

CHECKLIST FOR STUDY APPLICATION

1.	<input type="checkbox"/>	Visa application, duly filled out in English and signed by the applicant. C-visa application form here. D-visa application form here.
2.	<input type="checkbox"/>	One recent passport picture <i>Photo must be: 35 mm wide, 45 mm high, in accordance with the international standards as set out in the International Civil Aviation Organization (ICAO). Any alterations (like Photoshop etc.) are strictly forbidden.</i> Please do not affix the picture to the visa application form.
3.	<input type="checkbox"/>	Valid passport, at least two free pages
4.	<input type="checkbox"/>	Round Trip air ticket reservation <i>Document must be in English or in German language, must be issued by airline or travel agency, must report full name of applicant as per passport</i>
5.	<input type="checkbox"/>	School registration and acceptance of enrollment <i>Original and copy of "Letter of Admission" from school/college/university in Austria; For Scholarship students only: letter of assignment of scholarship by Education institutions, universities and recognized international organizations in original and copy</i>
6.	<input type="checkbox"/>	Proof of accommodation for the complete duration of the stay in Austria <i>Copy of rent contract or letter of hospitality from school/college/university in Austria</i> <i>If school/college/university in Austria doesn't provide accommodation: proof of accommodation: document must be in English or German, reservations must cover the whole duration of the stay, document must report name of place of residence, address, name of applicant</i>
7.	<input type="checkbox"/>	In case of additional touristic travel: Complete itinerary <i>Dates, cities, transports used to move across Schengen Area, if travelling to Non-Schengen Country during same trip, transport ticket and valid visa (for the Non-Schengen country are needed)</i>
8.	<input type="checkbox"/>	Proof of economic situation in country of residence <i>If applicant is employed: Original employment letter from company dated within 1 month from date of submission, statement of the last 3 months updated to current month with stable transactions, name of applicant shown on statement. OR: original and copy of bank book with evidence of last 3 months of transactions and updated to current month, in case of no Savings account: submission of traveller's cheques in original and copy, cheques must be under applicant's name, no fixed accounts.</i>
9.	<input type="checkbox"/>	(If applicable) If applicant is a student with insufficient finances <i>Student certificate in original from school, sponsor letter from close relative only (parents, siblings, sons and daughters), proof of family relationship with sponsor (original birth certificate or house registration, with translation in English), only savings accounts, statement of the last 3 months updated to current month with stable transactions. OR: original and copy of bank book with evidence of last 3 months transactions, in case of no evidence of transactions, original bank certificate must be submitted dated within 1 month; in case of applicants with no savings account, traveller's cheques in original and copy, must be under applicant's name, no fixed account.</i>
10.	<input type="checkbox"/>	Overseas medical insurance <i>Must cover whole period of stay, must report full name of applicant as per passport, must be valid for the whole Schengen Area, minimum coverage of 30.000 Euro for urgent hospitalization or repatriation expenses, stamp and signature of insurance company are mandatory</i>
11.	<input type="checkbox"/>	(If applicable) Only for Non-Thai citizens: work permit, Re-entry Permit <i>Original and copy, Re-Entry permit from Thai Immigration three month's validity after coming back from Schengen States</i>
12.	<input type="checkbox"/>	(If applicable) Name Change Certificate <i>Original and copy, translation in English or German</i>
13.	<input type="checkbox"/>	One copy of applicant's passport's first page.
14.	<input type="checkbox"/>	Copy of previous Schengen visas.
15.	<input type="checkbox"/>	Copy of the relevant entry and exit stamps to Schengen area.
16.	<input type="checkbox"/>	If Visas are in old passport: copy of first page of passport and copies of relevant visas, also of the pages with the relevant entry and exit stamps to Schengen area.

IMPORTANT NOTES:

After applying for the Visa, the applicants will not be able to borrow their passports from the Embassy. The processing time for a Visa application is 15 calendar days according to Visa Schengen Code. Need of interviews or other issues might extend this period.

All documents must be translated into English or German and dated not earlier than 1 month before the date of the submission. The Embassy has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.