

## Checklist for short term “C“ Visa

**Please note:**

- **Every applicant over the age of 12 must submit biometric data (fingerprints) along with the application.**
- **Applications have to be submitted at least 15 days prior to the intended time of travel. However, processing time in individual cases may take up to 45 days.**

Sr. No	Schengen Visa – Category C	VFS	Embassy
1	<b>Online application (Visa C) form duly completed and signed</b> 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. <b>Valid contact information = e-mail and mobile number</b>		
2	<b>2 recent passport pictures, not older than 6 months</b> , please visit for proper specification: <a href="http://www.passbildkriterien.at/">http://www.passbildkriterien.at/</a>		
3	<b>Proof of flight booking/reservation</b> return flight and full travel itinerary		
4	<b>Proof of accommodation</b> (i.e. hotel reservation, proof of rental or ownership of real estate in the Member State of destination, confirmation of private accommodation, mentioning that the host will cover the accommodation costs confirmation of accommodation by the company inviting the applicant, mentioning that the company will cover the accommodation costs, etc.)		
5	<b>Proof of valid travel or International Health Insurance</b> covering the entire territory of all Schengen members states with a minimum coverage of € 30.000, - for medical expenses valid for the entire travel period.		
6	<b>Original passport and a copy of the passport</b> Note: The passport must bear the holder's signature and must be valid for a minimum of three months after your intended departure from the territory of the Schengen States. The passport shall contain at least two blank pages and must have been issued within the previous 10 years.		
7	<b>Copy of all previous Schengen Visa with Entry and Exit Stamp</b>		
8	<b>UAE residence Permit</b> must be valid a minimum of three months after your intended departure from the territory of the Schengen States.		
9	<b>Copy of all UAE Residence Permits</b> for the last ten years.		
10	<b>Copy of the Emirates ID</b>		
11	<b>Original letter from local sponsor (NOC)</b>  Indicating qualification, salary, beginning of employment or sponsorship in the UAE, duration of employment as well as time frame of work leave, expected date to resume duties and confirmation of upright employment relationship after return from the trip (i.e. applicant will resume work after trip on XXX). The NOC must be signed/stamped by the Company and should not be older than 1 month.  Sponsored family members (spouse, students, etc.) must enclose <b>copies of birth and marriage certificates in English or German translation</b> . Proof of present legal guardianship must be provided.  <b>For business owners</b> , a copy of the valid trade license and the shareholding percentage must be presented.		
12	<b>Original personal bank account statement</b> with salary income for the last three months, signed and stamped by the bank; showing traceable and sufficient financial means		
13	<b>NOC from school/university:</b> indicating the ongoing registration and time of absence		

14	<b>Business travel:</b> Invitation letters from a company in Austria or an authority to attend a meeting, conference or event or other documents which show the existence of trade relations or relations for work purposes (e.g. confirmed registrations for trade fairs or congresses etc.).		
15	<b>Medical treatment:</b> A document issued by the medical institution in the Member State of destination confirming that the applicant will receive medical care in that institution mentioning duration of treatment.  Pre-payment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as insurance coverage.		
16	<b>Short term Study or Training:</b> A certificate of enrolment at an educational establishment for the purpose of attending vocational or theoretical courses within the framework of basic and further training.  Student cards or certificates of the courses to be attended		

**IF APPLICABLE:**

18	<b>EVE or GVE = Electronic Liability Declaration</b> These are the only accepted forms of liability declarations  <b>For more information please visit:</b> <a href="https://www.bmi.gv.at/202/Fremdenpolizei_und_Grenzkontrolle/start.aspx#einreise">https://www.bmi.gv.at/202/Fremdenpolizei_und_Grenzkontrolle/start.aspx#einreise</a>		
19	<b>For minors who travel without their parents:</b> Original authorisation signed by their parents/legal guardian in front of a visa officer or duly legalised and copy of passport(s) of parents/legal guardian.		

**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://visa.vfsglobal.com/one-pager/austria/uae/english/pdf/Visa-Application-Form.pdf>
- The Embassy of Austria in Abu Dhabi reserves the right to request additional documents of 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

**Remarks:**

**VFS-Staff Name**

**Applicant's Signature**