

### Checklist for Schengen visa – LIBYAN APPLICANTS

	1. <b>Application form C1</b> , filled in completely and truthfully, in legible print or capitals , and signed personally by the applicant
	2. <b>Passport with at least two blank pages</b> (at least three months longer valid than the requested visa) not older than <b>10 years</b>
	3. <b>Full copy of the passport including previous visas</b>
	4. <b>Valid residence permit and exit/re-entry visa for Libya</b> (in case of non-Libyan citizenship). Note that the residence permit and exit/re-entry visa needs to be valid for at least three months longer then the desired length of the visa
	5. <b>1 passport-size biometric photo according to ICAO standards (<a href="#">guideline</a>)</b> – not older than 6 months. If the photos are not up to standard they will be rejected (do not staple or glue the photo to the application form. Please make sure it is not damaged).
	6. <b>Biometrics</b> : On application, the finger scans of all persons older than 12 years are taken
	7. <b>Letter from the business partner/organization in Austria or conference registration</b> please note that in some cases you might be asked to provide an electronic guarantee (Elektronische Verpflichtungserklärung - EVE).
	8. <b>Hotel reservation</b> (if applicable) – <b>or proof of private accommodation</b>
	9. Proof of <b>sufficient funds</b> in foreign currency (bank statement must show name of account holder) incl. translation (in English or German or French)
	10. <b>Transport documentation</b> : flight reservation return ticket
	11. <b>Medical travel insurance</b> with a minimum coverage of € 30,000 and validity for all Schengen states
	12. <b>Certificate of employment</b> : specifying the date of recruitment, position in the company, salary, purpose of travel and confirmation of leave approved incl. translation (in English or German or French)
	13. <b>Proof of self-employment</b> (business license & tax declaration) incl. translation (in English or German or French)
	14. <b>Provide correct and legible contact details - e-mail address and telephone number</b>

Please note that the Austrian Embassy reserves the right to ask for additional documents or personal appearance for an interview. Submission of the above-mentioned documents does not guarantee that a visa is granted.

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Applicant's signature:	Date: