



# Austria Tourist Visa – Document Checklist

## Applicant Details

Full Name of Applicant: \_\_\_\_\_

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## MANDATORY DOCUMENTS (For All Applicants)

*(Please arrange documents in the same order)*

### 1. Passport

- Original passport valid for **minimum 6 months**
  - Minimum **3 blank pages**
  - Issued within the **last 10 years**
  - All **old passports**, if any
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### 2. Visa Application Form

- Duly filled in **English or German**
  - Signed by the applicant
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### 3. Photographs

- **2 recent colour passport-size photographs**
- As per **ICAO / Schengen photo specifications**

⚠ **Important:** Embassy is very strict about photo specifications.

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#### 4. Covering Letter (Original)

- Purpose of travel
- Travel dates and duration
- Places to be visited
- Names of accompanying persons

#### Format:

- Employed: Plain paper
  - Self-employed: Company letterhead
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#### 5. Travel Documents

- Confirmed **return flight tickets**
  - **Day-wise travel itinerary**
  - Proof of internal travel within Austria / Schengen (if applicable)
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#### 6. Accommodation Proof

- Confirmed hotel booking **OR**
  - Tour operator confirmation **OR**
  - Invitation letter (if applicable)
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#### 7. Travel Medical Insurance

- Valid for **entire Schengen area**
  - Minimum coverage of **EUR 30,000**
  - Must cover **entire stay duration**
  - Mandatory for Schengen visa
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## 8. Financial Documents

- Original updated **bank statement – last 6 months**
  - **Closing balance minimum ₹5,00,000**
  - Bank stamp & signature on each page (Personal & Company, if applicable)
  - **Income Tax Returns / Form 16 – last 2–3 years**
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## SUPPORTING DOCUMENTS (As per Occupation)

### 1. If Employed

- Original **Leave Sanction Letter** with company seal & signature
  - Last **3 months salary slips**
  - Employment contract / Company NOC
  - HR email ID / Business card
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### 2. If Self-Employed

- Business Registration License / MOA / Partnership Deed
  - GST Certificate / Udyam Aadhar
  - PAN Card
  - Company bank statement – last 6 months
  - Incorporation Certificate / IEC (if applicable)
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### 3. If Retired

- Pension book / Pension statements (last 3 months)
  - Proof of regular income (property / business)
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#### 4. If Student

- School / College / University ID card
  - Bonafide certificate
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#### 5. If Minor

- Birth Certificate
  - Notarized **NOC from parents / non-accompanying parent** on ₹100 stamp paper
  - Copies of parents' passports / ID proof
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#### 6. If Visiting Friend or Relative

- Invitation letter
  - Inviter's passport / resident permit
  - Address proof (utility bill, electricity bill, etc.)
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#### 7. If Sponsored

- Sponsorship letter
  - **EVE – Elektronische Verpflichtungserklärung** (if sponsor is in Austria)
  - Sponsor's passport / resident permit / PAN
  - Sponsor's bank statement – last 6 months
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#### 8. For Business Visa

- Invitation letter from Austrian host company
  - Covering letter from Indian company on letterhead
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## ADDITIONAL DOCUMENTS

- Passport copy (first & last page)
- Copies of previous visas & travel stamps
- Copies of old Schengen visas (if any)
- Active email ID & mobile number
- Business card (if available)

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### • Processing Time:

- Apply at least **1 month prior to travel**
- **Processing Time:** 15 working days (may extend up to 45 days)

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## DECLARATION

I confirm that all documents submitted are complete and accurate as per the above checklist.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Optional Services:** SMS | Courier | Premium Lounge

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## IMPORTANT NOTES

- Visa fees, document requirements, and processing time are **subject to change without prior notice**.
- Granting or refusal of visa is **solely at the discretion of the Embassy / Immigration authorities**.
- Application charges are **non-refundable**, irrespective of approval or rejection.
- Visa fees must be **paid in advance**; applications cannot be processed without payment.
- Applicants must verify visa details within **24 hours of receipt**.
- The Consulate reserves the right to request **additional documents or a personal interview**.

