

Film Crew 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** e.g. recent letter of employment
- **The financial status** of the film production company
 - **Balance sheet**
 - **Original Bank statements of the last three (3) months** including address & telephone number of the bank
 - **Income statement or income tax return for the last three (3) years**
- **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
- **Letter of the film company**, signed by the person who is legally authorized to sign for the company, specifying:
 - that all expenses will be taken care of by the company for the entire crew
 - complete list of names of travelling crew members along with their designations as well as a separate list of the attending family members
 - that the company guarantees for the return of each member of the crew (return declaration) and reports back to the Embassy / Consulate / VFS by presenting the boarding passes of all crew members
 - the name and synopsis of the film
 - the name of the agency in Austria with which they are in contact and a copy of the contract
 - period of the validity of the visa applied for
- **Letter from the Austrian Agency**
 - confirming arrangements for film permits
 - accommodation
 - equipment
 - locations
- **Detailed curriculum** specifying in which capacity each applicant has worked in film making with which company and contact details (addresses and phone numbers for each company), letters of reference / contracts to be attached to the applications individually
- **Analysis of approximate cost**
 - hire for equipment brought from India
 - freight-expenses
 - flight tickets
- **Certificate of Registration with the Indian Motion Pictures Producers Association / Film Chamber of Commerce** and contact details of the relevant authority

- **Copy of the entire passports**

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.*
 - *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.***
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