

Checklist for Visa D: stay from 91 days to 180 days

☐	APPLICATION FORM completed and signed <u>Attention:</u> Please use the Application form for the National Visa found on our Website.
☐	PASSPORT PICTURES IN COLOR Biometric, 35 x 45 mm, light background, not older than 3 months
☐	APPLICANT'S ORIGINAL PASSPORT - Must be valid for at least three months after the date of departure from Austria or the Schengen zone - Must have at least two empty pages - The first issue date must not be more than 10 years ago
☐	COPY OF PASSPORT DATA PAGE and all records of the past 3 years of any previous entries or visas for Europe until now (if applicable)
☐	ORIGINAL RESIDENCE PERMIT OR CANADIAN VISA <u>Note:</u> Your country of residence must be Canada in order to apply for the National Visa - If you have a long term multiple entry visa for Canada and have been in the country for 6 or more months you might be eligible to apply for a National Visa in Canada.
☐	TRAVEL ITINERARY/AIRLINE RESERVATION for entire journey <u>Note:</u> The purchase of Air Plane ticket is not required at time of application (the embassy may however request proof of purchase at any time). However, the applicant has to purchase the ticket specified in the itinerary provided upon granting the visa. - Flight itinerary has to show flights to Austria and back to Canada or flight to your final destination if applicable (supported by the residence permit of that country or passport of that country). - In case of travel to Austria from another Schengen Area, proof of means of transport to Austria has to be provided (i.e. Coaches, Buses, Trains, Rental Cars etc.).
☐	PROOF OF TRAVEL INSURANCE OR HELATH/ACCIDENT INSURANCE - Name of insured person - Has to be valid in the Schengen Area. - Amount of coverage minimum 30.000,00 ,- Euro (approx. 50.000,00 ,- CAD) - Coverage in all Schengen countries and coverage during the whole visa duration. <u>Attention:</u> Insurance policies, that require the insured person to pay the bills in the event of damage him- or herself and the expenses are refunded later, cannot be accepted.
☐	PROOF OF FINANCIAL MEANS <u>Required:</u> Bank statements of the last three months (applicants name has to be on the banks statements). Optional supporting documents: employer's confirmation of employment, letter of employer if he/she pays for the business trip (including accommodation, travel insurance, etc.), confirmation of pension or any other insurance benefit or any other proof of income. <u>Note:</u> Even if the employer, a company or anyone else is covering the costs of the trip, we still require bank statements of the last 3 months to insure that one can support themselves in case of an emergency. <u>Information:</u> If no proof of financial means can be presented, a person with residence in Austria can submit an Electronic Declaration of Commitment (EVE), or the inviting company can submit a General Declaration of Commitment for the applicant. The filing of an Electronic Declaration of Commitment/General Declaration of Commitment is not a guarantee that a visa will be issued.
☐	PROOF OF ACCOMMODATION <u>For example:</u> rental agreement, hotel reservation, student dorm reservation. <u>Accommodation with a private person:</u> (1) letter of invitation which contains the following: (a) contact details of the inviting person, (b) contact details of the invited person, (c) address of the accommodation in Austria, (d) travel purpose (e) length of stay and (2) copy of passport and (3) copy of the inviting person's certificate of registration (Meldebestätigung) plus residence permit (AT) if applicable. <u>Information:</u> If the inviting person files an Electronic Declaration of Commitment (EVE) or the inviting company a General Declaration of Commitment (GVE), a proof of accommodation is not necessary.

Additional required documents according to travel purpose:

University Exchange	
☐	ACCEPTANCE LETTER FROM THE AUSTRIAN UNIVERSITY
☐	PROOF OF ENROLLMENT IN A CANADIAN UNIVERSITY / COLLEGE If you are going into your final semester in university and finishing your final semester abroad please provide a letter from the University stating that.
☐	BIRTH CERTIFICATE Plus one copy.
☐	Criminal Record Check Plus one copy.

