

Business Visa

- **Fully completed application form** signed by the applicant
- **Passport valid for at least three (3) months** beyond the intended duration of stay in the Schengen territory; **must not be older than 10 years**; has to contain **2 empty pages**; **valid residence permit** (if applicable)
- Two recent passport-size **photographs** in colour **according to ICAO norms**
- **Proof of airline reservation** for a round trip e.g. reservation slip
- **Proof of accommodation** e.g. hotel reservation (incl. name and phone numbers of the hotel), guarantee of host company (incl. written invitation and passport copy), etc.
- **Overseas medical insurance** valid for all Schengen-countries with a minimum coverage of EUR 30.000,-. The insurance has to cover all risk e.g. accident, illness, etc. Insurance policies have to be submitted in English or German. The policy must clearly specify the period of validity, has to cover the date of arrival & departure and has to be submitted in its original along with a photocopy.
- **Valid permit to return** e. g. valid resident or return visa for citizens of other countries residing in Bangladesh/Bhutan/India/Maldives/Nepal/Sri Lanka (if applicable)
- **Evidence of occupation / proof of self-employment** e.g. recent letter of employment from the current organization stating the position and the tenure
- **Income / salary slip** covering the last three (3) months
- If you are **self-employed** a letter from your lawyer, chartered accountant / The Chamber of Commerce including **income statement or income tax return for the last three (3) years**
- **Proof of sufficient funds**
 1. **Original bank statements of the last three (3) months** including address & telephone number of the bank
 2. e.g. traveller's cheques, etc.
Note: Credit cards and cash are not accepted as proof of financial means but credit card statements can be submitted as supporting document.
- **Electronic letter of guarantee - "EVE - Elektronische Verpflichtungserklärung"** obtained at the „Fremdenpolizei“ of the invitees district in Austria (if applicable)
- **Cover letter** explaining the purpose of the trip and a detailed itinerary detailing each location to be visited and duration of stay at each location
- **Original letter from the company** specifying the reason for and duration of your travel to Austria
- **Original invitation letter from the company in Austria** sent directly from the Austrian Company to the Embassy; copy to be submitted with the application
- **Copy of the entire passport**

Note:

- Applicants can be asked for additional documents or may be called for an interview if deemed necessary by the Embassy.
- The visa fee is non-refundable.
- Frequent business travellers, who can prove previous visits to Austria, have the option of applying for a business visa for one year validity.
- Applications cannot be submitted more than 3 months prior to departure.
- Visa applications for short term stays shall be submitted at least 4 weeks prior to travel. If the application is lodged less than 15 calendar days before departure, issuance of the visa before departure cannot be guaranteed.
- The application process may take up to 15 calendar days, **inquiries about the status will not be answered earlier.**