

<b>Name:</b>	<b>File n°:</b>
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## Schengen Visa for Tourism, Visiting Family/Friends, Business, official Mission

<b>Documents:</b>	Tourism	Visit Family <input type="checkbox"/> /Friends <input type="checkbox"/>	Business	official Mission
1) Form (German/Engl./Vietn. + 2 signatures on pages 3 and 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Picture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Copy of signed passport (pages 2 and 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Non-Vietnamese applicant: proof legal stay in VN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
6) Tour Program	<input type="checkbox"/>	-	-	-
7) Invitation from Austria (original)	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) "Elektronische Verpflichtungserklärung/EVE" – in Computer System of Embassy	-	<input type="checkbox"/>	<input type="checkbox"/>	-
9) "Generalverpflichtungserklärung/G-EVE"	-	-	<input type="checkbox"/>	-
10) Proof of family relation	-	<input type="checkbox"/> / -	-	-
11) no EVE: ID/Residence Permit person in Austria	-	<input type="checkbox"/>	-	-
12) Proof of work (valid contract,...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
13) Salary slips (min. last 3 month)	<input type="checkbox"/>	<input type="checkbox"/>	-	-
14) Confirmation letter of Vietnamese Company/Organization/Institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
15) Leave letter	<input type="checkbox"/>	<input type="checkbox"/>	-	-
16) Proof of Assets/Solvency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
17) Business Registration	-	-	<input type="checkbox"/>	-
18) Solvency of Company	-	-	<input type="checkbox"/>	-
19) Proof of regular business activity	-	-	<input type="checkbox"/>	-
20) Dispatch note from Vietnamese Company	-	-	<input type="checkbox"/>	-
21) Note Verbale - for diplomatic and service passport holders (original)	-	-	-	<input type="checkbox"/>
22) Ticket reservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23) Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
24) Hotel Reservation or proof of accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
25) Other documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>For Minors:</b>				
26) Consent of parent(s)/legal guardian	<input type="checkbox"/>	<input type="checkbox"/>	-	-
27) Birth certificate	<input type="checkbox"/>	<input type="checkbox"/>	-	-
28) Confirmation of School	<input type="checkbox"/>	<input type="checkbox"/>	-	-
<b>Special Travel Purposes:</b>				
29) Official Registration to marry in Austria	-	<input type="checkbox"/>	-	-
30) Academic Exchange (study/research-short term)	-	-	<input type="checkbox"/>	-

**REMARKS by VFS:**

**DECISION by EMBASSY:**

„Verbesserungsauftrag“        Date: \_\_\_\_\_    Documents: \_\_\_\_\_

Visa issued   

„Stellungnahme“        Date: \_\_\_\_\_

Refusal        Date: \_\_\_\_\_

**Name:**

**File n°:**

**I have been informed and accept:**

**That my passport will be kept during my visa application process.**

**That presenting an incomplete application according to the above mentioned checklist may result in a rejection of my visa application.**

**That missing documents will hold my visa application process. It is my responsibility to present them within the stated delay.**

**That Vietnamese language documents have to be presented with translations into German/English.**

**That original documents have to be presented with any copy. Afterwards originals may remain with the applicant.**

**That additional supporting documents may be requested by the Austrian Embassy.**

**That I have provided a valid email address AND phone number.**

**That there is no legal right for receiving a visa.**

**That in case of a refusal, visa fees are not refundable.**

**Date:**

**Applicant's name:**

**Applicant's signature:**

**For VFS only:**

Handled by (name/signature): \_\_\_\_\_ Date: \_\_\_\_\_