

Checklist Film Crew 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			
6	Production company: cover letter detailing its professional background and filming history			
7	Production company: verification of registration with a Indian Film Producers Association resp. Chamber of Commerce			
8	Abstract of screen-play in English language, detailing the intended scenes to be shoot in Austria			
9	Extract of Business Plan of production, illustrating the funding of overall cost resp. production cost in Austria			
10	Proof of funds (production company): Bank statements for the last three (3) months and / or other financial resources available			
11	ITR of production company: Income Tax Acknowledgement / ITR-V for the last three (3) years			
12	List of crew members with detailed kind of activity of each member and justification of its uniqueness			
13	Crew member: Professional curriculum with references and contacts from previous productions			
14	Crew member: Evidence of professional education; affiliation with industrial union / occupational group			
15	Crew member: Salary certificate of the last three (3) months of present occupation (if applicable) or 24)			
16	Crew member: Original bank statements for the last three (3) months and / or other financial resources or 24)			
17	Crew member: Copy of the present passport (data pages, pages with evidence of previous visa, travel)			
18	Crew member: Original(s) of previous passport(s) or proof of loss			
19	Austrian Business Partner: Copy of Business License in Austria ("Gewerbeberechtigung")			
20	Austrian Business Partner: Invitation letter detailing its professional background and filming history forwarded directly to the Austrian Embassy (original or pdf to: NEW-DELHI-KA@bmeia.gv.at)			
21	Austrian Business Partner: Itinerary of indented shoot together with filming permits of each location			
22	Proof of accommodation of film crew: Hotel reservation in Austria and other EU Member States (i.a.)			
23	Round-trip flight bookings: Airline reservation and proof of other means of travel within Austria/EU (i.a.)			
24	Electronic letter of guarantee - "EVE" - „Elektronische Verpflichtungserklärung“ http://www.bmi.gv.at/cms/BMI_Fremdenpolizei/einreise_visa/Visum_6.aspx (to be obtained from the Austrian business with the competent „Fremdenpolizeibehörde“ at the appropriate regional office in Austria (if applic.))			
25	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.
- Usual 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.
- !! Due to the complexity of processing applications for film groups it is highly recommended to lodge the applications precociously !!
- 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