

## AUSTRIA - CHECKLIST

| Check Box | List of required documents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Remarks |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|           | <p><b>One application form completely/correctly filled-in and signed by the applicant</b></p> <p>For children under 18 years, both parents / legal guardian must sign the application/declaration form. Copies of the passports of the father and mother / legal guardian must be attached.</p>                                                                                                                                                                                                                                                                      |         |
|           | <p><b>One recent photograph</b></p> <p>The recent (not older than six months) photograph must be passport-sized with a white or plain light-coloured background; male applicants must not be wearing head covering. The photograph should be 35 mm by 45 mm with the distance from the forehead to the chin measuring 36 mm.</p>                                                                                                                                                                                                                                     |         |
|           | <p>One copy of the insurance policy of a <b>valid travel and health insurance</b> from an insurance company approved by the EU.</p> <p>The insurance must cover the territory of the Schengen member states with a minimum coverage of EUR 30.000 for medical expenses including unlimited coverage for the treatment of COVID-19.</p>                                                                                                                                                                                                                               |         |
|           | <p><b>Confirmed flight reservation</b> including return flight</p> <p>The flight reservation must be issued and printed from the official airline website (no travel agency booking).</p>                                                                                                                                                                                                                                                                                                                                                                            |         |
|           | <p><b>Confirmed reservation for accommodation</b></p> <p>The hotel / hostel reservation or other proof of accommodation must contain full name, correct number of guests, price for the duration of stay, full address as well as email address and telephone number. Hotel vouchers / travel agency bookings are not accepted.</p>                                                                                                                                                                                                                                  |         |
|           | <p>Means of <b>transportation</b> if traveling to more than one Schengen country – such as car rental reservation or confirmed flight / train ticket.</p>                                                                                                                                                                                                                                                                                                                                                                                                            |         |
|           | <p><b>Recent original letter of employment</b> stating:</p> <ul style="list-style-type: none"> <li>• salary and date of employment</li> <li>• legalized by the Chamber of Commerce (private companies)</li> <li>• length of contract and expiry date of contract (for Non-Saudi Nationals)</li> </ul> <p><b>Self-employed:</b> valid original trade licence and one copy thereof with translation.<br/> <b>Private/domestic staff:</b> letter from the sponsor, copy of the employment contract, own bank statement with sufficient balance.</p>                     |         |
|           | <p><b>Financial means</b></p> <ul style="list-style-type: none"> <li>• <u>For Saudi Nationals:</u> Original bank statement with <b>sufficient balance</b> (for transportation, accommodation and daily expenses) showing the regular monthly income/salary for the past 3 months and stamped by the bank</li> <li>• <u>For Non-Saudi-Nationals:</u> Original bank statement with <b>sufficient balance</b> (for transportation, accommodation and daily expenses) showing the regular monthly income/salary for the past 6 months and stamped by the bank</li> </ul> |         |
|           | <p>Copy of the <b>Saudi National ID card</b>. Copy of the <b>family card</b> if applying with the family.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |

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|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <b>Additional documents for Non-Saudi Nationals:</b> <ul style="list-style-type: none"> <li>Copy of the valid residence permit (<i>with certified translation in English</i>) with a validity of further three months + 15 days after the intended departure from the Schengen countries.</li> <li>Copy of the valid exit re-entry visa printed through Absher in English with Iqama validity details.</li> </ul>                                                                     |  |
|  | <b>Affidavit of sponsorship with original signature</b><br>(only applicable if family members are traveling with a single sponsor or if the sponsor is not traveling with the applicant, copies of the sponsor's passport including the signature page and a copy of the sponsor's valid Schengen visa must be attached to the application).<br><b>Sponsorship is only accepted for husband/wife, parents/children, no siblings.</b>                                                  |  |
|  | <b>Private Visit:</b> invitation letter or Electronic letter of Guarantee (EVE) covering the intended stay.<br><b>Business Visit:</b> invitation letter or Electronic letter of Guarantee (EVE) covering the intended stay.<br><b>Conferences:</b> Conference invitation, registration, proof of payment.<br><b>Official invitations</b> by Diplomatic Missions or International Organizations in Austria need to be sent through the Austrian Foreign Ministry, Protocol Department. |  |
|  | <b>Original Passport, validity</b> at least three months + 15 days after expiry date of the requested visa, signed by the holder, with at least 2 empty pages left; copy of all relevant pages (Data and signature page, pages of previous Schengen visas with entry and exit stamps for the last 5 years)<br>Holders of Diplomatic and Special passports need to present a Verbal Note issued by the Ministry of Foreign Affairs.                                                    |  |
|  | <b>Children under 18 years:</b> if travelling with one parent (father or mother) or without either parent, they must provide an original authorization letter signed by both parents along with copies of both parent's passport data and signature page. If the parents are divorced, proof of present legal guardianship needs to be provided.                                                                                                                                      |  |

**Please note:**

- All documentations must be submitted with English translation.
- All applicants must be present for identity verification and to provide biometrics (every 59 months).
- Original documents must be presented; additional photocopies may be required.
- The Austrian Embassy may ask for other additional documents or calls applicants for a personal interview.

**Remarks** \_\_\_\_\_

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**Declaration**

I have been informed that an incomplete / incorrect application according to the above-mentioned checklist may result in the rejection of my visa application. The visa fee is non-refundable.

Date: \_\_\_\_\_

VFS Submission Officer \_\_\_\_\_

VFS Biometric Officer \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

VFS QC Officer \_\_\_\_\_