

Internship Visa Checklist

Sr. #	Item	Yes	No
1	Application form to be filled in completely and signed by the applicant		
2	Two recent passport-size photographs in colour according to EU norms		
3	Proof of airline reservation for a round trip e.g. reservation slip. Ticket should not be bought until a visa is guaranteed or issued		
4	Proof of accommodation: hotel reservation including the name of the hotel, phone numbers and hotel booking code, guarantee of host, etc		
5	Overseas medical insurance valid for all Schengen-countries with a minimum coverage of 30,000 EURO. The insurance has to cover all risk e.g. accident, illness, etc. Insurance policies have to be submitted with an English or German translation. The policy has to clearly specify the period of validity and has to cover the date of arrival & departure has to be submitted in original along with a photocopy		
6	Cover letter explaining the purpose of the trip		
7	Valid permit to return to India e.g. valid resident or return visa for citizens of other countries residing in India (if applicable)		
8	Original appointment/contract Letter from the University, scientific institute or company in Austria confirming the employment status and remuneration, including name, position, telephone and fax numbers, Email-address of the authorized person		
9	Copy of Official Registry of Companies in Austria ("Auszug aus Firmenregister") (if applicable)		
10	Copy of passport, visa/s and stamps (if any)		

If you intend to work longer than six months, the applicant should apply for a residency-permit, and not for a visa. The Visa "D+C" allows only a stay up to 6 month within a period of one year and is not extendable. If a "D+C" visa is issued, the applicant is allowed to travel to any other Schengen member states only for a period of up to 90 days during the validity of the visa. Work-visas, which are issued according to the travel-schedule are usually for validity up to 91 days minimum or six months maximum, and cannot be renewed in Austria

Note: Applicant can be asked for additional documents or may be called for an interview if deemed necessary by the Embassy.

The visa fee, according to Schengen regulations, is non-refundable

To enable the Embassy to process the documents, the applications for a visa should be filed at least 15 working days prior to departure

Declaration: I passport # voluntarily agree to avail the services of VFS global Services Pvt. Ltd. to apply for an Austrian/Schengen visa.

Signature..... Date

VFS Staff name Signature