

Welcome to our

# Visa Advisory Meeting

**WU**

WIRTSCHAFTS  
UNIVERSITÄT  
WIEN VIENNA  
UNIVERSITY OF  
ECONOMICS  
AND BUSINESS



- If you are holding a **passport** of a member state of the **European Union, Lichtenstein, Norway, or Switzerland**, you **do not need a visa**. Please inform us about this ASAP!
- Your turn! – **Appointment** already booked?
- It's important to apply for your visa in your home country before you arrive in Austria.
- Please check if you're allowed to enter the Schengen Area without a visa with your passport. If yes, please check how many visa free days you have (for example, US and Canadian citizens can stay in the Schengen Area without a visa for 90 days).

# Which entry and residence documents do I need?



# Where to apply

## VFS offices in the US:

- Chicago
- Houston
- Los Angeles
- Miami
- New York
- San Francisco
- Washington DC

## VFS offices in Canada:

- Edmonton
- Ottawa
- Vancouver

## All others:

- Austrian embassy or consulate in your home country

**--> Hand in a complete set of the required documents!**

# The Paperwork

Sort the completed documents in this order:

- Completed and signed form for Visa D
- 1 recent color passport picture, sized 3.5 x 4.5 cm for EU
- Valid passport (valid until at least three months after leaving the Schengen territory)
  - ✓ + photocopy of data page of passport (black and white copy)
  - ✓ + photocopies of pages that contain entries and stamps (color copies)
- Proof of accommodation in Austria (OEAD contract or tenancy contract)
- Proof of health insurance
- Proof of financial means (e.g. bank statement of past three months displaying name of account holder; scholarship;...)
- Letter of acceptance
- Letter of your home university
- Flight, bus or train reservation

**→ Copies of EVERYTHING**

# The Paperwork (Application form)

Useful advice for filling in the form:

- **Bordercrossing:** the point where you enter the Schengen Area (if you have a layover in Paris, then put Paris here)
- **Schengen Area:** EU countries+ Norway, Iceland, Switzerland and Liechtenstein (for a list of countries click on the link)

# The Paperwork (Picture)

## VISA PHOTOGRAPHS CRITERIA



All visa applications must include one recent photograph in colour meeting the **compulsory** internationally agreed standards.

### The basic rules are simple:

face must cover 2/3 of photo and looking straight forward – eyes must be on the middle line or in upper half of the photograph - neutral expression please and mouth must be closed – hair must not cover face – **background must be light and plain** – no reflexion on glasses – photograph should be 45 mm high and 35 mm wide

Please have a look at some samples and turn the page for more detailed information.



### The photograph must

- be in sharp focus and clear
- have a strong definition between the face and background
- be printed professionally

### The photograph must show

- no shadows
- you facing forwards, looking towards the camera
- a neutral expression, with your mouth closed (no obvious grinning, frowning or raised eyebrows)
- your eyes open and clearly visible (with no sunglasses or heavily tinted glasses, and no hair across your eyes)
- no reflection or glare on your glasses and the frames should not cover your eyes (you may find it easier to remove your glasses)
- your full head, without any head covering, unless it is worn for religious beliefs or medical reasons

### CHILDREN

Photographs of children must show a clear image that is a true likeness of the child. The eyes should be open and if you need to support a baby's head, it is important, that your hand cannot be seen in the photograph.



Must meet EU photo standards

# The Paperwork (Health Insurance)

- Insurance card is NOT sufficient!
- You need an insurance letter containing the following:
  - Your name
  - Countries of validity (Europe or worldwide)
  - Period of validity (must cover the entire visa period)
  - Minimum coverage sum: USD 50,000 or EUR 30,000 or unlimited
  - Must be included:
    - Guarantee to cover possible recovery and repatriation costs
    - Coverage of Covid-19 related issues
  - Recommended insurance: [feelsafe](#), [care concept](#)



# The Paperwork (Financial means)

- Bank statement with full transactions for the last 3 months including name, address
- Scholarships, letter of grants etc.
- Letter of support from parents (sample attached)
- Proof of sufficient financial means (depends on age/accommodation expenses  $\approx$  € 3,000- € 4,000 in total)

- Any questions from your side?