

### Visitors Visa (Sponsorship) 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 including the name of the hotel, phone numbers and hotel booking code, 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 and a detailed itinerary detailing each location to be visited and duration of stay at each location		
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	<b>Invitation and Guaranty by a resident in Austria</b> 1. Original invitation letter from the inviting person in Austria 2. Electronic Statement of Guaranty by sponsor (Elektronische Verpflichtungserklärung, EVE) obtained at the Foreigners Registration Office “Fremdenpolizei” in Austria.		
10	<b>Proof of Employment</b> 1. Employment letter from the current organization stating the position, the tenure and contact details 2. Income/ salary slip covering last three months 3. No objection certification from the organization confirming the leave status		
11	<b>If you are Self-employed;</b> a letter from your lawyer, chartered accountant/The Chamber of Commerce including income statement or income tax return for last three (3) years		
12	<b>For students,</b> a permission letter from school/college, including phone numbers and address, confirming the leave for specified period of travel (if applicable)		
13	<b>Proof of sufficient funds</b> (if applicable) 1. Original bank statements of last three (3) months including address & telephone number of the bank 2. Traveller's Cheques <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>		
14	<b>Copy of passport, visa/s and stamps</b> (if any)		

**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 .....**