

Applicants Name and Surname		
EMAIL ADDRESS:		
Purpose of Visit		
	Yes	Missing
1. APPLICATION FORM: <ul style="list-style-type: none"> Completed and signed by the applicant, children 14 and over must co-sign with parents. Application forms for Minors needs to be signed by both parents. 	<input type="checkbox"/>	<input type="checkbox"/>
2. PASSPORT <ul style="list-style-type: none"> Valid for a period of at least 3 months beyond the validity of the Schengen visa. At least two blank pages to affix visa. Copy of the passport's data page and copies of any previous Schengen visas Temporary passports are not accepted for traveling to or transit Austria, Germany, Belgium, France, The Netherlands, Denmark or Luxembourg. 3rd Country Nationals <ul style="list-style-type: none"> Residence permit from host country or temporary residence permit or temporary residence valid at least three months beyond the planned stay in the territory of the member states. If the applicant does not intend to return to South Africa but either go to his country of origin or another third country, a reasonable proof of their intention is needed e.g. Work contract in the new destination, or proof of enrolment in university or school or a rental agreement. 	<input type="checkbox"/>	<input type="checkbox"/>
3. PHOTO: <ul style="list-style-type: none"> 1 recent color photograph (45 x 35 mm), looking straight in camera, without shadows and no smiling. 	<input type="checkbox"/>	<input type="checkbox"/>
4. ROUND TRIP FLIGHT RESERVATION (NOT a ticket!) AND DETAILED ITINERARY including dates and flight numbers specifying the dates of entry and exit from the territory of the Schengen State. Please provide a copy for each applicant. <ul style="list-style-type: none"> Applicants travelling in the Schengen area must submit proof of means of transport e.g. Train, Car Rental, etc. Only accept application if the stay in Austria is the longest or, if equal to other Schengen member states, first entry must be into Austria. Please ensure flight reservations can only be made up to 90days. Please ensure the reservation states the passenger's name. The visa of the final country of destination (if needed) must be obtained before applying for a Schengen visa. Airport Transit – Proof of entry of the final country of destination. 	<input type="checkbox"/>	<input type="checkbox"/>
5. TRAVEL INSURANCE: Copy of insurance policy (' visa Letter '). Insurance can only be accepted if the insurer is either based (registered) in the host country (Botswana, Zimbabwe or South Africa) or in the European Union. The Austrian Embassy Pretoria has the right of admission to not accept an insurance which does not meet the Schengen requirements. Each applicant must submit a copy of the EU-compliant insurance policy stating, name, days covered, amount up to minimum of 30,000 Euros or equivalent. The visa will be issued according to days covered on insurance. For extended visas, insurance for the first trip is required.	<input type="checkbox"/>	<input type="checkbox"/>



P	NP
---	----

<p>6. PROOF OF THE REASON FOR TRAVELLING:</p> <p>6a Business travellers and participants in cultural, scientific or sport events Invitation letter from inviting company in Austria reflecting the purpose of the trip. The invitation should include clear identification of both the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant.</p> <p>6b If an applicant is <u>attending a conference or congress</u> in Austria, but the organizer does not have its headquarters there, an invitation from the venue in Austria, proof of registration and proof of payment is required. The event organizer in Austria should provide an invitation letter, which should include clear identification of both, the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant. If the Austrian event organizer or the company in Austria is paying for the trip, an electronic affidavit ("elektronische Verpflichtungserklärung" – EVE) which can be obtained by the company from the nearest aliens police ("Fremdenpolizei") in Austria is required. Affidavit submitted with PRY _____ (if available) If the company in the applicant's country of residence pays for the trip, then such a confirmation letter will be required.</p> <p>6c Official visits to International Organizations/Diplomatic Missions: Only flight reservation and official invitation/Note Verbal is required, employment letter.</p> <p>6d If person is attending <u>sports events, exhibitions and fairs</u>: presentation of a document providing the participation in the event.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. PROOF OF ACCOMMODATION:</p> <p>7a Tourists: Hotel reservation or tour vouchers are requested. It should clearly state names of applicants, arrival and departure date and address of the hotel. If pre-paid tour, details of the tour with proof of payment.</p> <p>7b For applicants visiting friends or family: Invitation letter from host, the letter must clearly identify the host and the invitee (name, address, birthdate, official identification number, occupations and permanent residence) ; the purpose of the visit ; length of stay and accommodation status(where the invitee stays and whom pays for it) with the following documents:</p> <ul style="list-style-type: none"> • Copy of the host's passport, • Copy of "Meldezettel" or "Unterkunftsbestätigung" of your host (proof of residence). • For Austrian Nationals residing in the host country, owning property in Austria may submit "Grundbuchauszug" (extract from land register) for proof accommodation. <p>NOTE: Non-Austrian Citizens must provide additional proof of valid Austrian residence permit (copy) is required. Color copy Legitimationskarte (legitimation card)</p> <p>7c Business travellers: Hotel reservation needs to be submitted even if the host clearly states that accommodation is provided</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. PROOF OF ROOTS/ATTACHMENT IN/TO HOME COUNTRY:</p> <p>8a For employees: Employment letter stating monthly wages, continuing employment after period of leave and duration of vacation etc.</p> <p>9b For self-employed: Proof of company registration.</p> <p>9c For pupils/students: Letter from school/college/university certifying the status of the applicant and copy of student card.</p> <p>9d For pensioners: Confirmation letter from the pension paying authority</p> <p>9e For medical doctors: Registration document</p>	<input type="checkbox"/>	<input type="checkbox"/>

[illegible]

VFS Submission Officer Name:

Applicant Signature: _____