

Passport Number \_\_\_\_\_

## Checklist for Official Visits Visa

S.No.	Documentation	YES	NO
1	<b>Application form:</b> fully completed in English or German language and signed by the applicant		
2	<b>Passport:</b> (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	<b>Two photographs:</b> shall be in accordance with the international standards as set out in the International Civil Aviation Organization (ICAO)		
4	<b>Official Invitation</b> from Austria		
5	<b>Verbal Note</b> issued by the authority (ies) concerned confirming the identity of the applicant, purpose of journey (meetings, consultations, negotiations or events held by intergovernmental organization, international organizations etc. ), period of intended stay, place of stay		
6	<b>Copy of the present passport</b> (data pages, pages with evidence of previous visa, travel)		

**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](mailto: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:

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Applicant's Signature .....Date.....

VFS Staff's Name .....Signature.....