

## Visa for Film Crews, Checklist

SNo.	Documentation	YES	NO	N/A
1	<b>Application form:</b> fully completed in English or German language and signed by the applicant			
2	<b>Passport:</b> (a) its validity shall extend at least three months after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States; (b) it shall contain at least two blank pages; (c) it shall have been issued within the previous 10 years; (d) NO alteration or handwritten amendment concerning the data page			
3	<b>Two photographs:</b> shall be in accordance with the international standards as set out in the International Civil Aviation Organization (ICAO)			
4	<b>Valid permit to return</b> (if applicable) e.g. valid Indian Residency Permit or return visa to India for citizens of Bangladesh / Bhutan / India / Maldives / Nepal / Sri Lanka. For Tibetans travelling on Indian IC (yellow Identity Certificate) it is mandatory to hold a Return Visa (valid until at least three months after your intended return to India) apart from the stamped entry "No objection to return to India".(NORI) in the IC.			
5	<b>Travel medical insurance</b> shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30 000. Applicants for a uniform visa for multiple entries shall prove that they are in possession of adequate and valid travel medical insurance covering the period of their first intended visit. In addition a statement, declaring the awareness of the need to be in possession of travel medical insurance for subsequent stays, shall be signed.			
6	<b>Production company:</b> cover letter detailing its professional background and filming history			
7	<b>Production company:</b> certificates of registration with the Indian Motion Pictures Producers Association/Film Chamber of Commerce			
8	<b>Abstract of screen-play</b> in English language, detailing the intended scenes and locations to be shoot in Austria			
9				
10	<b>Proof of funds (production company):</b> Bank statements for the last three (3) months and / or other financial resources available			
11	<b>ITR of production company:</b> Income Tax Acknowledgement / ITR-V for the last three (3) years			
12	<b>List of crew members</b> with detailed kind of activity of each member, designation and justification of its uniqueness			
13	<b>Crew member:</b> Professional curriculum with references and contacts from previous productions			
14	<b>Crew member:</b> ID from either Cine Artist Association of India/ Film Federation of India.			
15	<b>Crew member:</b> Evidence of professional education; affiliation with industrial union / occupational group			
16	<b>Crew member:</b> Salary certificate of the last three (3) months of present occupation (if applicable) or 24)			
17	<b>Crew member:</b> Original bank statements for the last three (3) months and / or other financial resources or 24)			
18	<b>Crew member:</b> Copy of the present passport (data pages, pages with evidence of previous visa, travel)			
19	<b>Crew member:</b> Original(s) of previous passport(s) or proof of loss			
20	<b>Austrian Business Partner:</b> Copy of Business License in Austria ("Gewerbeberechtigung")			
21	<b>Austrian Business Partner:</b> Invitation letter detailing its professional background and filming history forwarded directly to the Austrian Embassy (original or pdf to: <a href="mailto:NEW-DELHI-KA@bmeia.gv.at">NEW-DELHI-KA@bmeia.gv.at</a> )			
22	<b>Austrian Business Partner:</b> Itinerary of intended shoot together with filming permits of each location			
23	<b>Proof of accommodation of film crew:</b> Hotel reservation in Austria and other EU Member States (i.a.)			
24	<b>Round-trip flight reservations - travel itinerary:</b> Airline reservation and proof of other means of travel within Austria/EU (i.a.)			
25	<b>Electronic letter of guarantee - "EVE" - „Elektronische Verpflichtungserklärung"</b> <a href="http://www.bmi.gv.at/cms/BMI_Fremdenpolizei/einreise_visa/Visum_6.aspx">http://www.bmi.gv.at/cms/BMI_Fremdenpolizei/einreise_visa/Visum_6.aspx</a> (to be obtained from the Austrian business with the competent „Fremdenpolizeibehörde" at the appropriate regional office in Austria (if applic.))			
26	<b>In case minor travelers accompanies:</b> a) a minor accompanied by one parent shall provide a notarized NOC by the other parent, plus copies of parents passports or ID b) a minor travelling alone shall provide a notarized NOC by both parents / legal guardians, plus copies of parents passports or ID			
27.	<b>Letter regarding the Film Project from Cine Artist Association of India/ Film Federation of India</b>			

### Important Notes:

- If applicant intends to stay longer than 6 (six) months, Residence Permit ("Aufenthaltstitel") has to be applied for. Visa "C" can be applied for with validity for up to 90 days, Visa "D" between 91 and 180 days. Visa in both categories cannot be extended or renewed in Austria.

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- Any representative shall provide an original letter of authorization from the applicant bearing the name of the representative and its organization / company. A copy of a valid photo ID shall be attached to the application.
- The applicant bears responsibility concerning all content of the application.
- Applications cannot be submitted more than 3 months prior to departure.
- Processing can take up to 15 calendar days after receiving the application. Status queries will be responded after the above time frame only and shall be primarily addressed to the VFS-office of application or by e-mail to: NEW-DELHI-KA@bmeia.gv.at
- In case an application is lodged less than 15 calendar days before departure, a timely completion of the visa process cannot be guaranteed.
- However, in individual cases, that period may be extended up to 30 calendar days in, particularly when further scrutiny of the application is needed. In case the authorities of the Member State are consulted or additional documentation is needed, this period may be extended up to a maximum of 60 calendar days.
- The applicant voluntarily agrees to avail the services of VFS Global Services Pvt. Ltd. to apply for a Schengen Visa at the Austrian Desk.
- Applicant are advised that during the examination of an application, consulates may in justified cases request additional documents in accordance with Article 21 (8) of Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas. The Embassy may call applicants for an interview if deemed necessary.
- The applicant and/or its authorized representative declare being advised to submit full documentation according above checklist and that submission of incomplete or faulty documentation can be a reason for refusal of the application.

Applicant .....

Applicant Signature .....

Representative .....

VFS Staff Name .....

Passport .....

Date .....

Signature .....

Signature .....