

## Document Checklist

**Must be completed, signed and submitted with your application**

<b>Type of visa</b>	<input type="checkbox"/> Schengen Visa – Type C <input type="checkbox"/> Airport Transit Visa – Type A <input type="checkbox"/> Austrian National Visa – Type D
<b>Purpose of visit</b>	<input type="checkbox"/> Business <input type="checkbox"/> Study <input type="checkbox"/> Tourism <input type="checkbox"/> Events (political, cultural, sport, religious) <input type="checkbox"/> Medical <input type="checkbox"/> Conference/Seminar/workshop <input type="checkbox"/> Spouse of EU citizens/Nationals <input type="checkbox"/> Other
<ul style="list-style-type: none"> <li>▪ <b>Mark the checkbox for documents being submitted.</b></li> <li>▪ <b>Please submit your documents in the order of the checklist.</b></li> <li>▪ <b>If your application is incomplete it cannot be processed and will be returned.</b></li> <li>▪ <b>The application can only be processed after complete submission of all documents requested by the Embassy.</b></li> <li>▪ <b>The Embassy reserves the right to ask for additional documents.</b></li> <li>▪ <b>Payment accepted only through Visa or Master card (we do not accept AMEX card)</b></li> <li>▪ <b>The passport must have required validity from your application lodgments date [for visa type C and A six months and for visa Type D–nine months] as well as 2 spare visa pages to affix the Visa. The passport cannot be older than 10 years</b></li> </ul>	

<ul style="list-style-type: none"> <li>▪ <b>Mandatory documents for all applicants irrespective of purpose of travel</b></li> <li>▪ <b>Documents when travelling for <u>Tourism</u></b></li> </ul>	
	<b>Completed visa application form</b> , signed on page 2 and page 3. Signatures must correspond with the signature in the passport. All boxes must be filled in. Write 'NA' in boxes that do not apply to you.
	<b>Confirmation letter</b> for submission of documents. This needs to be done online at. Complete this step first if you have not done so.
	<b>Original and signed passport</b> . The passport must be valid for at least three months after the departure date from the Schengen Area. It must contain at least 2 spare visa pages and cannot be older than 10 years.
	<b>Previous passports</b>
	<b>Copies of previous Schengen Visas</b>
	One recent passport sized photo according to ICAO standards. Refer to photo guidelines on VFS Global website. Passport photos cannot be older than 6 months. Photos can be taken at New Zealand Post.
	<b>Proof of visa status in New Zealand</b> (not applicable for citizens of Australia and New Zealand): You must prove that your New Zealand Visa is valid for multiple entries to and from New Zealand until at least three months after your departure from the Schengen Area.
	<b>Detailed itinerary</b> of the proposed journey to the Schengen Area.
	Reservation of return or round trip <b>flight tickets</b> . Under certain circumstances the Embassy reserves the right to ask for prepaid tickets.
	If travelling to more than one Schengen country, <b>means of transportation</b> (flight tickets, bus tickets, train tickets etc.) between those countries.
	Proof of <b>travel insurance</b> with a minimum cover of <b>EUR 30,000.00</b> provided with the Certificate of Insurance and the table of benefits. The travel insurance must cover the cost of repatriation for medical reasons, urgent medical treatment or hospitalization or costs incurred in the event of your death while in the Schengen Area. Validity must be throughout all Schengen countries and for the entire duration of your stay. Certificate of Currency must be issued by an insurance company operating in New Zealand or within the EU. Insurance from Organisation/University – Letter from university or organisation stating the purpose, period of travel and confirmation that you will be covered by the insurance for the whole trip along with the Certificate of Currency and summary of benefits.

