

Applicants Name and Surname		
EMAIL ADDRESS:		
Purpose of Visit		
	Yes	Missing
<ul style="list-style-type: none"> • Passport <ul style="list-style-type: none"> - Valid for a period of at least 3 months beyond the applicant's last day of stay in the schengen states. - At least two blank pages to affix visa. - ensure passport is signed for OLD FORMATS - copy of the passport <p>Temporary RSA passports are not accepted for traveling to or transit Austria, Germany, Belgium, France, The Netherlands, Denmark or Luxemburg. <u>Passports for Minors:</u> Please be advised that Denmark does not recognize the new South African passport which is issued to minors below the age of 16 and bears the phrase "too young to sign". If the passport bears the phrase "too young to sign," instead of the holder's signature, the validity of the visa will be limited to ALL SCHENGEN COUNTRIES EXCEPT DENMARK</p>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Application form <ul style="list-style-type: none"> - Completed and signed by the applicant, <u>ensure that no. 37 is signed children 14 and over must co-sign with parents.</u> - 1 recent colour photograph without shadows, looking straight in camera, and no smiling. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of flight reservation or Round trip air-ticket with dates and flight numbers specifying entry and exit from Schengen State. Please provide a copy for each application. (Confirm travel dates) <ul style="list-style-type: none"> - Only accept application if the stay in Austria is the longest or equal to other Schengen member states. - Please ensure flight tickets can only be issued up to 90days not longer. - Please ensure the reservation states the passenger's name. - The visa of the final country of destination (if needed) must be obtained before applying for a Schengen visa. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of Travel Insurance Policy <ul style="list-style-type: none"> - Copy of insurance policy ("visa letter"). An insurance can only be accepted if the insurer is either based (registered) in South Africa or in the European Union. The Austrian Embassy Pretoria has the right of admission to not accept an insurance which does not meet the Schengen requirements. Each applicants must submit a copy of the insurance policy stating, name, days covered, amount up to minimum of 30,000 Euros or equivalent. - The visa will be issued according to days covered on insurance. - For extended visas, please let applicant sign second box on page 3. (Motivational Letter) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • For business travellers: <ul style="list-style-type: none"> - Invitation letter from inviting company (Austria or other Schengen country) reflecting the purpose of the trip. - IAEA: no Meldezettel, accommodation, bank statements and insurance if covered by the organization. - Hotel reservation unless the invitation letter clearly states that accommodation is provided. - Letter from RSA employer confirming employment, purpose and duration of the trip - Affidavit submitted with alien police (if known): PRY _____ 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Proof of accommodation for Tourists hotel reservation or tour vouchers. It should clearly state names of applicants, arrival and departure date and address of the hotel. • For applicants visiting friends or family: <ul style="list-style-type: none"> - Invitation letter from host, confirming names, dates and accommodation 	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> - Copy of the host's passport, - Copy of "Meldezettel" or "Unterkunftsbestätigung" of your host (proof of residence). - For Austrian Nationals residing in South Africa owning property in Austria may submit "grundbuchauszug" for proof accommodation. - NOTE: Non-Austrian Citizens must provide additional proof of valid Austrian residence permit (copy) is required.) • Couples or family, only submit proof of accommodation once. • Sponsored visits of host residing in Austria: electronic affidavit ("elektronische Verpflichtungserklärung" – EVE) needs to be obtained by the host from the nearest aliens police ("Fremdenpolizei") in Austria. PRY _____ (if known) 		
<ul style="list-style-type: none"> • For students and employees: letter from school/college/university confirming attendance and copy of student card, employment letter, proof of pension, if self employed proof of company registration. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Children (under 18): <ul style="list-style-type: none"> - Unabridged or full birth certificate or certificate of delivery from the hospital (must state child's name and date of birth, both parents ID numbers). (for all children under 18 irrespective if they are travelling with the parents or not) Please bring the Original and a copy. - If child <u>does not accompany</u> both parents, the parent(s) who is (are) not traveling, must submit <ul style="list-style-type: none"> - An original letter of consent, certified by a commissioner of oath. - A copy of the ID book or passport, certified by a commissioner of oath. - CHECK if names on birth certificate / letters and IDs correspond - If only one parent has guardianship of the minor, the court documents or death certificate must be presented. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Copies of previous Schengen visas (if not in current passport) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Proof of sufficient funds for duration of stay – <ul style="list-style-type: none"> - <u>Recent, original bank statements</u> of the current account (the account on which the applicant's salary goes into; needed even if company or other sponsor pays for the trip.) - School children must submit parents bank statement - DO NOT accept, internet statements, bank letters or copies - <u>Savings account, investments, credit card statements</u> can be submitted in addition. - If account is a business account and not in the applicants name, a CK or CIPRO document or bank letter confirming the applicants has signing powers must be submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • EEA/EU Dependents: <ul style="list-style-type: none"> - Spouse or children of EEA/EU passport holders are required to submit original Marriage and unabridged birth certificate. Please bring original and a copy. - Only children under 21 may apply for EU, accompanied by the unabridged birth certificate. - Original EEA/EU passport - Flight reservation with details of applicant and EEA national - Please note Schengen Visa for spouses (or dependent children) of Austrian citizens are no longer issued free of charge. 	<input type="checkbox"/>	<input type="checkbox"/>

VFS Submission Officer Name: _____

Applicant Signature: _____