4.	<b>Letter from the Austrian employer</b> explaining the applicant`s engagement with the company and copy of <b>work contract</b>			
4a.	<b>Proof of business registration</b> of your Austrian employer (Firmenbuchauszug)			
5.	<b>Work permit</b> by Austrian Labor authorities (AMS Bescheinigung)			
6.	<b>Flight reservation</b> (copy of the round trip airline reservation); no issued ticket required at the time of application			
7.	<b>Proof of accommodation</b> (hotel confirmation, proof of private accommodation)			

8.	<b>Proof of financial means</b>			
	Bank certificates (in original)			
	personal bank statements, credit card statements or bank books showing the last six months			

9.	<b>Proof of occupation in the Philippines</b>			
9a.	- If employed:			
	Certificate of employment			
	Payslips of the last six months			
9b.	- If self-employed:			
	DTI/SEC registration of business			
	Income Tax Return			
	Business financial statement			
9c.	- If student:			
	Proof of enrolment			
	Certificate of leave of absence if travelling in term time			
10.	For <b>non-Filipino applicants</b> who have valid residence status in the Philippines			
	Copy of Alien Certificate of Registration (ACR)			
	Valid Alien Registration Card (copy)			
	Re-entry permit			
11.	<b>Proof of will to return</b>			
	Proof of economic ties in the Philippines			
	Proof of family ties in the Philippines			

Inquiry Officer to delete as appropriate

1. The applicant has confirmed that s/he has no other documents to submit
2. The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Officer's Signature