

## AUSTRIA

Schegen - Europe Country - Applied Through VFS

Address : Mumbai - Ground Floor, Aurum House, Plot no. 25, Dadyseth Lane,  
Chowpatty Band Stand, Near Bombay Garage, Babulnath, Mumbai – 400 007 Tel: +91-  
11- 41608609

Address : EP-13, Chandragupta Marg, New Delhi.

Tel: +91-11- 24192700, Fax: +91- 11 - 26886929

Email: new-delhi-ob@bmeia.gv.at

Web: [www.vfs-austria.co.in](http://www.vfs-austria.co.in)

Email: [info.ausin@vfshelpline.com](mailto:info.ausin@vfshelpline.com)

### Tourist Visa

- \* Original Passport with minimum 6 months validity (Attach all the old passports if applicable)
- \* 1 Form
- \* 2 Photos with white background with 3.5 x 4.5, matt finish, white background and facial appearance to be Covered 85% of the photo
- \* Covering Letter on Pax Original Company letterhead from the Pax stating the purpose & duration of visit
- \* Last 3 years IT papers (Co's as well as Personal)
- \* Last 6 months Bank Statements (Co's as well as Personal – Showing maximum balance) including address and telephone no. of the bank.
- \* Health Insurance as per ticket with risk coverage of Euro 30,000.
- \* Company Registration Certificate, Partnership Deed, Memorandum of Articles of Association, Certification of Incorporation, etc....
- \* Bonafide Certificate of Children studying in School OR College
- \* Hotel Confirmation from Austria along with Hotel Telephone Number, Fax Number,
- \* Day to Day Tour Itinerary
- \* Return Confirmed Tickets
- \* Foreign Exchange Endorsement OR International Credit Card Copy
- \* Authority letter on letter head from pax authorising Mr Pavan / Jagdish/Vasudevan of Jetsave to submit and collect the documents on his behalf.

### Person Employed / Salaried (Tourist & Business Purpose)

1. Letter from employer stating designation, date of employment, salary per month and leave sanctioned letter.
2. Employment contract/salary slip of last 6 months (if applicable)
3. Income tax returns form for last 3 yrs + 1 photocopy of the same.
4. Original sponsorship documents and corresponding document of the sponsors as per

## embassies instructions

### Business Visa:

- \* Original Passport with minimum 6 months validity (Attach all the old passports if applicable)
- \* 2 Photos with white background with 3.5 x 4.5, matt finish, white background and facial appearance to be Covered 85% of the photo
- \* Covering Letter on Pax Original Company letterhead from the Pax stating the purpose & duration of visit
- \* Last 3 years IT papers (Co's as well as Personal)
- \* Last 6 months Bank Statements (Co's as well as Personal – Showing maximum balance) with branch address and tel no
- \* Company Registration Certificate, Partnership Deed, Memorandum of Articles of Association, Certification of Incorporation, etc....
- \* Bonafide Certificate of Children studying in School OR College
- \* Invitation Letter from Austria along with Telephone Number, Fax Number,
- \* Overseas Medical Policy (Covering EURO 30,000/-)
- \* Return Confirmed Tickets
- \* Foreign Exchange Endorsement OR International Credit Card Copy

### Person Self-Employed

1. Companies Bank statement of last 3 months
2. Income tax returns
3. Certificate of registration of company
4. Import/ Export licence of the company
5. PAX TO SEND THE AUTHORITY LETTER WITH EACH CASE, FOR FORMAT PLS SEE THE VISA FORM SECTION

Visa Fees : Rs. 3590/- (Short Term Visit)

Rs. 4490/- (Long Term).

VFS charges Rs. 610/- applicable

Note: Submission Timing : 0800hrs - 1200hrs & 1300hrs - 1500hrs (Monday - Friday)

Collection Timing : 16:30 hrs to 17:30 hrs

Time Taken: Minimum 10 to 15 working days