

## Work 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 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 company, 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 for the first 14 days of stay in Austria		
7	<b>Cover letter</b> explaining the purpose of the trip		
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>Original letter from the company</b> specifying reason for and duration of travel to Austria		
10	<b>Original invitation letter from the company in Austria</b> sent directly from the Austrian Company to the Embassy, copy to be submitted with the application		
11	<b>Permission from the Austrian Labour Market Authority</b> (“AMS Bestätigung”) in original		
12	<b>Letter from the Indian company</b> in original (not applicable to seasonal workers)		
13	<b>Copy of passport, visa/s and stamps</b> (if any)		

**Note:** 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 .....