Visa for Tourism, Checklist
NAME ……

Updated August 2026

	Documentation (To be arranged in same order)	YES	NO	N/A
1.	**Application form:** fully completed in English or German language and signed by the applicant			
2.	**Passport:** (a) its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States; (b) it shall contain at least two blank pages; (c) it shall have been issued within the previous 10 years; (d) NO alteration or handwritten amendment concerning the data page			
3.	**One photograph :** shall be in accordance with the international standards as set out in the International Civil Aviation Organization (ICAO)			
4.	**Valid permit to return** (if applicable) e g. valid Indian Residency Permit or return visa to India for citizens of Bangladesh / Bhutan / India / Maldives / Nepal / Sri Lanka. For Tibetans travelling on Indian IC (yellow Identity Certificate) it is mandatory to hold a Return Visa (valid until at least three months after your intended return to India) apart from the stamped entry "No objection to return to India" (NORI) in the IC			
5.	**Cover letter** from the applicant stipulating the purpose of travel, duration, names of accompanying persons, transport and accommodation details.			
	Documents for your trip:			
6.	**Round-trip flight reservations - travel itinerary:** airline reservation and proof of other means of travel within Austria/EU in case of onward travel			
	Proof of accommodation: hotel reservation / letter of tour organizer and / or other appropriate documentation indicating the envisaged travel plans within Austria / EU			
	Travel medical insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30 000. Applicants for a uniform visa for multiple entries shall prove that they are in possession of adequate and valid travel medical insurance covering the period of their first intended visit. In addition, a statement, declaring the awareness of the need to be in possession of travel medical insurance for subsequent stays, shall be signed.			
	Proof of occupation:			
7.	**Employed:** Salary certificate of the last three (3) months of present occupation, employment contract plus company NOC to leave. Also, please mention official email address of the applicant or email address HR department on the application form OR business card mentioning the official email ID of the applicant.			
	Self-employed: GST certificate/ Udhyog Aadhar Memorandum/ Import Export Certificate/ Certificate of Incorporation etc			
	Retired: pension statements for last 3 months and/or proof of regular income generated by ownership of property or business.			
	Student: Proof of enrollment/ registration in school/ College/ University.			
	Proof of sufficient funds:			
8.	Original bank statements of the last three (3) months and / or other funds available (pension etc.)			
	ITR: ITR (with barcode) for last 2 years-			
	Minor travelers:			
9.	a minor accompanied by one parent shall provide an Original notarized NOC by the other parent , plus copies of parents passports or ID			
	a minor travelling alone shall provide an Original notarized NOC by both parents / legal guardians, plus copies of parents passports or ID			
	Passport:			
10.	**Copy of the present passport** (data pages, last page, pages with evidence of previous visa, travel)			
	Copy of visas and entry/exit stamps of Schengen area from previous passports (or proof of loss)			
11.	**Contact details of the applicant:** Operational email address, mobile number and business card.			

Important Notes:

- *Before applying consider the duration of stay. If applicant intends to stay longer than 6 (six) months, Residence Permit ("Aufenthaltstitel") has to be applied for. Visa "C" can be applied for with validity for up to 90 days, Visa "D" between 91 and 180 days. Visa in both categories cannot be extended or renewed in Austria.*
- *Any representative shall provide an original letter of authorization from the applicant bearing the name of the representative and its organization / company. A copy of a valid photo ID shall be attached to the application.*
- *The applicant bears responsibility concerning all content of the application.*
- *Applications cannot be submitted 6 months prior to departure.*

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- *Processing can take up to 15 working days after receiving the application. Status queries will be responded after the above time frame only and shall be primarily addressed to the VFS-office of application or by e-mail to: NEW-DELHI-KA@bmeia.gv.at*

- ***Kindly note that, in case an application is received by the Embassy, less than 15 working days before the intended travel date, the application along with the passport will be returned to VFS. Therefore, the applicants are advised to apply at least 1 month prior to the intended travel.***

- ***However, in individual cases, that period may be extended up to 45 calendar days in, particularly when further scrutiny of the application is needed.***

- *The applicant voluntarily agrees to avail the services of VFS Global Services Pvt. Ltd. to apply for a Schengen Visa at the Austrian Desk.*

- *Applicant are advised that during the examination of an application, consulates may in justified cases request additional documents in accordance with Article 21 (8) of Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas. The Embassy may call applicants for an interview if deemed necessary.*

- *The applicant and/or its authorized representative declare being advised to submit full documentation according above checklist and that submission of incomplete or faulty documentation can be a reason for refusal of the application.*

- ***I confirm that the email address and telephone number provided in the application form is correct and belongs to me, and that I personally have access to it. The Embassy will communicate exclusively via this address/number. Should the data be incorrect or not attributable to the applicant, this cannot be taken into account at any stage of the decision-making process!***

In case of incomplete documentation:

I insist on forwarding the application with the documents provided. I acknowledge that missing documents may be considered non-existent by the authority, which can result in the application being rejected.

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Date, Signature