

## Student Visa Checklist

Sr. #	Item	Yes	No
1	<b>Application form</b> to be filled in completely and signed by the applicant		
2	Two recent passport-size <b>photographs</b> in colour according to EU norms		
3	<b>The passport</b> should be valid for at least <b>three months</b> beyond the intended duration of stay in the Schengen territory		
4	<b>Proof of airline reservation</b> for a round trip e.g. reservation slip. Ticket should not be bought until a visa is guaranteed or issued		
5	<b>Proof of accommodation:</b> hotel reservation, guarantee of host, etc		
6	<b>Overseas medical insurance</b> 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		
7	<b>Cover letter</b> explaining the purpose of the trip including detailed description of your proposed course of study		
8	<b>Valid permit to return to India</b> e.g. valid resident or return visa for citizens of other countries residing in India (if applicable)		
9	<ul style="list-style-type: none"> <li>• <b>Proof of sufficient funds</b> (if applicable)</li> <li>1. <b>Original</b> bank statements of last three (3) months including address &amp; telephone number of the bank</li> <li>2. Traveller's Cheques</li> </ul> <p><b>Note: Credit cards and cash are not accepted as proof of financial means but credit card statements can be submitted as supporting document</b></p>		
10	<p><b>An invitation by a resident in Austria</b> (if applicable)</p> <ul style="list-style-type: none"> <li>3. Original invitation letter from the person in Austria</li> <li>4. Electronic Statement of Guaranty by sponsor (<b>Elektronische Verpflichtungserklärung, EVE</b>) obtained at the Foreigners Registration Office "Fremdenpolizei" in Austria.</li> </ul>		
11	<b>Original and copy of letter of admission</b> (University, language course, school etc.)		
12	<b>Copy of receipt or money order</b> to prove payment of tuition for course (if applicable)		
13	<b>A permission letter from school/college</b> where applicant is attending, confirming the absence of leave for the duration of studying in Austria (if applicable)		
14	<b>Copy of passport, visa/s and stamps</b> (if any)		

**If you intend to study 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 .....