

## AUSTRIAN EMBASSY NICOSIA

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### VISA APPLICATION PROCESS

Only applicants holding a valid Cyprus resident permit are eligible to apply for a Schengen Visa.

Visa is not required for family members of a Swiss or EEA national (EU citizens or citizens of Norway, Iceland, Liechtenstein) who are holders of a Cyprus yellow slip and are travelling with or joining that family member.

**An appointment for a visa application is required.** Appointments can be made online or by contacting the Embassy per E-mail or telephone. **IT IS STRICTLY MANTATORY** that the appointment is made minimum **15 DAYS** prior to the intended departure date. Applications are accepted up to a maximum of six months in advance.

**Visiting hours for applicants:** Monday to Friday from 09.00 to 12.00 a.m. (closed on Austrian or Cypriot holidays).

According to the VIS system (20<sup>th</sup> November 2015), **fingerprints** must be taken from every applicant of 12 years and over.

**Visa application forms** are available at the Embassy's premises and on our website: [www.bmeia.gv.at/nicosia](http://www.bmeia.gv.at/nicosia)

The application form must be completed clearly and duly signed by the applicant. Parents/Legal guardians must sign applications made by minors.

All supporting documents need to be presented in **original with one photocopy**. A set of copies for each applicant is required. The Embassy does not make copies. Additional documents may be requested. Incomplete applications will not be processed. **The presentation of the complete list of documents does not constitute the legal right for the issuance of a visa.**

**DO NOT CALL THE EMBASSY TO INQUIRE ABOUT THE STATUS OF YOUR APPLICATION.** The Embassy will provide information about the visa status solely to the applicant or his authorized agent. Telephone inquiries are not accepted.

### **SCHENGEN VISA PROCESSING FEES:**

A visa processing fee is charged upon application, whether the visa is granted or not and it is not refundable. Visa fees are subject to change without prior notice:

**Adults and children +12 years:** single/multiple entry € 80,-

**Children 6 – 12 years:** single/multiple entry € 40,-

**For countries:** Albania, Armenia, Azerbaijan, Belarus, Kosovo, and Russian Federation: **€ 35,-**

**Children under 6 years** of age and **spouses/civil partners, children and dependents of EU/EEA nationals exercising their right of free movement, will not be charged with any consular fee.**

## REQUIRED DOCUMENTS (adults & children):

- **A valid passport**, issued within the last ten years and has a validity of at least 3 months beyond the intended stay in Austria. It must have at least two blank pages upon which the visa and wet stamps can be placed.
- A **photocopy** of relevant data pages of the valid passport and of possible previous Schengen Visas.
- One passport size **photograph according to ICAO standards**, which has been taken within the last 6 months. Photos which do not meet the standards or are damaged will be rejected. Do not staple or glue the photo on the application form.
- Cyprus **Residence Permit**, which exceeds the validity of the requested visa by more than 3 months.
- **Valid medical travel insurance certificate** of an all-risk (incl. winter sports) insurance policy, with **minimum coverage of € 30.000,-**. The insurance must cover Covid-19 and the entire period of the stay in the Schengen Zone.  
(Not required for family members of EU citizens travelling together).
- **Proof of the flight reservation and return ticket** or the country of final destination (if you are travelling to more than one Schengen country during your stay, proof of transportation within and between the countries is required: e.g. train and/or bus tickets, car rental documents).
- **Hotel reservation or proof of other accommodation.**
- **Proof of funds to support your trip:**
  - Recent **bank statement** of minimum the last 3 months balance and not older than one week. Online printouts can be accepted.
  - For Students a minimum 6 months balance bank statement is required.
  - The statement should bear the applicant's name and address, showing that he has sufficient means of subsistence both for the duration of the intended stay and for the return to Cyprus or her/his country of origin.
  - If the applicant is financially supported by her/his spouse (for example if the applicant does not work herself/himself), please provide the marriage certificate and the spouse's bank statement. Please note that cash is not accepted as proof of sufficient means.

(Not required from family members of EU citizens travelling together)

- **Evidence of occupation and/ or student status:**
  - Recent letter of employment and employment contract / school / university.
  - Proof of self-employment.
  - A letter from the applicant's employer in Cyprus confirming the purpose of the planned business trip. If the employer is covering all of the applicant's costs during the stay, it should be clearly mentioned.

(Not required from family members of EU citizens travelling together)

## ADDITIONAL REQUIRED DOCUMENTS.

### If you are visiting friends or family without sufficient financial means of your own:

- An Electronic Declaration of Liability (\*Elektronische Verpflichtungserklärung\*) must be filed by the host at the Austrian Aliens Branch of the Police (Fremdenpolizei). This document will be sent to the Austrian Embassy electronically (no additional documents from the host are necessary).

**If you are visiting friends or family with sufficient financial means of your own:**

- Passport copy of host (if the individual is not Austrian, an additional Austrian Residence Permit is required).
- Proof of accommodation: rent (lease agreement) or proof of property.
- Written invitation letter of the host.

**If you are travelling on business:**

- Original letter issued by your company in Cyprus (mentioning the name, position and passport details of the individual concerned; explaining the purpose of the trip; mentioning their contact details; detailed itinerary/business schedule; duration).
- Original invitation letter from the Austrian company (mentioning the name, position and passport details of the invitee; explaining the purpose of the trip, mentioning their contact details; detailed itinerary/business schedule; duration).

**If you cannot provide proof of sufficient financial means of your own:**

- An Electronic Declaration of Liability (Elektronische Verpflichtungserklärung), which the host company has to file at the Austrian Aliens Branch of the Police (Fremdenpolizei), which will be sent to the Austrian Embassy electronically (no additional documents of the host are necessary).

**If you are attending a conference:**

- Original invitation from the conference organizers.
- Original proof of registration (payment of the registration fee, if applicable).
- Proof of accommodation.
- Proof of sufficient financial means or an Electronic declaration of liability.

**If you are participating in a student program (less than six months):**

- Original letter issued by your educational institution.
- Original proof of registration.
- Proof of sufficient financial means (e.g. scholarship, letter of grants, bank statement of the last three months [parent's account accepted including supporting letter] and/or other proof of income).
- Proof of lodging in Austria (e.g. lease contract, ownership papers).
- Electronic Declaration of Liability- Elektronische Verpflichtungserklärung.

**PARTICULAR REQUIREMENTS** concerning specific categories of persons:

- **Minors (children under 18 years):** Birth certificate
- **Minors travelling alone or with only one parent:**  
Original passports of both parents (unless one parent has the sole custody or residence order for the child);  
Proof of consent of parental authority or legal guardian
- **Family member of EU/EEA citizen:**  
The EU/EEA citizen's passport and a copy of proof of residence in Cyprus.  
Proof of the family status: marriage certificate and/or birth certificate.

**You may be entitled to an accelerated visa procedure free of charge if you meet the following criteria:**

- you are a family member of a European Union (EU) or European Economic Area (EEA) citizen; **AND**
- that EU/EEA citizen is travelling to or is residing in a member state other than that of which he/she is a citizen; **AND**
- you are accompanying the EU/EEA citizen or planning to join him/her in a Schengen Member State.