

CHECKLIST for D-Visa (more than 3 months and maximum 6 months) – in exceptional cases, for example family reunion, short term study, training etc.

IMPORTANT NOTE:

1. Applicants who have received a notification by the Embassy as a result of a positive residence application, will get an appointment directly from the Embassy.
2. For all other purpose of travel, which exceeds 3 months, applicants have to get an appointment from the Embassy or a mail of consent from the Embassy that they can apply directly with VFS.

	YES	NO
Valid Passport - valid for at least three (3) months AFTER the intended return. In addition: Fotocopy of passport data page and all previous Schengen visa. The passport must be in good condition and have a minimum of 2 pages left. If applicable: all other valid or expired passports (ordinary – service – diplomatic) must be presented with a copy of the data page and Schengen visa in order to check whether there is a valid visa or not.		
Application Form - legibly and fully completed with date and signature by applicant. In case of minors -> 18 years or under: signature of parent or legal guardian		
Two (2) recent color passport photos according to <u>ICAO-Standard</u> (white background)		
Flight reservation (no paid booking required) printed out including return flight (with PNR airline code)		
Introductory letter explaining the purpose of the travel and the travel details in Original. The letter should be legibly hand-written or typed and signed by the applicant		
Foreign nationals living in Nigeria: <i>color</i> copy of the residence permit		
Medical Travel Insurance from accredited companies according to list, covering the entire period of the first intended travel, valid for all Schengen member-states and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be 30.000 EUR. Holders of diplomatic passports are generally exempted from this requirement.		
Invitation Letter by your family/friends/organization/university in Austria stating the exact purpose and period of travel and which costs including accommodation and insurance will be covered. If you can not provide sufficient funds of your own (see below), then the inviting person or organization has to present a so-called “Electronic Obligation Declaration” or EVE , which must be documented and approved by the competent police station in Austria (they should check with the local police for further details and appointments). A copy of the EVE application form should be presented. The Embassy will extract the official EVE from its system.		
Proof of accommodation for the whole duration of the intended stay, for example: hotel reservations, campus/company residence reservation. Proof of payment may be demanded by the Embassy in the process.		

Technical Personnel/Internship/Aupair or similar max. 6 months: In case your intended stay will not exceed 6 months, you will have provide additional proof from the Austrian Labor Market Service (AMS) that you are allowed to enter under this special visa. Otherwise please refer to the Embassy for further instructions.		
Proof of status/employment/income: • Company owners: Proof of company registration (original + copy), proof of tax clearance for the last years, bank Statements of company minimum last 3 months, proof of sound business relations with other companies, for example references • Employees: Original letter from your employer with confirmation for paid leave for the travelling period, proof of employment (contract: original and copy), original pay slips on company paper covering the last three (03) months, original and copy of personal tax clearance, personal bank statements (including salary account !) covering the past three (3) months • Self-employed: Personal bank statements in all currencies covering the past three (3) months, proof of company registration, tax clearance minimum last 3 years, proof of sound business relations with other companies, for example references (with clear contact details !) • Student or school child: school attestation of actual status (grade) in original and copy signed by the head of school or responsible registrar with all contact details (phone, email, website etc.), confirming allowed absence for travel period. • If you are a minor till 18 years and travel with just one parent or someone else, in addition: Affidavit from the other <u>parent</u> or legal guardian, allowing you to travel to Austria, sworn before the Magistrate Court plus original and photocopy of your birth certificate and that of other parent (legal guardian) • Family members without occupation (spouses, children etc.): Proof of relationship such as marriage certificate, birth certificate etc. in original and color copy has to be provided		

I have been advised to provide the above mentioned documents, but I intend to submit my application without the documents crossed in the checklist. I understand that failure to provide these documents may result in the refusal of my application.

Applicant's signature:

Date:

FOR OFFICE USE ONLY:

The applicant has submitted the supporting documents above

I have advised him/her that failure to submit all necessary documents may result in the application being refused, but he/she has chosen to proceed

VAC OFFICE ONLY SIGNATURE

DATE