

Checklist Business Visa

SNo.	Documentation	YES	NO	N/A
1	Application form: fully completed in English or German language and signed by the applicant			
2	Passport: (a) its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States (b) it shall contain at least two blank pages; (c) it shall have been issued within the previous 10 years			
3	Two photographs: shall be in accordance with the international standards as set out in the International Civil Aviation Organization (ICAO)			
4	Valid permit to return (if applicable) e.g. valid Indian Residency Permit or return visa to India for citizens of Bangladesh / Bhutan / India / Maldives / Nepal / Sri Lanka. For Tibetans travelling on Indian IC (yellow Identity Certificate) it is mandatory to hold a Return Visa (valid until at least three months after your intended return to India) apart from the stamped entry "No objection to return to India". (NORI) in the IC.			
5	Travel medical insurance shall be valid throughout the territory of the Member States and cover the <u>entire period</u> of the person's intended stay or transit. The minimum coverage shall be EUR 30 000. Applicants for a uniform visa for multiple entries may prove that they are in possession of adequate and valid travel medical insurance covering the period of their first intended visit. In addition a statement, declaring the awareness of the need to be in possession of travel medical insurance for subsequent stays, shall be signed at the Embassy			
6	Cover letter explaining the purpose of the trip and business relation with the Austrian business partner			
7	Invitation letter from the Austrian Business Operation sent directly to the Embassy (original or pdf to: NEW-DELHI-KA@bmeia.gv.at ; Copy to be submitted with the application; or 13)			
8	Proof of accommodation: Hotel reservation in Austria and other EU Member State in case of onward travel			
9	Employed: Salary certificate of the last three (3) months of present occupation or 10)			
10	Self-employed: Confirmation of Chamber of Commerce concerning evidence of established business			
11	Proof of funds: Original bank statements for the last three (3) months and / or other financial resources or 13)			
12	ITR: Income Tax Acknowledgement / ITR-V for the last three (3) years			
13	Electronic letter of guarantee - "EVE" or "GVE" - Elektronische Verpflichtungserklärung" http://www.bmi.gv.at/cms/BMI_Fremdenpolizei/einreise_visum/Visum_6.aspx (to be obtained from the Austrian business with the competent „Fremdenpolizeibehörde“ at the appropriate regional office in Austria (if applicable)			
14	Round-trip flight bookings: airline reservation and proof of other means of travel within Austria/EU in case of onward travel			
15	Copy of the present passport (data pages, pages with evidence of previous visa, travel)			
16	Original(s) of previous passport(s) or proof of loss			
17	In case minor travelers accompanies: a) a minor accompanied by one parent shall provide a notarized NOC by the other parent b) a minor travelling alone shall provide a notarized NOC by both parents / legal guardians			

Important Notes:

- The application fee (Visa "C" EUR 60) is non-refundable and shall be paid in Indian Rupees according to the exchange rate fixed by the Embassy. In case VFS-services are engaged a handling-fee might be charged additionally.
- Any representative shall provide an original letter of authorization from the applicant bearing the name of the representative and its organization / company. A copy of a valid photo ID shall be attached to the application.
- The applicant bears responsibility concerning all content of the application, no matter whether any agent-service is engaged.
- Processing can take up to 15 calendar days after receiving the application. Status queries will be responded after the above time frame only and shall be primarily addressed to the VFS-office of application or by e-mail to: NEW-DELHI-KA@bmeia.gv.at
- In case an application is lodged less than 15 calendar days before departure, a timely completion of the visa process cannot be guaranteed.
- However, in individual cases, that period may be extended up to 30 calendar days in, particularly when further scrutiny of the application is needed. In case the authorities of the Member State are consulted or additional documentation is needed, this period may be extended up to a maximum of 60 calendar days.
- The applicant and/or its authorized representative declare being advised to submit full documentation according above checklist and that submission of incomplete or faulty documentation can be a reason for refusal of the application.
- The applicant voluntarily agrees to avail the services of VFS Global Services Pvt. Ltd. to apply for a Schengen Visa at the Austrian Desk.

Applicant **Passport #**

Applicant Signature..... **Date**.....

Representative..... **Signature**.....

VFS Staff name **Signature**