

CHECKLIST FOR VISITING FAMILY AND FRIENDS APPLICATION

1.	<input type="checkbox"/>	<p>Visa application Duly filled out in English and signed by the applicant For minors: Signed by parents or legal guardian</p>
2.	<input type="checkbox"/>	<p>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.</p>
3.	<input type="checkbox"/>	<p>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</p>
4.	<input type="checkbox"/>	<p>Two copies of applicant's passport's first page and copies of previous Schengen visas If visas are in old passport: copy of first page of passport and copies of relevant visas</p>
5.	<input type="checkbox"/>	<p>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</p>
6.	<input type="checkbox"/>	<p>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</p>
7.	<input type="checkbox"/>	<p>Proof of accommodation E.g. hotel bookings or invitation of the person who wishes to host the applicant including address of accommodation</p>
8.	<input type="checkbox"/>	<p>Proof of the relationship with the host / inviting person If the host is a family member: Proof of family relationship (birth certificate, house registration, marriage certificate) and copy of biodata page of the host, in case of a non-formalized relationship (e.g. boyfriend/girlfriend), correspondence between host and guest, pictures can be submitted as proof of relationship</p>
9.	<input type="checkbox"/>	<p>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</p>
10.	<input type="checkbox"/>	<p>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; OR: Original bank certificate of a savings account dated within one month from submission date.</p>
11.	<input type="checkbox"/>	<p>(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; OR: Original bank certificate of the sponsor's savings account dated within one month from submission date</p>
12.	<input type="checkbox"/>	<p>(If applicable) For applicants who own land or real estate: Copy of proof of ownership of real estate property or land property (property title)</p>
13.	<input type="checkbox"/>	<p>(If applicable) For applicants who have legally changed their name in the past: Name Change certificate (original and copy, translation in English or German)</p>
14.	<input type="checkbox"/>	<p>(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</p>
15.	<input type="checkbox"/>	<p>(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</p>
16.	<input type="checkbox"/>	<p>(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</p>
17.	<input type="checkbox"/>	<p>(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.</p>

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 in 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.