

AUSTRIA BUSINESS VISA	
Documents	Particulars
<b>Passports</b>	* Original Passport with atleast 6 months validity and atleast 2 blank pages. * Original old passport booklets if any
<b>Photographs</b>	* 3 photographs each * White background; Glossy finish; 80% face coverage with a little shoulder to be seen; Eyes and face to be clearly visible; Dimensions: 45mm x 35mm
<b>Visa Forms</b>	* Duly filled visa forms by the applicants (available on the links below) with signatures * Signatures for children (below 18 years) to have both parents's signatures along
<b>Covering Letter</b>	* A covering letter per individual / family/ company addressed to The Visa officer, Austrian Embassy, New Delhi * The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates * Covering Letter can be on a plain paper for individuals and on the company letterhead for officials / sponsored applicants
<b>Bank Statements</b>	* Original 3 months personal and company's bank statements with the seal and signature from the bank * Bank statements should be of relevant and active accounts which shows the proof of funds and income * Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)
<b>IT Returns</b>	* Latest 3 years Income Tax Acknowledgement / ITR-V (Saral) of individuals and the company
<b>Itinerary / Air tickets</b>	* Return airtickets with all internal flight / train tickets if any * Day wise itinerary of the tour
<b>Purpose of Travel / Accommodation</b>	* Invitation letter from the Austrian Business Operation * In case the purpose of travel is other than business meetings (training, voluntary work or project work etc.); Permission by the Austrian Labor Market Authority "AMS" (Entsendebewilligung, Anzeigebestätigung) to be obtained by the inviting Austrian company * Electronic letter of guarantee - "EVE" or "GVE" - Elektronische Verpflichtungserklärung" or Generalverpflichtungserklärung <a href="http://www.bmi.gv.at/cms/BMI_Fremdenpolizei/einreise_visa/Visum_6.aspx">http://www.bmi.gv.at/cms/BMI_Fremdenpolizei/einreise_visa/Visum_6.aspx</a> (to be obtained from the Austrian business with the competent „Fremdenpolizeibehörde“ at the appropriate regional office in Austria (if applicable) or in case of GVE at the Austrian Ministry of Interior * Hotel vouchers or other accommodation proof.
<b>Supporting Credentials</b>	<p><b>Businessmen:</b> * Propreitership certificate / Certificate of Registration / Memorandum of Association, Articles of Association / PartnershipDeed</p> <p><b>Employees:</b> * NOC from other partners or Directors incase of partnership</p> <p><b>Employees:</b> * Leave sanction letter from the company (from the Government body incase of Government employees / public servants) * Last 3 months Salary Statements (only for Private firms) * Company ID card (optional) * Retirement Certificate or Letter / Copy of Pension Book (for retired employees)</p> <p><b>Students:</b> Leave sanction letter from the educational institution (for travel during working days) Bona fide Certificate from the educational institution (for travel during vacations) * School/ College ID card (optional)</p> <p><b>Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):</b> * Marriage Certificate (Original) * Wedding Invitation card / Photographs (incase the marriage certificate is not ready)</p> <p><b>Children travelling and unaccompanied by both the parents / either parent</b> * A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompany * Passport copies / copy of both / either of the parents</p> <p><b>Travellers unaccompanied by spouses/partners</b> * A notary attested NOC on a stamp paper from the unaccompaied spouse * Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted.</p> <p><b>Additional supporting documents if available</b> * FD Receipts from banks * Public shares / debuntures certificate * Asset evaluation report from a CA</p>
<b>Travel Insurance</b>	* Valid Travel Insurance from the Embassy approved companies which covers the days of travel with minimum coverage of EUR 30,000
<b>Disclaimers</b>	* The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification. * The Embassy / Consulate / High Commission hold the rights to cal the applicant for a Personal Interview if needed * BPVS offers Visa Facilitation services to our customers against a Service Fee * BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission

Information Updated on 05.06.2024