

Austrian Embassy Addis Ababa Checklist	
General Requirements for Schengen Visa Applicants (Originals + copies)	
Duly completed and signed visa application form (in English or German). NB: If you cannot prepare the Visa Application form by yourself, the manager of VFS will help you to fill in the Visa application form.	
Valid passport for at least three months after the date of return to Ethiopia, containing at least two blank visa pages, issued within the previous ten (10) years.	
1 color passport photo (35 x 45 mm) according to ICAO standards.	
Flight Reservation	
Travel health insurance for the entire duration of stay with a minimum coverage of € 30,000.00 and validity for the entire Schengen area. Travel health insurances that do not cover the risk of Covid-19 infection do not provide a valid insurance protection according to the FPG and the Visa Code.	
For employees: Employment contract (original and copy) + confirmation of employment with salary details and duration of employment Application for leave approved by the employer	
For entrepreneurs: Business license	
For students: Student ID and copy of enrollment certificate + proof of achievement (current proof of exams taken)	
Proof of sufficient funds (Bank Statements of the last 6 months, saving accounts)	
Copies of all the visas inside the passport.	
Copies of Birth and (if applicable) Marriage Certificates,	
Copies of title deeds and ownership of properties.	
Tourism	
Airline ticket reservation	
Proof of accommodation (e.g. hotel booking or other proof).	
Travel itinerary	
Family Visits	
Letter of invitation stating the duration of travel, name as well as the address of stay and family relationship + according evidence (birth and marriage certificates, rent agreement, certificate of ownership, for inviting third country nationals: copy of Austrian residence permit) or Electronic Guarantee (Elektronische Verpflichtungserklärung – EVE) to be submitted at the competent police authority in Austria	
Business	
Letter from the business partner in Austria and electronic guarantee Letter (Elektronische Verpflichtungserklärung – EVE) to be submitted at the competent police authority in Austria.	

Sport and Cultural Events	
Invitation from the Austrian organizer	
Copies of previous competition results	
Study visits	
Invitation letter of the Austrian university/Grant confirmation	
Conferences of International Organizations in Austria	
Official invitation by the International Organization	
Medical visits	
Official confirmation of the treatment appointment by the medical institution in Austria including a cost estimate Certificate of an Ethiopian doctor and/or a medical institution about the necessity of the medical treatment Proof of sufficient financial means to cover the costs of treatment and related expenses Proof of advance payment for the treatment	
Additional Requirements for minors	
Letter from school/University concerning leave of absence	
Copy of Birth Certificate (indicating both parent's names) accompanied by parents' Passport/ID copies (for all children under 18)	
A Letter of consent and parents passport/ID copies are required if the child is accompanied by both parents	

I am aware that submitting the visa application to VFS is voluntary. VFS is only authorized to forward visa applications to the embassy and does not make any decisions. The Austrian Embassy in Addis Ababa is exclusively responsible for the decision-taking process.

☐ ***I am aware that my intended trip starts in less than 45 days, which is the standard processing time. I, nevertheless, insist on submitting my application.***

☐ ***I am aware that my application does not comply with the above stated list of requirements. A decision will be taken based on the available documents, which may result in a visa refusal.***

The only exemptions from the 45 days processing time are applicants applying for a visa as family members of a Union citizen to whom Directive 2004/38/EC applies or family members of a national of a third country enjoying a right of free movement equivalent to that of Union citizens under an agreement between the Union and a third country. It also does not apply to family members of British citizens covered by the withdrawal agreement between the EU and the UK. The decision also does not apply to citizens of Ethiopia who apply for visa to participate in meetings with international intergovernmental organizations or at international conferences organized by a Member State.

Applicant's name

Applicant's signature

Date and Place

Phone Number

Signed in front of(VFS staff.....), Addis Ababa: _____ Date: _____