

# Internship 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 student status** e.g. recent letter of school/university
- **Cover letter** explaining the purpose of the trip
- **Original appointment / contract Letter** from the University, scientific institute or company in Austria confirming the employment status and remuneration (including names, positions, telephone and fax numbers, email-addresses of the authorized persons)
- **Copy of the Official Registry of Companies in Austria** ("Auszug aus dem Firmenregister") (if applicable)
  - **Copy of the entire passport**

***If it is intended to work longer than six months, the applicant has to apply for a residence permit and not for a visa. Visa "D" are issued for a validity between 91 and 180 days and cannot be extended or renewed in Austria. Visa C are issued if the intended stay is less than 90 days.***

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.***