

Checklist for short term “C” Visa

Please note: Every applicant over the age of 12 must submit her/his biometric data (fingerprints) along with the application

No	Schengen Visa –Category C	Remarks
1	Online application form duly completed and signed two times Note: For children under the age of 18 both parents must sign an authorization letter. Passport copies of the parents/legal guardians must be attached. Proof of present legal guardianship must be provided.	
2	2 recent passport pictures, not older than 6 months, please visit for proper specification http://www.passbildkriterien.at/	
3	Proof of flight ticket booking or flight reservation including return	
4	Proof of accommodation (i.e. valid and existing hotel booking, etc.)	
5	Proof of valid travel or international health insurance covering the entire territory of all Schengen member states with a minimum coverage of € 30.000,- for medical expenses valid for the entire travel period.	
6	Original passport and a copy of the passport Note: The passport must be valid a minimum of three months after your intended departure from the territory of the Schengen States and must bear the holders signature. The passport shall contain at least two blank pages and have been issued within the previous 10 years.	
7	Copy of all previous Schengen Visa with entry and exit stamps	
8	UAE residence permit , must be valid a minimum of three months after your intended departure from the territory of the Schengen States.	
9	Copy of all UAE residence permits of the last ten years.	
10	Copy of the Emirates ID	
11	Original letter from local sponsor - indicating qualification, salary, beginning of employment or sponsorship in the UAE as well as time frame of work leave, expected date to resume duties and confirmation of upright employment relationship after return from the trip: applicant will resume work after trip on XXX and duration of work contract until XXX - Sponsored family members (spouses, students etc.) have to enclose a copy of original birth and marriage certificate including an English translation.	
12	Original personal bank account statement for the last six months signed and stamped by the bank with salary income and traceable financial means	
13	Valid contact information = email <u>and</u> mobile number	
14	Applications for minors: NOC from school/university	

IF APPLICABLE:

15	NOC letter from school/university indicating registration and leave.	
16	Letter of intention by Austrian sponsor	
17	EVE or GVE = electronic liability declaration. These are the only accepted forms of liability declarations. For more information please visit http://www.bmi.gv.at/cms/BMI_Fremdenpolizei/einreise_visa/Visum_6.asp	

Additional information:

- All documents must be submitted in German or English language
- For children registered in their parent's passport a separate application must be submitted
- Application forms can be downloaded at <https://cms.bmeia.at/en/embassy/abu-dhabi/practical-advice/travelling-to-austria/visa-information.html>

☐ The Embassy of Austria in Abu Dhabi reserves the right to request additional documents if deemed necessary, may call the applicant for an interview and approve, reject or refuse the issuance of a visa to its discretion based on the rules and regulations of prevailing applicable law standards.

☐ I have read and understood the visa requirements. I have provided a valid, personal e-mail address and mobile number in my application. I have been informed that Austrian Embassy might contact me during the Visa procedure, therefore it is recommended to check my e-mails and mobile phone on a daily basis'.

☐ I have been informed that Austrian Embassy will only proceed with the visa process if all relevant documents were provided.

I acknowledge that my application will only be processed by the Austrian Embassy when all applicable documents listed above are being provided in complete and correct manner.

القائمة المرجعية: أقر بأنه سيتم دراسة طلبي من قبل السفارة النمساوية فقط عندما يتم تقديم جميع المستندات المطلوبة والمذكورة أعلاه بطريقة كاملة وصحيحة

Staff Name:

Applicant's Signature: