

Schengen-Visa for short-term trips to Austria

This information has been prepared by the Commercial Section of the Austrian Embassy in cooperation with the Consular Section.

Especially in times of busy traveling, issuing Schengen-visas will take some more time because of the increased number of applications. Therefore, you are kindly asked to closely observe the following steps and apply for your visa in time.

Contact address for visa applications

- Visa applications of Iranian citizens are processed by the Consular Section of the Austrian Embassy in Tehran.
- The opening hours of the Consular Section of the Austrian Embassy in Tehran are: Sunday, Monday, Wednesday and Thursday 09:00 to 12:00 a.m. Further information can be obtained at this telephone number: (+98 21) 8871 0180. The address of the Austrian Embassy is Argentine Square No. 78, 3rd floor, Embassy Bldg., Tehran, Iran. Postal code: 1513914566, P.O.Box 15875-8347.
- Visa applications will only be accepted by appointment. Please ask for an appointment Sunday to Thursday between 08:00 a.m. and 03:00 p.m. by phone 8871 0180 or by email: Teheran-ob@bmeia.gv.at (usually email is easier).

Duration of the visa-process

Please schedule your meetings in Austria on time and ask for the appointment **THREE MONTHS** before your planned trip.

- If you are planning to make a trip to Austria, please contact the Austrian Embassy - Consular Section on time (i.e. 3 months before) by phone or email to arrange an appointment.
- The Consular Section will give you the date for your appointment, when you will have to present your completely filled out application form together with all required documents **in person**. Please be aware that it may take some weeks for your appointment depending on the current number of applications.
- When you have handed over your complete application with all necessary documents, it will take some 3 weeks to issue your visa.
- Please note that in times of busy traveling (holidays, trade fairs, conferences etc.) the mentioned periods may be extended according to the increased number of applications. Therefore, please ask for your appointment already **THREE MONTHS** before your planned trip.

Requirements for business-visa

Iranian company representatives need a formal invitation letter from the Austrian company which states the exact reason for the business trip. Furthermore, a "Verpflichtungserklärung" of the Austrian company is to be presented at the Consular Section in original. Please note, that faxed or scanned documents are not accepted. The copy of the "Verpflichtungserklärung" can be found under the following link:

http://www.aussenministerium.at/up-media/3723_verpflichtungserklaerung_firma.pdf

Forms and certificates required

- Application form filled out completely and truthfully in block or type letters and signed personally by the applicant.
http://www.bmeia.gv.at/up-media/5018_visaantrag_englisch.pdf
- Recent passport photograph according to the currently valid European regulation which can be found on www.passbildkriterien.at.
- Evidence of sufficient rootedness in the home country to prove that the applicant will certainly leave the Schengen-area and return home. This evidence may be certificate of employment, documents of current social insurance, statement of bank account of the last three months with respective financial movements, documentation of ownership of property, near relatives (wife, children) in Iran etc.
- Passport valid until three months after termination of intended trip (visa).
- Evidence of a travel health and accident insurance for the intended period of travel covering all risks with an amount of minimum EUR 30.000,-. All Austrian insurance companies will be accepted, a list of the accepted Iranian insurance companies is published on the black board in the waiting-room of the Embassy. Further information can be obtained at the Consular Section.

Please get your insurance only after having been informed by the Consular Section that your visa is ready to be issued and present the insurance policy when obtaining the visa.

In case of long term visas, the insurance policy has to cover the period of the first trip to the Schengen-area. For the remaining period of the visa, you have to confirm in writing that you will get an appropriate insurance every time before you again travel to the Schengen-area.

Please note

- For visa application the applicant has to present him/herself personally at the Consular Section of the Austrian Embassy.
- The processing of the visa starts only after having submitted all required documents.
- For the current amount of charges for visa applications please see the respective list in the Consular Section of the Austrian Embassy.
- You have to apply for your Schengen-visa at the Embassy of the Schengen country which is the main destination of your travel (where you stay longest). E.g. If you travel to Slovakia via Vienna airport, you have to apply at the Slovak Embassy. If the main target of your travel is not evident, you have to apply for your Schengen-visa at the Embassy of the country of first entry to the Schengen-area.
- Wrong or incomplete information will cause the denial of your visa. It is the duty of the applicant to prove the purpose of his travel and his definite intention to come back to Iran.
- Each visa application will be checked, verified and evaluated separately. Therefore, in some cases the Consulate might require additional documentation.
- All documents have to be presented in German or English. Documents in Farsi have to be accompanied by a translation made by an officially approved translator.

Please find further information in German and Farsi on the website of the Austrian Embassy in Tehran:

<http://www.bmeia.gv.at/teheran>