## Checklist for Visa C: Entrance and stay up to 90 days

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| **APPLICATION FORM** completed and signed                                  | • Attention: Please use the Application form for the Schengen Visa found on our Website.  
• Date and sign the Declaration Visa 1 Form if your destination is Germany |
| **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**                             | • A valid permanent residence card or valid multiple entry visa for Canada, valid for at least 3 months after departing the Schengen area. |
| **TRAVEL ITINERARY/AIRLINE RESERVATION** for entire journey                | • **Note:** 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/Germany or Schengen Zone 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 within the Schengen Area, proof of means of transport has to be provided (i.e. Coaches, Buses, Trains, Rental Cars etc.). |
| **PROOF OF TRAVEL INSURANCE OR HEALTH/ACCIDENT INSURANCE**                 | • Name of insured person  
• Issued by a Canadian, Austrian or German Insurance Company  
• 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.  
• **Attention:** 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**                                               | • **Required:** Bank statements of the last three months are (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.  
• **Note:** 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.  
• **Information:** 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.  
• **Information:** For Germany, if no proof of financial means can be presented, a person with residence in Germany can get a Formal Obligation (“Verpflichtungserklärung”) from City Hall. |
| **PROOF OF ACCOMMODATION**                                                | • **For example:** rental agreement, hotel reservation, student dorm reservation.  
• **Accommodation with a private person:** (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/Germany, (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.  
• **Information:** 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. |

**Important Information:**

- For Germany, if no proof of financial means can be presented, a person with residence in Germany can get a Formal Obligation (“Verpflichtungserklärung”) from City Hall.

- **Attention:** Please use the Application form for the Schengen Visa found on our Website.

- **Note:** 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.

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  - **For example:** rental agreement, hotel reservation, student dorm reservation.
  - **Accommodation with a private person:** (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/Germany, (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.

Please use the Application form for the Schengen Visa found on our Website.
## Additional required documents according to travel purpose:

### Visitor / Tourism

- **PROOF OF EMPLOYMENT OR ENROLMENT IN UNIVERSITY**
  - **Employment**: A letter from the Employer confirming employment. The letter should contain how long you have been working there, salary/wages, hours per week, and permission that vacation has been granted.
  - **Enrolment**: A letter from the University stating the following: University Program enrolled in and your confirmation of enrollment for the upcoming semester.

### Business Trips

- **PROOF OF EMPLOYMENT**
  - **Inviting Company**: The inviting company in Austria/Germany must issue a letter with the following details: name of applicant, length of trip, purpose of trip, as well as if they cover any expenses of the applicant. **Note**: If the inviting company provides accommodation, proof of accommodation has to be provided (it being stated in the letter is not sufficient).
  - **Employment**: A letter from the Employer confirming employment. The letter should contain how long you have been working there, salary/wages, hours per week, and permission that the business trip has been granted by the company.

### Internship or Training in Austria

- Visas required for paid and unpaid internships (visa C for up to 90 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).

### Envelope

- **PREPAID XPRESSPOST ENVELOPE** (Canada Post Only)
  - **Regional** Standard to Ontario or Quebec, **National** Standard to all other provinces, shipment is done to a Canadian address only.
  - If you live in Ottawa or a surrounding area, and wish to pick up your passport when ready, you are welcome to do so and are not required to purchase an envelope. **Note**: Pick up is Mon-Fri between 2PM and 4PM (excluding holidays).

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Important Notes:

- **Application**: Applicants can earliest apply for their Schengen Visa 6 months prior but no later than 15 days 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 under: make your appointment here.
- **Preparation**: Please make sure that all the required documents are brought with you to your appointment. We only accept complete applications.
- **Visa applicants must appear in person at the Austrian Embassy**: 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 or Germany.

Expenses:

- **Visa C (up to 90 days)**: Applicants older than 12 years need to pay 80.00 EUR (children younger than 12 years need to pay 40.00 EUR). Fee is to be paid in Canadian Dollar but fees change every month depending on the exchange rate of the Euro. See Consular Fees here.
- The fee has to be paid in Canadian Dollars (CAD), in cash, when the application is being submitted. Foreign currency (incl. Euro's), Credit Cards, Debit Cards and Cheque are NOT accepted.

Please keep in mind that:

- **Applicants under 18 years** must be accompanied by a parent entitled to custody.
- **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. For your own safety please always make your appointment on the Embassy website (make appointment here).
- **Important**: The information set out above is subject to any change without prior notice.
- **Application Completeness**: If the application is not complete at the time of the personal interview (appointment), the Austrian Embassy reserves the right to send the applicant away without prejudice.

**IMPORTANT NOTICE**

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