Austrian Embassy Bangkok

CHECKLIST FOR TOURIST APPLICATION

1.	☐	**Application Form DE/EN or Application Form DE/TH** *Duly filled out in English and signed by the applicant* *For minors: Signed by parents or legal guardian*
2.	☐	**One recent passport picture** *Photo must be: 35 mm wide, 45 mm high, photo must be well contrasted person, must look straight into the camera, head must be straight, not tilted, mouth closed, head must take up 2/3 of the photo, but must not exceed 36 mm in height, eyes must be in the upper middle of the photo, eye colour must be clearly recognizable, distance between the two pupils must be between 8 and 10 mm, white background). Any alterations (like Photoshop etc.) are strictly forbidden*
3.	☐	**Valid passport, at least two free pages** *Not older than 10 years, valid for at least three more months after the expiry of the applied visa*
4.	☐	**Two copies of applicant's passport's first page**
5.	☐	**Round Trip air ticket reservation** *Document must be in English or in German language, must be issued by airline or travel agency, must report full name of applicant as per passport*
6.	☐	**Overseas medical insurance** *Must cover whole period of stay, must report full name of applicant as per passport, must be valid for the whole Schengen Area, minimum coverage of 30.000 Euro for urgent hospitalization or repatriation expenses, the stamp and signature of the insurance company are mandatory*
7.	☐	**Hotel booking confirmation** *Document must be in English or German, reservations must cover whole duration of the trip, must report hotel name, address, name of all applicants*
8.	☐	**Exact itinerary** *Dates, cities, transports used to move across Schengen Area* *If travelling to Non-Schengen country during same trip: Transport ticket and valid visa (for the non-Schengen country)*
9.	☐	**(If applicable) For organized tours:** *Confirmation or original voucher of the travel agent or tour operator for the organized tour*
10.	☐	**Evidence of applicant's employment** *If applicant is an employee: Company's registration, headed paper company's original approved letter should report: full name of applicant, job position of applicant, salary, indication of the number of vacation days, company stamp, signature of manager, full address of company, telephone number of the company, date of issue of the letter must be within 30 days; if applicant is business owner: Business License (from DBD) valid for 90 days together with English translation*
11.	☐	**Proof of economic situation in the country of residence** *Statement of the last 3 months updated to current month with stable transactions, name of applicant shown on the statement must be same on passport, savings accounts with positive balance, no fixed accounts, no one time payments;* ***optional as addition to statement****: Original bank certificate of a savings account dated within one month from submission date*
12.	☐	**(If applicable) for applicants with insufficient finances:** *AUSTRIA: Financial sponsorship with an "Elektronische Verpflichtungserklärung EVE" issued by the Austrian police to the sponsor.* *SLOVENIA: Guarantee Letter GARANTNO PISMO signed by the sponsor in front of notary in original, proof of financials of sponsor.* *MALTA: Declaration of Proof DECLARATION OF PROOF - Rev.pdf signed by sponsor in front of notary in original, proof of financials of sponsor.* *If the sponsor is a family member: Proof of family relationship (original birth certificate or house registration or marriage certificate) together with translation in English, statement of the last six months of the sponsor's savings account;* ***optional as addition to statement:*** *Original bank certificate of the sponsor's savings account dated within one month from submission date*
13.	☐	**(If applicable) For applicants who own land or real estate:** *Copy of proof of ownership of real estate property or land property (property title)*
14.	☐	**(If applicable) For applicants who have legally changed their name in the past:** *Name Change certificate (original and copy, translation in English or German)*
15.	☐	**(If applicable) For applicants married or related to Austrian/EU citizens:** *Original and copy of marriage certificate/birth certificate, together with translation into English or German*
16.	☐	**(Only applicable for Non-Thai citizens)** *Original and copy of work permit, Re-Entry stamp from Thai immigration, three months validity after coming back from the Schengen states*
17.	☐	**(Only applicable for students applying)** *Original letter from the school dated within one month from the date of submission, must report: Full name of applicant, full name and address of school, telephone number of the school, signature of person giving permission*
18.	☐	**(Only applicable for minors applying)** *If applicant is under 18 and travelling with one of the parents: Original consent letter from District, to be signed by the parent who is not travelling with the minor, translated into English and birth certificate (copy and original)* *If minor is travelling alone: Original consent letter to travel abroad from the District signed by both parents, translated into English and birth certificate. If one of the parents passed away, death certificate together with translation in English.*

IMPORTANT NOTES:

After applying for the Visa, the applicants will not be able to borrow their passports from the Embassy. The processing time for a Visa application is 15 calendar days according to Visa Schengen Code. Need of interviews or other issues might extend this period.

All documents must be translated into English or German and dated not earlier than 1 month before the date of the submission. The Embassy has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any particular visa.