

Passport Number _____

Checklist for Work Purpose Visa

S.No.	Documentation	YES	NO
1	Application form: fully completed in English or German language and signed by the applicant		
2	Passport: (a) its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States; (b) it shall contain at least two blank pages; (c) it shall have been issued within the previous 10 years; (d) no alteration or handwritten amendment concerning the data page		
3	Two photographs: shall be in accordance with the international standards as set out in the International Civil Aviation Organization (ICAO)		
4	Valid permit to return (if applicable) e.g. valid Indian Residency Permit or return visa to India for citizens of Bangladesh / Bhutan / India / Maldives / Nepal / Sri Lanka. For Tibetans travelling on Indian IC (yellow Identity Certificate) it is mandatory to hold a Return Visa (valid until at least three months after your intended return to India) apart from the stamped entry "No objection to return to India" (NORI) in the IC.		
5	Travel medical insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30 000. Applicants for a uniform visa for multiple entries may prove that they are in possession of adequate and valid travel medical insurance covering the period of their first intended visit.		
6	Round-trip flight reservations – travel itinerary: airline reservation and proof of other means of travel within Austria/EU in case of onward travel		
7	Cover letter explaining the purpose of the trip and business relation with the Austrian business partner (letter must confirm identity of applicant, place and period of intended stay)		
8	Proof of accommodation: Hotel reservation in Austria and other EU Member State in case of onward travel		
9	Employed: Salary certificate of the last three (3) months of present occupation and employment contract		
10	Self-employed: a letter from lawyer / chartered accountant / Confirmation of Chamber of Commerce concerning evidence of established business, certificate of registration of company		
11	Proof of funds: Original bank statements for the last three (3) months and / or other financial resources (not applicable for seasonal workers)		
12	ITR: Income Tax Acknowledgement / ITR-V for the last three (3) years		
13	Permission by the Austrian Labor Market Authority "AMS" ("Einzelbescheinigung", „Entsendebewilligung“, Anzeigebestätigung etc.), to be obtained by the Austrian employer		
14	Letter of support from the Austrian employer and/or copy of work contract		
15	Copy of the present passport (data pages, pages with evidence of previous visa, travel)		

16	Original(s) of previous passport(s) or proof of loss		
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Important Notes:

- *Processing can take up to 15 calendar days after receiving the application. Status queries will be responded after the above time frame only and shall be primarily addressed to the VFS-office of application or by e-mail to: NEW-DELHI-KA@bmeia.gv.at*
- *However, in individual cases, that period may be extended up to 30 calendar days in, particularly when further scrutiny of the application is needed. In case the authorities of the Member State are consulted or additional documentation is needed, this period may be extended up to a maximum of 60 calendar days.*
- *Applicant are advised that during the examination of an application, consulates may in justified cases request additional documents in accordance with Article 21 (8) of Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas. The Embassy reserves the right to ask for additional documents or personal interview.*

Following documents have not been submitted by the applicant despite the fact that he has been requested to do so before lodging visa application:

Applicant's SignatureDate.....

VFS Staff's NameSignature.....