	If using travel insurance through a credit card provider, the confirmation letter from the bank confirming eligibility, proof that the eligibility criteria has been fulfilled. copy of credit card and the table of benefits must be provided.
	<p><b>Proof of accommodation</b> for entire stay in the Schengen Area:</p> <ul style="list-style-type: none"> <li>• Confirmed hotel reservations. Only bookings which are partially or completely pre-paid can be accepted. Note:-We accept accommodation proof from any website provided it is a confirmed itinerary Merely providing credit card details for room reservation is not accepted as a proof of Accommodation.</li> <li>• If staying with a private host: <ul style="list-style-type: none"> <li>▪ Original signed invitation letter stating period of stay, purpose of stay, relationship to visa applicant</li> <li>▪ Copy of host's passport</li> <li>▪ Copy of registration of residency (<i>Meldezettel/Meldebestaetigung</i>)</li> <li>▪ Proof of family ties with the host</li> </ul> </li> <li>• If sponsored by a private host: <ul style="list-style-type: none"> <li>▪ In Austria: Electronic obligation (<i>"Elektronische Verpflichtungserklaerung- EVE"</i>)</li> <li>▪ In Germany: Original formal obligation (<i>Verpflichtungserklaerung</i>)</li> <li>▪ Proof of family ties with the host</li> </ul> </li> </ul>
	If the applicant is married, a copy of the <b>marriage certificate</b> and a copy of the <b>spouse's passport</b> . If the applicant is in a registered relationship, a copy of the <b>certificate of registered relationship</b> and copy of the <b>partner's passport</b> . Please state on the application whether you are travelling together with your spouse/partner or not.
	<p><b>Proof of family ties</b>/real estate property(council rate notice OR Land Purchase documents)/valid lease agreement (rental agreement) in New Zealand.</p> <p>If you are sharing an accommodation with someone and your name is not on the agreement then following documents are required:-</p> <ul style="list-style-type: none"> <li>• Copy of Rental agreement on the name of the person holding the Rental agreement.</li> <li>• Self-attested Copy of the Individual's passport holding the agreement.</li> <li>• Letter from the person holding the Agreement stating you stay with him/her</li> </ul>
	<b>For students:</b> Proof of present student status: Certificate of Enrolment
	<b>For students:</b> Original and signed letter from university written on university letter head paper, confirming ongoing enrolment, confirming the payment of tuition fees or any scholarships, and confirming semester break
	<b>For employees:</b> Original and signed letter from employer written on company letter head paper, confirming your ongoing employment, status of employment, monthly salary and annual leave
	<b>For employees:</b> Three most recent pay slips
	If self-employed: certified copies of business registration, tax return
	<b>Proof of financial means in the country of residence:</b> Bank statements in original for the last 3 months (including the current date) showing sufficient funds to cover stay in the Schengen Area. Note:- If statements are printed online then it has to be Authenticated (stamped) by the bank officials.
	Visa handling fee
	<b>Services fee</b> for lodging application with VFS New Zealand
	Express Post A4 500g Pre-paid envelope self-addressed for returning your processed application

	<ul style="list-style-type: none"> <li>▪ <b>Additional mandatory documents when travelling for Business</b></li> </ul>
	<b>Original and signed invitation letter</b> from a firm or authority in the country of destination written on company letter head paper, stating the purpose of visit and the time frame
	<b>Original signed letter from your employer</b> written on company letter head paper, stating designation, date of employment, applicant's employment status, salary, period of stay, purpose of stay, stating full responsibilities for employee's expenses during the trip and his/her return. The name of the signing person should also be printed.
	If trip is sponsored by the company in the country of destination: <ul style="list-style-type: none"> <li>▪ In Germany: Formal obligation (<i>Verpflichtungserklaerung</i>)</li> <li>▪ In Austria: Electronic Guarantee (<i>Elektronische Verpflichtungserklaerung EVE</i>)</li> </ul>
	Other <b>documents proving existence of trade relations</b> and business activities of the company
	If <b>self-employed</b> : certified copies of business registration, tax return
	For members of <b>official delegations</b> : Original signed letter issued by an authority of the third country concerned,

