


## Checklist for Austria Visit Visa



### Dear Applicant,

Thanks for choosing MATCHLESS TOURS & TRAVELS (Pvt) Ltd as your preferred choice for travel and visa consultancy. Kindly provide the following mandatory documents to proceed your desired visa application.

- Passport Previous and current with at least 6 months validity. attach copies of used pages of Passports on A4 size paper
- 2 Pictures of 35x50mm size with white background
- Photocopy of National ID Card
- Written Explanation about previous refusal if you have been refused a visa in last 2 years
- Original and Photocopy of FRC issued by Nadra
- Original signed letter of the applicant's company/employer stating name, position, salary, duration of employment, address and contact numbers of the employer, purpose and duration of visit to the Schengen state(s). If the applicant is a "student", original signed letter from the applicant's school/college or University.
- Supporting Documents for Personal income
  - Original Bank Statements of last 6 months with bank reference letter
  - National Tax Certificate (NTN) & Proof of income tax payment (FBR) for 2 years
  - Last three salary slips
- If the applicant is the proprietor of a company, he must attach Supporting documents of the organization's income :
  - Original bank statements of the last six months
  - National Tax Certificate (NTN) & Proof of income tax payment (FBR) for 2 years
  - Chamber of Commerce Certificate valid for the current year
  - Recommendation for business visa from the Chamber of Commerce
- Original AND copy of a travel medical insurance policy of not less than 30,000 Euros. The policy must cover medical and hospitalization expenses for the entire period of valid stay on Schengen territory as well as repatriation costs.
- If you are visiting under the **Tourist stream**: attach detail itinerary for your stay in Austria.
  - Copy of flight booking(s).
  - Accommodation proof (confirmed hotel reservation, rent agreement clearly stating your name, rental period dates & accommodation address) covering the entire period of your stay.

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- If you are visiting under the **Business stream**: Evidence of proposed activities in Austria.
    - An invitation letter from the private or public organization established in Austria, in the applicant's name and indicating the trip dates.
    - In some cases you might be asked to provide an "Electronic letter of guarantee" (elektronische Verpflichtungserklärung) = EVE
    - Letter from the business you are representing providing details of your visit, your length of stay, and how your visit will benefit the business; and Details and supporting financial information of how your visit will be funded. For example Bank statements from the business covering a period of six months
  - If you are visiting under the **Family Visitor stream**: then
    - If you are visiting relatives or friends, a letter of invitation from your relative or friend in Austria.
    - if the applicant cannot prove sufficient funds then your sponsor might be asked to provide an "Electronic letter of guarantee" (elektronische Verpflichtungserklärung) = EVE
  - Other information to show that you have an incentive and authority to return to your home country, such as:
    - A letter from your employer stating your intention to return to your job
    - evidence of enrolment at a school, college or university in your home country
    - Evidence of immediate family members in your home country
    - Evidence of your visa or travelling history of other countries
    - Evidence of property or other significant assets owned in your home country.
  - Embassy fee PKR.7440/- (The Applicant will also be charged a service fee of Euro 30 per application (PKR 3720) which must be paid in cash when you attend the visa application centre.)
  - Matchless's service charges in cash

**Note:** Austrian High Commission Islamabad reserves the right to ask for additional documents. Failure to submit all required documentation may result in the refusal of application or processing delays.

**Disclaimer:** Although the information on this checklist has been prepared with utmost care, we (Matchless Tours & Travels) cannot accept any responsibility for inaccuracies contained herein.

**Visa Service Department**  
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