Austria Tourism Checklist

Particular		Requirements	✓ ✗
1. Visa Application Form	a.	Applicant must fill the visa application form, the same can be obtained from the VFS Global Website https://visa.vfsglobal.com/irl/en/aut/visa-type#tourism all details must be entered as per recent passport.	
	b.	Page 4 of the application form must be duly signed (As per passport and other supporting documents), in case of minors both parents must sign the form, submit a letter of agreement together with passport copy. If one parent is unable to sign, a letter of agreement together with a copy of passport is needed. All applications must be lodged in person.	
	c.	Select 'Dienstleistungserbringer' and under 'Akte bearbeitet durch' select VFS.	
2. Photograph	a.	3.5cm X 4.5cm picture on a white background with 80% face coverage and with neutral expressions. The photograph must not be older than 6 months	
	b.	Applicants must refrain from wearing spectacles, facemask, hats, loud makeup, etc	
3. Passport/ Travel Document and IRP	a.	Applicants' passport or official travel document must be valid for at least 3 months post the return from the intended trip and should have at least 2 blank pages. (2 photocopy of the bio data page must be included)	
	b.	For non-Irish citizens, their Irish residence card (IRP/GNIB) must be valid for a month post the return from the intended trip, **it is mandatory to have the physical card in your position for the application to be processed accepted**. A photocopy of the passport/ travel document and the IRL must be submitted. (1 copy of the IRP must be included)	
4. Proof of sufficient funds	a.	Bank statement for the past 3 months highlighting the applicants name, the issued statement must not be older than a week from the date of submitting the visa application (internet printouts are accepted)	
	b.	Payslip for the last 3 months	
5. Accomodation or Tour confirmation	a.	The full name of the applicant, check-in/ Check-out dates, accommodations complete address and contact details.	
	b.	For group bookings- if applicant's name is not mentioned on the hotel bookings, no additional notes are required if all the co-travellers are listed on the flight ticket.	
6. Transport Documentation	a.	Flight reservation, rail tickets or car papers (registration, insurance for Europe, ferry bookings and drivers' licence)	
	b.	If travelling to multiple Schengen countries, internal transfers are required.	
7. Medical Travel Insurance	a.	Minimum coverage of € 30,000 valid for all Schengen state mentioning the applicants name and duration of insurance (medical expenses, repatriation must be covered)	
	b.	Winter Travel (for winter months valid only until April, if not travelling to ski resorts, a insurance not covering winter sports is acceptable) if applicants wish to travel to the ski resorts, they must provide a declaration that they will not be engaging in winter sports	
	c.	The Insurance certificate should be issued from a company registered to conduct business in Ireland	
8. Evidence of Occupation/ Study	a.	Letter from School/ University/ letter of employment/ proof of self-employment- must be original on the entity's letter head not older than 10 days.	
	b.	In case of the employer is not located in Ireland, a printout of the PDF file is acceptable.	
	c.	The letter must be addressed to the Austrian Embassy in Dublin.	
9. Visa Fee Exemption	a.	(i) Minors under the age of 6- Consent of parent/s as well as copies of te signed parents passports; (ii) Spouse of EU-nationals with proof of relationship (only if travelling with EAA/EU spouse/parent)- Marriage certificate, birth certificate, Passport of the EU family member (The photocopy will be verified against the original document); (iii)Post graduate	

Effective: August 2026

		students accompanying teachers who undertake stays for the purpose of study or educational training- Irish letter must be included stating the same; (iv) Researchers travelling for the purpose of carrying out scientific research- Invitation letter must state that, if the student status is confirmed than an Irish letter is sufficient; (v) Representatives of non-profit organizations up to 25 years old participating in seminars, conference, sports, cultural or educational events organized by non-profit organizations.	
10. Additional Information	a.	If there are any child/children endorsed on the passport if yes, applicant must sign declaration form that he/she is travelling alone	
	b.	In case of any valid Schengen visa, please highlight the same on the checklist	

* The photocopy of original documents must be provided which the VFS personnel will stamp after verifying the original document

*The Embassy at its discretion may request for additional documents, re-biometric or personal interview

Additional Remarks_____

_____

Date: ___/___/_____. Applicants Sign: _____ VFS Staff Name:_____