

### Checklist for Business visa

The processing time of an application for a business visa **takes approx. 15 business days**. The visa application can be submitted at the earliest **6 months prior** to the planned trip and **not later than 15 days before** departure.

Please be aware that we cannot accommodate earlier appointments than open in our appointment calendar. Thus, please refrain from calling the Austrian Consulate General in order to get an earlier appointment or to expedite the visa process.

Before submitting your application you have to make an **appointment online**. Every applicant (this applies to minors as well) must have **his/her own appointment** and must submit all necessary documents **in person** at the Consulate General in New York.

Please prepare **all** of the following documentation **in original and copy** in the order in which they are listed as follows. Incomplete documentation may result in the rejection of your application. Please be aware that handing in missing documents at a later time (even on the same day) leads to a restart of your visa application process and will move back in priority. Should you wish to keep any originals, kindly provide an additional copy.

<input type="checkbox"/>	Valid and signed <b>passport</b> or travel document (issued within the last 10 years and valid for at least 3 months after the departure date from the Schengen area, with at least two empty pages.)
<input type="checkbox"/>	<b>Copy</b> of your passport's data page and previous Schengen visa
<input type="checkbox"/>	<b>Visa application form</b> Schengen visa C OR National visa D, completed and signed
<input type="checkbox"/>	Two recent passport pictures in accordance with the international standards as set out in the International Civil Aviation Organization ( <b>ICAO</b> ), mouth must be closed! CVS is recommended for taking the pictures.
<input type="checkbox"/>	<b>Copy</b> of your valid permanent US resident card (both sides) or US visa. Please note that your green card or visa must be valid for three more months after leaving the Schengen area. Your granted (extension) petition is not a valid travel document. You need to prove a visa sticker or an extension stamp in your passport. Your US B1/B2 tourism/business visa does not prove residence in the US.
<input type="checkbox"/>	<b>Travel itinerary</b> (showing dates of travel) for complete journey
<input type="checkbox"/>	<b>Airline reservation (directly from airline) in your name</b> to Austria and back to the US or final destination, rail/bus/boat tickets and/or car rental (if applicable). Purchase of tickets is not recommended since visa can be denied
<input type="checkbox"/>	<b>Proof of travel insurance in your name, with no deductibles for the Schengen area (These criteria MUST be included clearly in written form):</b> Full name, minimum coverage of EUR 30.000 (or equivalent in USD) for the following risks (in total or per risk): a) sickness, b) accident, c) medical evacuation, d) repatriation of human remains. (Please make sure that your insurance states the information about repatriation of human remains exactly like this. Repatriation and

	repatriation services alone are not sufficient). Direct settlement with hospital. <b>If your insurance does not provide this, you must get insurance that does!</b>
<input type="checkbox"/>	<b>Proof of accommodation (directly from the hotel or place you are staying) in your name (and all other accompanying guests)</b> <b>(Please be aware that changing your hotel booking during or after the visa process will result in denial or annulment of your visa!)</b> <input type="checkbox"/> Hotel reservation for the entire stay in all Schengen countries you are visiting OR if accommodation is with private host: <input type="checkbox"/> Wohnrechtsvereinbarung, signed by you and your host <input type="checkbox"/> lease contract or proof of ownership (Grundbuchauszug) <input type="checkbox"/> copy of passport of host <input type="checkbox"/> certificate of registration (Meldezettel)
<input type="checkbox"/>	<input type="checkbox"/> <b>Signed Letter by your US employer</b> stating the reason of your trip, your position within the company and the length of employment OR <input type="checkbox"/> <b>Business registration</b> if self-employed
<input type="checkbox"/>	<input type="checkbox"/> <b>Invitation letter</b> from the business partner in Austria confirming the business trip, your work responsibilities during the trip and schedule including the name and full address of the contact person in Austria OR if you are attending a conference: <input type="checkbox"/> <b>invitation to the conference</b> <input type="checkbox"/> <b>proof of registration</b> (payment of the registration fee, if applicable)
<input type="checkbox"/>	<b>Proof of financial means in your name</b> to cover the costs of your stay <input type="checkbox"/> bank statement of your <b>checking account</b> with full transactions of <b>last three months</b> including name and address (no credit card statements) OR <input type="checkbox"/> EVE electronic liability declaration by person residing in Austria*
<input type="checkbox"/>	<b>proof of work permit</b> valid in Austria by AMS (if applicable)
<input type="checkbox"/>	<b>Prepaid and trackable Fedex return envelope</b> , if you wish to have your passport returned to you via mail, which has to be addresses FROM YOURSELF to YOURSELF. (within the US only)
<input type="checkbox"/>	<b>Visa fee in USD</b> (payable in cash only) Exchange rates update on the first of the month. Please see current fees: <a href="https://www.bmeia.gv.at/en/austrian-consulate-general-new-york/service-for-citizens/consular-fees/">https://www.bmeia.gv.at/en/austrian-consulate-general-new-york/service-for-citizens/consular-fees/</a>

\*EVE electronic liability declaration (Elektronische Verpflichtungserklärung). Electronic transmission of data to the Consulate by the Austrian authority: An individual legally residing in Austria can approach the local authority responsible for visa and residence permits (Bundespolicieidirektion, Bezirkshauptmannschaft, Polizeikommissariat) in order to sign a declaration of liability for his guest(s). The Austrian authority will verify the identity of the host and review his/her financial status. Upon completion of the verification process and after signing the declaration of liability, an 8-digit ID-number will be issued to the host. This ID-number is required by the Consulate at the time of the application.

Please note: the Consulate can access the EVE data only 48 hours after the verification process, thus an application should be filed 2 days later only.

Documents in other languages (other than English or German) will have to be submitted with an official German or English translation.

The Consulate General New York will not have information regarding the status of the application; therefore no queries will be answered.

Please note, that the Austrian Consulate reserves the right to ask for additional documents at any time during processing. Submission of the above mentioned documents does not guarantee that a visa is granted.

Please prepare the envelope to be sent **from yourself to yourself. We are not responsible for shipping!**

Thank you for your cooperation!