

### Business Visa Checklist:

Sr. #	Requirement	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	The <b>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.		
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 in English or German. The policy must clearly specify the period of validity and has to cover the date of arrival & departure and has to be submitted in original along with a photocopy		
7	<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)		
8	<b>Proof of occupation</b>		
9	<b>Employment letter</b> from the current organization stating the position and the tenure		
10	<b>Income/ salary slip</b> covering last three months		
11	If you are <b>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>Original letter from the company</b> specifying reason for and duration of travel to Austria		
13	<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		
14	Electronic Statement of Guaranty by sponsor ( <b>Elektronische Verpflichtungserklärung, EVE</b> ) obtained at the Foreigners Registration Office "Fremdenpolizei" in Austria.		
15	<b>Proof of sufficient funds</b> ⌚ <b>Original</b> bank statements of last three (3) months including address & telephone number of the bank. ⌚ Traveller's Cheques etc. Note: Credit cards and cash are not accepted as proof of financial means but credit card statements can be submitted as supporting document.		
16	<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**

**Frequent business travellers have the option of applying for a business visa for one year validity.**

**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 .....**