



GENERAL VISA-INFORMATIONS – VISA SCHENGEN

Since March 2016, applications for Schengen visas (up to 90 days) for Austria are to be filed with the service company **VFS Global** in Tunis. Appointments for visa applications and detailed information on application modalities please refer to the [VFS website: http://www.vfsglobal.com/austria/tunisia/index.html](http://www.vfsglobal.com/austria/tunisia/index.html)

Telephone number VFS Global Call Center: +216 70 145 754

Address: L'Immeuble Omrane, Rue du Lac Lemane, Les Berges du Lac, 1053 Tunis

Applications for **Austrian national visas "D"** (for stay longer than 90 days) and for **residence permits** are to be introduced at the Austrian Embassy in Tunis. Appointments from Monday to Friday from 9 to 12 a.m. to be requested by e-mail to tunis-ob@bmeia.gv.at. For further information and form:

https://www.bmeia.gv.at/fileadmin/user_upload/Vertretungen/Tunis/Dokumente/Antragsformular_DE-EN-FR-ES.pdf

- The Schengen visa may only be granted for a stay for maximum 90 days per 6 months. It does not entitle to exert any professional activity, studies or the application for residence permit after entering Austrian territory.
- A visa may only be applied for at the Austrian Embassy if the main destination is Austria.
- There is no legal entitlement for the attribution of a visa. A visa grants no legal entitlement to enter the Schengen space, the entry may be refused by the border authorities.
- Applications earliest 6 month and at the latest 15 days before the intended departure.
- Documentation in German, French or English – other documents with translation only.
- Processing of application takes between 10 and 15 days, this period may be longer in certain cases
- Only **biometric machine-readable passports** may be accepted.

Application fees

- The application fee is EUR 80,- to pay in TND at the valid exchange rate (independent of the duration of stay) see https://www.bmeia.gv.at/fileadmin/user_upload/bmeia/media/Vertretungsbehoerden/Tunis/Konsulargebuehrentarife.pdf
- Children: up to 6 years free of charge, from 6-12 years EUR 40,- to pay in TND at the valid exchange rate
- The application fee is due at the moment of application – no refund in case of refusal

Important information

- ! • Presentation of **wrong information** as well as **forged documents** will result in a **refusal**.
- ! • Incomplete applications and missing documents **delay the time of processing**
- ! • In your own interest, verify to provide complete file (including necessary translations)
- The application has to be filed **personally without exception** with **VFS**
- **Biometrics**: On application, the finger scans of all persons older than 12 years are taken
- Frequent travelers to the Schengen Area do not have to give new finger scans every time they apply for a new visa. Once finger scans are stored in VIS, they can be re-used for further visa applications over a 5-year period.
- In case the finger scans are not registered in VIS, they will have to be taken subsequently
- All documents to be provided in **original as well as copy** – original documents are returned after presentation at the visa counter

Following documentation (in following order) should be provided with the application

The Embassy reserves the right to demand further documents

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| 1 | <ul style="list-style-type: none"> • Valid passport with a validity of at least three months after the end of the intended trip, containing at least 2 empty pages for the visa. The date of issuance should not exceed 10 years. • Please provide copy of the data pages of the present as well as former passport including page with the new expiry date as well as copy of previous visa |
| 2 | <ul style="list-style-type: none"> • Application form, filled in completely and truthfully, in print or capitals, and signed personally by the applicant twice (pages 3 and 4 of the form) |

