

## Checklist for BUSINESS Application

Name:	phone:			
	e-mail:			
INITIAL ASSESSMENT		Yes	No	Remarks
1.	Applicant is here in person			
2.	Austria is main destination of travel			
3.	Have you ever applied for a Schengen visa			

REQUIRED DOCUMENTS		Yes	No	Remarks
1.	<b>Application form</b>			
2.	<b>passport photograph</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			
4.	<b>Passport copy</b> (first data page), Minors need to submit a copy of their legal guardian's passport as well.			
5.	For <b>non-Filipino applicants</b> who have valid residence status in the Phil.			
	Copy of Alien Certificate of Registration (ACR)			
	Valid Alien Registration Card (copy)			
	Re-entry permit			
6.	previous <b>Schengen visa (copy)</b> - no empty passport copies!			
7.	<b>Proof of business/conference purpose of travel</b>			
	→ <b>Invitation of Austrian</b> Company or Organization stating the reason for travel, the nature of business/conference, the period of invitation and - if applicable - the guarantee for sponsor ( <b>Sponsorletter</b> )			
	→ <b>Letter of Employer</b> stating the reason for travel, the nature of business contact with Austrian company or conference, the period of travel and - if applicable - the guarantee for sponsor ( <b>Sponsorletter</b> )			
8.	<b>Flight reservation</b> (copy of the round trip airline reservation); no issued ticket required at the time of application			
9.	<b>All risk travel insurance</b> , valid for all EU countries, Norway and Switzerland, with a minimum coverage of EUR 30.000			
10.	<b>Proof of accommodation</b> (hotel reservations, proof of private accommodation) - print on maximum one but max. two pages			}
11.	<b>Proof of Transportation</b> according to itinerary if visiting other Schengen countries (e.g. flight reservations, train reservations, bus reservations)			
12.	<b>Proof of occupation</b>			
	Certificate of employment and approved leave of absence (if employed)			
	DTI/SEC registration of business (if self-employed)			
	Income Tax Return (if self-employed)			
	Business financial statement (if self-employed)			
	Proof of enrolment and Certificate of leave of absence if travelling in term time (if student)			
13.	<b>Proof of financial means</b>			
	personal Bank certificates (in original)			
	personal bank statements or bank books showing the last 3 months			
14.	For dependent <b>spouse and children</b>			
	Marriage certificate (certified PSA copy)			
	Birth certificate (certified PSA copy)			
15.	For <b>minors</b> (below 18 years)			
	Affidavit of support & consent of parents or legal guardian (in particular of the non-travelling parent)			
	Birth certificate (certified PSA copy)			
	Proof of legal guardianship			
	Department of Social Welfare and Development (DSWD) clearance			
16.	<b>Proof of will to return</b>			
	Proof of economic ties in the Philippines			
	Proof of family ties in the Philippines			

For Authority remarks only:

\_\_\_\_\_ Date & Applicant's Signature