

Document Checklist

Must be completed, signed and submitted with your application

Type of visa	<input type="checkbox"/> Schengen Visa – Type C <input type="checkbox"/> Austrian National Visa – Type D
Purpose of visit	<input type="checkbox"/> Tourism <input type="checkbox"/> Visiting family or friends <input type="checkbox"/> Business <input type="checkbox"/> Conference/Seminar/Workshop <input type="checkbox"/> Study <input type="checkbox"/> Spouse of EU citizen/national <input type="checkbox"/> Other:
<ul style="list-style-type: none"> • Mark the checkbox for documents being submitted. • Please submit your documents in the order of the checklist. • Your application can only be processed after complete submission of all documents requested by the Embassy. • The Embassy reserves the right to ask for additional documents. • Payment accepted only through Visa or MasterCard. 	

Mandatory documents for all applicants irrespective of the purpose of travel	
	Completed visa application form , for type C signed on page 3 and page 4, for type D signed on page 3. Signatures must correspond with the signature in the passport. All boxes must be filled in. Write 'NA' in boxes that do not apply to you.
	Appointment confirmation letter for submission of documents: This needs to be done online at www.vfsglobal.com/austria/newzealand . Complete this step first if you have not done so.
	Original and signed passport : The passport must be valid for at least 3 months after your departure from the Schengen area. It must contain at least 2 spare visa pages and cannot be older than 10 years.
	Passport sized photo compliant to ICAO standards and not older than 6 months
	Proof of visa status in New Zealand (not applicable for New Zealand citizens applying in New Zealand) You must prove that your New Zealand visa is valid for multiple entries to New Zealand until at least 3 months after your departure from the Schengen area.
	Reservation of return or round trip flight tickets ; quotations are not sufficient
	If travelling to a third country after leaving the Schengen area which is not your home country or country of residence, visa or other entry permit for the third country of destination (if applicable) as well as tickets for onward journey.
	Proof of travel insurance with a minimum cover of <i>EUR 30.000</i> , - provided with the certificate of insurance and the table of benefits. The travel insurance must cover the cost of repatriation for medical reasons, urgent medical treatment or hospitalisation and costs incurred in the event of your death while in the Schengen area (repatriation of remains/funeral expenses). Validity must be throughout all Schengen countries and for the entire duration of your stay. The certificate of insurance must be issued by an insurance company operating in New Zealand or within the EU. Insurance from university/organisation : letter from university or organisation stating the purpose, period of travel and confirmation that you will be covered by the insurance for the whole trip along with the certificate of insurance and summary of benefits. Insurance through a credit card provider : letter from the bank confirming eligibility along with proof that the eligibility criteria have been fulfilled, a copy of the credit card and the table of benefits.
	Proof of accommodation for entire stay in the Schengen area: <ul style="list-style-type: none"> • document from the establishment providing the accommodation or any other appropriate document indicating the accommodation envisaged • if staying with a private host: <ul style="list-style-type: none"> ▪ original signed invitation letter stating period of stay, purpose of stay and relationship to visa applicant ▪ copy of host's passport ▪ copy of registration of residency (<i>Meldebestätigung</i>) • if sponsored by a private host in Austria: <ul style="list-style-type: none"> ▪ electronic obligation (<i>Elektronische Verpflichtungserklärung – EVE</i>)

	Certified copy of marriage certificate/certificate of registered relationship and certified copy of spouse's passport
	Proof of residence in New Zealand (lease/rental agreement, council rate notice or land purchase documents)
	Proof of financial means in the country of residence: bank statements in original for the last three months (including the current date) showing sufficient funds to cover stay in Austria. Print outs need to be stamped by bank officials.
	Visa handling fee
	Service fee for lodging application with VFS New Zealand
	Express Post A4 500g prepaid self-addressed envelope (for passport return)

Additional mandatory documents depending on the purpose of travel	
□ Tourism:	
	If applicable, booking confirmation of an organised trip including a detailed itinerary
□ Business, conference, study, cultural/religious/political event:	
	Official invitation letter from a firm, host organisation, educational establishment or an authority to attend meetings, conferences, educational courses, university semesters abroad or events, containing detailed information concerning: <ul style="list-style-type: none"> • address and contacts of the inviting entity • name and position of the countersigning person • purpose and duration of stay • person or entity who will bear the travel and living costs (if applicable)
	For employees: documents proving your employment status in the company (e.g. contract, pay slips, letter from employer)
	If self-employed: certified copy of business registration
	For students: signed letter from university written on company letter head paper, confirming enrolment, the payment of your tuition fees or/and any scholarships as well as the purpose and duration of stay
□ Medical treatment:	
	Certificate from a medical doctor and/or a medical institution advising that the treatment is necessary
	Official document from the receiving medical institution confirming that it can perform the specific medical treatment, an estimation of costs and an indication that the patient will be accepted accordingly
	Proof of prepayment or sufficient financial means to pay for the medical treatment and related expenses
□ Spouse of EU citizen/national:	
	Certified copy of passport of EU citizen/national
	Certified copy of marriage certificate
	Flight tickets which clearly show that the applicant is travelling with his/her EU spouse, otherwise a visa fee applies
□ Work:	
	Original employment contract for the proposed work in Austria
	Notification (<i>Anmeldebestätigung</i>)/ work permit (<i>Beschäftigungsbewilligung</i>) from the Austrian Employment Service (<i>Arbeitsmarktservice</i>) (<i>AMS</i>) or exemption – this needs to be obtained by the employer in Austria!
□ Minor applicants travelling without parents or travelling with only one parent	
	Original letter of consent for the minor to travel alone/with the other parent, signed by both parents/legal guardians and witnessed by a Justice of the Peace or Notary Public
	Signed copies of the passports of both parents , verified by a Justice of the Peace or Notary Public
	Parents' bank statements in original for the last three months (including the current date)

Important notes:

- The application may not be lodged earlier than three months before the intended arrival date in the Schengen area.
- Submitting the above documents does not guarantee a visa. The consular officer may request a personal interview or further documentation to justify the case.
- Original documents that are clearly labelled as "ORIGINAL" can be returned if a copy of the document is submitted in addition. Bank statements will not be returned.
- All documents mentioned in the checklist must be submitted. Incomplete applications will affect the outcome of the application in terms of processing time and decision.

By signing the document checklist you agree to accept the terms and conditions of service and data protection and privacy policy as available on www.vfsglobal.com/austria/newzealand.

Signature of the applicant (digital signatures not permitted) _____