	<p>Please only use the Austrian application form available free of charge at the visa counter or on the website of the Embassy https://www.bmeia.gv.at/oeb-tunis/reisen-nach-oesterreich/einreise-und-visum/</p> <ul style="list-style-type: none"> • Indicate correct email-address and mobile phone in case of contact by the Embassy • For applicants under 18 years, the form has to be signed personally by the parents or the person who is temporarily or permanently legally in charge or exerts the legal guardianship. In case another than the parents exerts the legal guardianship, a legally certified decision by the competent tribunal is to be provided
3	<ul style="list-style-type: none"> • One recent identity photograph corresponding to ICAO-rules in color (3,5 x 4,5 cm); important characteristics like face, forehead, ears and throat have to be visible. Glasses should be removed. Head gear worn for religious reasons is permitted (See www.passbildkriterien.at). If the photo is not up to standard it will be rejected. Do not staple or glue the photo to the application form. Please make sure it is not damaged.
4	If applicable, letter explaining the reason for travel.
5	Family visit: proof of family ties
6	Proof of transportation (e.g. flight booking) for both directions
7	Proof of accommodation: hotel booking / address of host in Austria – make sure to provide the correct address of intended stay in Austria – hotel bookings will be verified.
8	Medical travel insurance with a minimum coverage of € 30.000 and validity for all Schengen states. Duration of validity intended stay plus 14 days of tolerance (7 days before and after the intended stay). For visas with longer validity and multiple entries, insurance has to be provided for the first trip. The applicant guarantees that he will contract an insurance whenever he/she travels within the Schengen space.
9	<p>Employees / Civil Servants:</p> <ol style="list-style-type: none"> 1. Employment certificate with official company heading in original containing following information <ul style="list-style-type: none"> • Address of employer (incl. telephone, email, website) • Beginning of employment and position of the employee • Duration and nature of absence (mission, training, vacation) • Name and position of the person signing the employment certificate 2. Salary slips of the last 3 months 3. Proof of social security payment
10	Students: Certificate of inscription of the education institution original and copy Proof of financial means of the applicant or sponsor
11	Retired: proof of pension and/or sufficient financial means
12	Self-employed: Confirmation of professional activity, proof of payment of income taxes, commercial balance, commercial register or any other proof of professional activity.
13	It is up to the applicant to provide credible information on reasons of intended stay and his intention of returning to his home country. Persons without own income (house wives, students, a.o.) may provide proofs of income of spouse, parent or legal guardian. Sponsoring is to be confirmed in written and signed by sponsor (legalized signature) who also provides a copy of his passport.
14	Proof of financial means for the intended travel as well as the return to the home country: statement of bank account of the last three months (Original and copy) In case the applicant does not have sufficient financial means, the person inviting him/her to Austria may file a electronic sponsor letter „ Elektronische Verpflichtungserklärung (EVE) “. This a declaration by the host with the local police for foreigners in Austria, who will forward the invitation to the Austrian Embassy in Tunis. .
15	Minors below the age of 18 who are not travelling with both parents: Authorization to travel signed by both parents in original (not applicable if one of the parents is sole legal guardian – please provide proof)
16	Business trips / official trips: Invitation letter by Austrian company or institution stating reason for travel, date, number of travelers with name and date of birth and passport number. In case the applicant does not have sufficient financial means, the Austrian company or Institution may file an electronic sponsor letter „ Elektronische Verpflichtungserklärung (EVE) “
17	Medical treatment: Appointment / Letter from the medical doctor or hospital in Austria incl. diagnosis, type and length of required treatment, expected medical costs and proof/receipt of advance payment of all costs confirmed by the doctor or hospital or confirmation by the Libyan Embassy in Vienna confirming that costs are covered.
18	Third country nationals: No-Tunisian nationals: a Tunisia residence permit valid for at least three months after the expiry of the requested visa - temporary residence cards are not accepted.

19	ATTENTION: Visas with long validity: this has to be specified in the invitation letter. Main destination has to be Austria. The Embassy verifies if the conditions for a long validity visa are given. For first applicants, no long validity visa may be granted. It will be verified, if previous visas have been used according to regulations.
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!	Important information
	If the passport cannot be picked up personally: simple power of attorney to messenger/representative + copy of passport or ID card of messenger/representative

!	Questions / Information
	<ul style="list-style-type: none"> • In case of any queries please send an email to the Austrian Embassy Tunis tunis-ob@bmeia.gv.at (only in German, French or English) specifying as clearly as possible the subject of the enquiry. • No information on pending visa applications may be provided by telephone. • Information on pending visa applications may be provided only to the applicant or his/her legally empowered representative, due to reasons of protection of personal data. <p>VFS Global offers additional services like VIP service, photocopies, assistance for form-filling, for which separate fees are charged by VFS Global.</p> <p>The Embassy wishes to inform that these additional services may be used on a <u>voluntary basis</u> and have <u>no relation</u> whatsoever with the processing of the applications by the Embassy.</p>

JULY 2020