	confirming participation of the official delegate travelling to a Schengen member state along with a copy of the official invitation.
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<ul style="list-style-type: none"> <li>▪ <b>Additional mandatory documents when travelling for a <u>Conference/Seminar/Workshop/other Events</u></b></li> </ul>	
	<b>Original signed invitation letter</b> from the organizer of the conference/seminar/workshop/event
	<b>Original signed letter</b> from your employer/university written on company letter head paper confirming your participation in the conference/seminar/workshop/event
	<b>Original and signed event invitation</b> and <b>proof of entry</b> tickets for fairs/congresses/events
	<b>Program</b> stating the name of the host organization and duration of the event

<ul style="list-style-type: none"> <li>▪ <b>Additional mandatory documents when travelling for <u>Study/Student exchange</u></b></li> </ul>	
	<b>An original and signed letter</b> from your university/school written on university letter head paper, confirming your enrolment, confirming the payment of your tuition fees and confirming the student exchange
	<b>The original and signed acceptance letter</b> from the university/school in your country of destination

<ul style="list-style-type: none"> <li>▪ <b>Spouse of EU citizens/Nationals</b></li> </ul>	
	Copy of passport of EU national
	Copy of marriage certificate
	Copy of proof of Relation if not married_(Partner visa from New Zealand Consulate/Embassy is not accepted as a proof)
	Air tickets which clearly show that the applicant is travelling with his/ her EU spouse otherwise a visa fee applies.

<ul style="list-style-type: none"> <li>▪ <b>Additional mandatory documents when travelling for <u>Medical Treatment</u></b></li> </ul>	
	<b>Original and signed document</b> from medical institution confirming the need for medical care
	<b>Original and signed document</b> from medical institution in country of destination with proof of scheduled treatment and the cost for this treatment
	<b>Proof of sufficient funds</b> to pay for the medical treatment

<ul style="list-style-type: none"> <li>▪ <b>Additional mandatory documents when travelling for <u>Work (for a maximum of six months; only applicable to Austrian visas)</u></b></li> </ul>	
	<b>Original employment contract</b> for the proposed work in Austria
	<b>Notification/work permit</b> from the Austrian Employment Service ( <i>AMS Anmeldebestaetigung</i> ) or exemption – this needs to be obtained by the employer in Austria

<ul style="list-style-type: none"> <li>▪ <b>Additional mandatory documents for <u>Minor applicants travelling without parents or travelling with only one parent</u></b></li> </ul>	
	<b>Original letter of consent</b> for the minor to travel alone, <b>signed</b> by both parents/legal guardians and witnessed by a <b>Justice of the Peace</b> or <b>Notary Public</b>
	<b>Original letter of consent</b> for the minor to travel with the other parent, <b>signed</b> by both parents/legal guardians and witnessed by a <b>Justice of the Peace</b> or <b>Notary Public</b>
	<b>Signed copies of the passports</b> of both parents, verified by a <b>Justice of the Peace</b> or <b>Notary Public</b>
	<b>Latest &amp; Last three months bank statements</b> of the parents

#### Important Notes

- The application may not be lodged earlier than 3 months before the intended arrival date in the Schengen Area.
- Submitting the above documents does not guarantee a visa. The consular officer may request a personal interview or further documentation to justify the case.
- Once an application is accepted for processing, a stamp indicating the acceptance date and embassy seal will be placed in the passport, irrespective whether the visa is issued or not.
- Original documents that are clearly labeled as "ORIGINAL" can be returned if a copy of the document is submitted in addition. Bank statements will not be returned.
- **All documents mentioned in the checklists must be submitted. Incomplete applications may be returned to the applicant and affect the outcome of the application in terms of processing time and decision.**

By signing the document checklist you agree to accept the terms and conditions of service and data protection and privacy policy as available on [www.vfsglobal.com/Austria/newzealand](http://www.vfsglobal.com/Austria/newzealand).

**Signature of the Applicant** (Digital signatures not permitted) \_\_\_\_\_