

Schengen Visa (Visa C) Requirements

1. **Passport**, which must be **valid** for a period of **at least three (3) months after** the applicant's **last day** of stay in the Schengen states and **not older than 10 years**. Please ensure that the passport has **two (2) blank pages** to affix visa.
2. **Application form** completed and signed, please make sure number 37 is also signed
3. One recent **photograph** in colour according to ICAO (www.passbildkriterien.at)
4. Copy of **flight reservation** (copy for each applicant)
5. Copy of **detailed itinerary** (copy for each applicant)
6. **Insurance policy**: Copy of insurance policy (Visa Letter). Insurance can only be accepted if the insurer is either based (registered) in South Africa or in the European Union. Minimum cover shall be € 30,000.00
7. **Proof of accommodation**:
 - Confirmed hotel reservation as well as proof of sufficient funds or tour vouchers (copy of the vouchers and originals). Please ensure that all applicants names, address of hotel and check in and out dates are clearly stated.
 - In case of prepaid tour, details of the tour with proof of payment should be submitted.
 - **If visiting and staying with friends or family in Austria (without financial sponsorship)**: **Invitation letter** from the host, the letter must clearly identify the host and the invitee (name, address, birth date, official identification number, occupations and permanent residence); the purpose of the visit; length of stay and accommodation status (where the invitee stays and who pays for it). Copy of the **host's passport** and **"Meldezettel" or "Unterkunftsbestätigung" (proof of residence)**. **NOTE**: Non-Austrians must provide additional proof of valid Austrian residence permit (copy).
 - **If visiting and staying with friends or family in Austria (with financial sponsorship)**: If your visit is supported and paid for by a sponsor residing in Austria, an electronic affidavit ("elektronische Verpflichtungserklärung" – EVE) which can be obtained by the host from the nearest aliens police ("Fremdenpolizei") in Austria is required.
8. **For business**: the **company in Austria** or in another Schengen country should provide an invitation letter, the invitation should include clear identification of both, the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant. If the Austrian company is paying for the trip, an **electronic affidavit** ("elektronische Verpflichtungserklärung" – EVE) which can be obtained by the company from the nearest aliens police ("Fremdenpolizei") in Austria is required. If the South African company pays for the trip, then the relevant funds need to be paid into the applicant's bank account. Guarantee letters issued by South African companies will NOT BE ACCEPTED!
9. **Proof of employment**: Employment letter stating **monthly salary, continuing employment** after period of leave and **duration of vacation**.
Self-employed - Provide CIPRO document, company registration or SA Revenue Service document
For pensioners: proof of income
For students/scholars: university/school letter
10. **Children under 18** (in addition):
 - Copy and original full / unabridged birth certificate.
 - Original certified copies of ID and passport of both parents.
 - If the minor travels alone: original certified parental consent by both parents.
 - If the minor travels with only one parent, the other parent must produce the certified consent. If only one parent has guardianship of the minor, the relevant court documents in original and copy with an Apostille need to be submitted.
 - Both parents need to sign the application form. Minors between the age of 14 – 17 years need to co-sign their application form.

- If minor travels alone and is being sponsored: three (3) months most recent bank statements of father or mother's current account and original affidavit certified by a Commissioner of Oath.

11. **Proof of financial means:**

- Bank statements: most recent three (3) months original bank statements of the current account, showing a positive balance. Savings account or investment account can be submitted in addition, each page stamped by the bank. **No credit card statements will be accepted.**
- If your visit is supported and paid for by a sponsor residing in Austria, an electronic affidavit ("elektronische Verpflichtungserklärung" – EVE, which can be obtained by the host from the nearest aliens police ("Fremdenpolizei") in Austria is required.

- **Applicants above 18:**

Travelling with parents and being financially supported by them: Copy and original full / unabridged birth certificate, three (3) months of most recent original bank statements and original affidavit certified by a Commissioner of Oath of the supporting parent.

Travelling without parents but being financially supported by them: Either three (3) months of most recent original bank statements of **own account** or three (3) months recent original bank statements of the supporting parent with original bank letter confirming full access to that account (e.g. credit card linked to parent's account)

- **Travelling with spouse** who is financially supported by the main applicant: copy of marriage certificate (original to be presented)

12. Copies of **previous Schengen visas**

13. Copy of **biographical data page of passport**

Group applications: Apart from the above mentioned, please note the following requirements-

The tour organizer notifies to the Embassy one contact person. This person is in charge of communication between the Embassy and the applicants.

A fully completed itinerary of your trip indicating all the addresses and contact persons.

Proof of financial means must be provided by the organiser of the tour for all applicants

Groups must contact the Embassy in advance to arrange for special appointments for all the participants in the tour to come personally to Pretoria.

No late applications will be accepted.

Participants in cultural, scientific or sport events:

- invitation letter of Austrian organiser specifying the event (incl. financial support, accommodation and medical insurance) or
- bank drafts as proof of payment to the Austrian organiser etc. have to be submitted.

Visas are issued free of charge for:

- **Children under age 6**
- School pupils, students, post graduate students and accompanying teachers who undertake **trips** for the **purpose of study or educational training**
- **Researchers** from third countries travelling within the Community for the purpose of carrying out **scientific research**
- **Spouses of EU/EEA citizens** (EEA: Norway, Iceland, Lichtenstein) and their children, under the age 21 – under certain circumstances (please verify with the relevant consular authority). On the condition that the marriage is recognised by the country of the EU partner. **Original of spouses' EU/EEA passport, Full Marriage/Full Birth certificates**, etc. must be submitted with application as proof of relationship with EU/EEA spouse/parent. **Excluding Austrian spouses.**