

Checklist for FAMILY + FRIENDS 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.	Application form			
2.	passport photograph (colour, 3,5 x 4,5 cm, light background, complying with ICAO guidelines)			
3.	Passport , valid at least three months beyond the expiration date of the requested visa, at least two blank pages			
4.	Passport copy (first data page), Minors need to submit a copy of their legal guardian's passport as well.			<div style="border: 2px solid black; width: 100%; height: 100%;"></div>
5.	For non-Filipino applicants who have valid residence status in the Philippines			
	Copy of Alien Certificate of Registration (ACR)			
	Valid Alien Registration Card (copy)			
	Re-entry permit			
6.	previous Schengen visa (copy) - no empty passport copies!			
7.a.	Invitation letter of inviting person in Austria with passport/ID copy, address and full contact details, stating the purpose of travel, the relationship to invitee, the terms of invitation and the period of stay (in case the travel is sponsored by the applicant)			<div style="border: 2px solid black; width: 100%; height: 100%;"></div>
7.b.	EVE ("elektronische Verpflichtungserklärung") and it's ID number only in case of insufficient financial means of the applicant or the inviting person provides a full sponsorship for the applicant/invitee			
8.	Proof of relationship to sponsor like birth certificate or other documentation or - in case of non-formalized relationship like (boyfriend/girlfriend/fiancé(e) - a photocopy of the bio data page of the passport and travel history of the sponsor (entry stamps)			
9.	Itinerary (detailed) in case of visiting other Schengen countries (indicating days and dates of stay in the other Schengen country and - if applicable - tour programme)			
10.	Flight reservation (copy of the round trip airline reservation); no issued ticket required at the time of application			
11.	All risk travel insurance , valid for all EU countries, Norway and Switzerland, with a minimum coverage of EUR 30.000			
12.	Proof of accommodation (hotel reservations, proof of private accommodation) - print on one but max. two pages - only if the accommodation is somewhere else than 7.a. or 7.b.			
13.	Proof of Transportation according to itinerary if visiting other Schengen countries (e.g. flight reservations, train reservations, bus reservations)			
14.	Proof of occupation			
	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)			
15.	Proof of financial means (even when an EVE is provided!)			
	Bank certificates (in original)			
	personal bank statements or bank books showing the last 3 months			
16.	For dependent spouse and children			
	Marriage certificate (certified PSA copy)			
	Birth certificate(certified PSA copy)			
17.	For minors (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			
18.	Proof of will to return			
	Proof of economic ties in the Philippines			
	Proof of family ties in the Philippines			

Date & Applicant's Signature