Bibel School	
☐	ACCEPTANCE LETTER FROM THE BIBLE SCHOOL <u>Note:</u> Since the Bible Schools acceptance letter usually indicates a range of length of stay less than 90 days we require you to provide us with the following documents: proof of accommodation in Austria after Bible school (your total stay in Austria has to add up to at least 91 days; Days in Bible school + hotel reservations for additional days = at least 91 days).
☐	PROOF OF ENROLLMENT IN A CANADIAN UNIVERSITY / COLLEGE (if applicable)
☐	BIRTH CERTIFICATE Plus one copy.

High School Exchange	
☐	ACCEPTANCE LETTER FROM THE AUSTRIAN HIGHSCHOOL
☐	PROOF OF ENROLLMENT IN A CANADIAN HIGH SCHOOL
☐	BIRTH CERTIFICATE Plus one copy.
☐	DECLARATION OF CONSENT FOR ISSUANCE OF A VISA (INDIVIDUALS AGED BELOW 18)

Internship or Training in Austria	
Visas required for paid and unpaid internships (visa D from 91 days to 180 days)	
☐	PROOF OF PURPOSE OF THE STAY Work contract or invitation letter by the Austrian training office (AMS).
☐	REGISTRATION CONFIRMATION AT THE PUBLIC EMPLOYMENT SERVICE AUSTRIA (AMS) The training office must declare the internship/training at the Public Employment Service Austria (AMS) (Exception: for internships at universities or research institutes in Austria a visa is required, no registration confirmation from the AMS is necessary).

Important Notes:

- ! **Application:** Applicants can earliest apply for their Visa 6 months prior to the date of departure and we require 10-15 business days to process the applications, therefore please make an appointment with adequate amount of time prior to your departure.
- ! **Make an appointment:** Please make reservations for a visa online at [VFS Global](#).
- ! **Preparation:** Please make sure your application is complete according to the checklist. Please note that incomplete applications have a longer processing time. Incomplete Application Form must be signed and submitted with the application if documents are missing.
- ! **Visa applicants must appear in person:** application through third persons is not possible.
- ! **Format:** All documents must be submitted as originals and letter size copies.
- ! **Foreign-language documents** must be translated into German, English or French.
The main destination of the journey must be Austria.

Expenses:

- ! **Visa D (from 91 days up to 180 days):** Applicants older than 12 years need to pay 150,00 EUR. Fee is to be paid in Canadian Dollar but fees change month to month depending on the exchange rate of the Euro. [See Consular Fees here](#).
The **fee** has to be paid in **Canadian Dollars (CAD)**, when the application is being submitted. Foreign currencies (incl. euro), are **NOT** accepted.

Please keep in mind that:

- ! **Applicants under 18 years** must be accompanied by a parent entitled to custody.
- ! **Attention:** If you plan to stay longer than 180 days in Austria, you have to apply for a **residence permit**.
- ! **Additional documents:** The Embassy reserves the right to ask for further documents.
- ! **Contact details:** Enclose your complete address, telephone number and email address to your application.
- ! **No Guarantee:** The submission of all documents does **not** guarantee the issuance of a visa.
- ! **Data protection:** Personal information about the application cannot be given over the phone. Personal information cannot be given to third parties, unless a power of attorney is presented.
- ! **Important Notice:** Please be aware that making an appointment online on our website for a Visa is **free of charge**. We are not affiliated with any company that charges you to make an appointment.
- ! **Important:** The information set out above is subject to any change without prior notice.

Processing times: is entirely at the discretion of the Austrian Embassy in Ottawa. Depending on the time of the year, your nationality, and visa category, the processing time of your application may take 15 business days or more if the application submitted is incomplete from the time the Embassy receives your application not including additional mailing times.

The decision of issuance or refusal falls within the exclusive **competence of the Austrian Embassy Ottawa**.

IMPORTANT NOTICE

PLEASE REFRAIN FROM CALLING OR EMAILING THE EMBASSY IF THE INFORMATION IS PRESENT ON THIS CHECKLIST AND / OR ON OUR WEBSITE. SUCH CALLS OR EMAILS WILL NOT BE ANSWERED! THANK YOU FOR YOUR COOPERATION!

Date

Signature