

AUSTRIAN EMBASSY PRETORIA

ADDITIONAL INFORMATION

Please note that you have to call for an appointment before submitting your visa application!

The Austrian Embassy Pretoria does NOT accept the submission of visa applications by mail (SA Post Office), Visa-agencies or courier services!

Ad 6. Proof of sufficient funds:

Original bank statements of the past three months.

Ad 7. Travel / health / accident insurance with minimum medical coverage € 30.000,-- (applicants must present insurance policy and photocopy.)

or

SOS International cover from Discovery Health plus a copy of the medical aid card.

The insurance should be valid 15 days longer than the visa applied for in order for the Embassy to include an additional “period of grace” of 15 days (in case journey has to be extended due to unforeseen circumstances).

Ad 8. a) If you are visiting and staying with friends or family in Austria (without financial sponsorship)

- Invitation letter confirming your accommodation
- Copies of the relevant pages of the passport of your host (**NOTE:** from non-Austrian citizens additional proof of valid Austrian residence permit (copy) is required)
- Copy of Meldezettel” or “Unterkunftsbestätigung” of your host (proof of residence)

b) If your visit is supported and paid for by a sponsor residing in Austria:

- electronic affidavit (“elektronische Verpflichtungserklärung” – EVE) which can be obtained by the host from the nearest aliens police (“Fremdenpolizei”) in Austria.

Ad 9. Business travellers:

If the visit is for business purposes the company in Austria, RSA or in another Schengen country should provide an invitation letter in original outlining the links between the companies and the purpose of the trip. If the Austrian company is paying for the trip (accommodation, medical insurance, daily allowance, etc.) an electronic affidavit must be provided.

Ad 10. All children under 18 years

A full or unabridged birth certificate is to be submitted, irrespective if the child is travelling with the parents or not.

Administrative costs for processing of visas (non-refundable):

Schengen Visa
National Visa D

€ 60,--
€ 75,--

All visa applications have to be submitted at least 15 days before departure date!

Processing Time: RSA passport holders: 5 working days (up to 7 days during holiday season)
Foreign passport holders: can take up to 3 weeks

PLEASE NOTE: Visas can only be processed once all supporting documents have been received!

Group applications: Apart from the above mentioned please note the following requirements

- a fully completed itinerary of your trip indicating all the addresses and contact persons.

Participants in cultural, scientific or sport events:

- invitation letter of Austrian organizer specifying the event (incl. financial support, accommodation and medical insurance) or
- bank drafts as proof of payment to the Austrian organiser etc. have to be submitted.

Please note: Tour operators handling the visa applications for tourist groups to Austria are kindly requested to contact the Embassy by telephone.

Processing time for groups of less than 40 people: at least 2 weeks and for groups over 40 people at a minimum of 4 weeks in advance before departure date.

IMPORTANT NOTE:

Additional documents may be requested depending on the individual case.

CONSULAR HOURS: Monday - Thursday: 09:00 – 12:00
telephone enquiries on tel. +27 (0)12 452 9155
between 14h00 – 16h00 only
THE VISA SECTION IS CLOSED ON FRIDAYS

PHYSICAL ADDRESS: Austrian Embassy Pretoria:
1109 Duncan Street,
Brooklyn Office Park Building, 1st Floor
Brooklyn, Pretoria 0181
Fax: +27 (0)12 460 1151
e-mail: pretoria-ob@bmeia.gv.at

Visa information and appointments:

Tel.: +27 (0)87 940 3471
(Monday – Friday 08:00 – 17:00)

The visa section is closed on Austrian and South African Public Holidays.

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