

Embassy of India –Annex (Consular Wing)
(For Visa, Passport & other services)
Opernring 1,
Stiege –E/ Stock 4
A –1010 Vienna, Austria

Tel. 0043 (1) 58 50-793-46,(telephone inquiries from 2.00 P.M – 4.00 P.M only)

Fax. 0043(1) 50 80 805

Web: www.indianembassy.at, E-Mail: visapassport@indianembassy.at

Opening hours of the Indian Embassy: Monday to Friday 9.30 - 11.30 a.m.

Öffnungszeiten der Indischen Botschaft: Montag bis Freitag 9.30 - 11.30

WARNING

The Fee for VISA services will not be accepted in cash by mail. The Embassy will not be responsible for any loss of cash sent/ returned through post

PROCEDURE FOR GETTING A VISA

a. At Visa Counter in the Embassy

- Please fill up the visa application form completely, stating clearly the purpose of the visit to India.
- The Completed visa form along with two passport-size photographs, supporting documents, and visa fee in cash or through a Bank cheque drawn on Embassy of India, may be submitted in person at the Visa section, Embassy of India, Vienna, between **09:30 to 11:30** hours. Visa fee could also be deposited in Bank account given below and the Bank receipt enclosed with visa application.

b. Visa Application by Post

- Persons who would like to send their Visa Application by post, are required to deposit the Visa fee at the Bank, as per details given below, and the original Bank deposit slip should be attached with the Visa application form. **A copy of the bank deposit slip should be retained by the visa applicant for his record.**
- Cash should not be sent through post. No visa service shall be given, if cash is sent through post. **The Embassy will not be responsible for any loss of cash sent/returned through post.**

BANK DETAILS:

Name of the Bank	BankAustria Creditanstalt
Account No.	50901 300 401
BLZ	BLZ 12000
Purpose (Verwendungszweck)	VISA and Consular fees
	Embassy of India, Vienna

- For more information, please refer to the points mentioned below or FAQs, or enquire on phone **(+01) 58 50 793-46** from **2.00.P.M. to 4. 00 P.M.**
Fax. 0043(1) 50 80 805

GENERAL INSTRUCTIONS FOR VISA APPLICANTS:-

- 1. Visa form** can be obtained from the Embassy, or down loaded from our Website. (Fotokopien von den Visumanträgen werden angenommen).
- 2. Visa requirements** for Austrian Nationals (Visum Bestimmungen für Österreichische Staatsbürger.

1	Visa application fully filled in	Vollständig und ordnungsgemäß ausgefüllter Antrag
2	Passport valid for a minimum of six months.	Reisepass mit mindestens 6 Monaten Restgültigkeit.
3	2 photographs	Zwei Passbilder
4	If you wish to have your passport with visa mailed to you, please send a self-addressed, registered, envelope with stamps worth EURO 4.00€.	Falls Ihr Pass mit Visum zu Ihnen zurückgeschickt werden soll, fügen Sie bitte einen rückadressierten, eingeschriebenen Briefumschlag mit Porto im Wert von EUR 4,00 bei.
5	Letter from the Company (Only for Business – Visa).	Ein Firmenschreiben über Zweck, Ziel und Dauer der Reise (nur für Geschäftsvisum)
6	Bank receipt indicating payment of Visa in Bank Account : Account NO.509 013 00 401, BankAustria Creditanstalt, BLZ 12000, should be attached with the Visa Application (See the table given below on Visa Fee, and the instructions.)	Der Zahlschein muss zusammen mit dem Visa- Antrag bei Posteinreichung mitgeschickt werden oder bei persönlicher Einreichung mitgebracht werden: Konto Nr.509 013 00 401, BankAustria Creditanstalt, BLZ 12000 (Siehe unten aufgelistete Visa -Gebühren und Informationen).

3. For Other Nationals / (Für Bürger Anderer Staaten)

The visa applicant of a nationality other than Austria should normally apply for visa to Indian Embassy in the country of his citizenship. In extraordinary circumstances, Indian Embassy in Vienna may grant a short validity visa. **However, in such cases, visa shall be granted only after four working days, after additional payments of € 11/= towards Fax charges.**

•	The above mentioned points 1 to 6,
7	A Visa / Stay-permit for Austria
8	Foreigners Registration Certificate (Meldezettel).
(Zusätzlich zu den oben genannten Punkten 1 bis 5 muss die Aufenthaltserlaubnis für Österreich und Meldezettel in Österreich vorgelegt werden.	

4. Visa-Fees / Visa-Gebühren (01.01.2002)

	Type of Visa	Visa Fee
1	Transit Visa (with confirmed Ticket)	EUR 12€
2	Visa Valid for 6 months (Business/ Tourist/ X)	EUR 50€
3	Visa Valid for One Year (Business/ X)	EUR 80€
4	Visa Valid for 5 Years (Business/ X)	EUR 160€
5	Student Visa (1 to 5 years)	EUR 93€
6	Visa Application Fee (For US Nationals in addition to Visa Fee)	EUR 25€
7	Transfer of Visa (from old passport to new one)	EUR 6€
8	EMERGENCY FEE	EUR 43€

NOTE: For citizens of countries other than Austria, an additional payment of EURO 11-, in addition to the Visa fee should be deposited in the Bank, towards FAX charges.

☆ *The purpose of the journey should be correctly written on the visa application. If more than one purpose is mentioned, it may lead to confusion about the correct category of visa to be issued.*

5. Attention / Achtung

Instructions for sending Visa application by post to the Embassy (Beim Visaantrag per Post)

(i). Visa fee does not include any Bank Commission. Hence the Visa fee deposited in the Bank Account is exclusive of Bank commissions. If there is a Bank commission for depositing the Visa fee, you are requested to pay for Bank commission expenses. Visa fee should not be sent by cash through post.

(ii). If Visa fee in cash is sent by post, it shall be returned to the applicant without giving visa. Embassy shall not be responsible for any loss of money sent in cash by post.

(iii). It should be noted that Visa applicants sending visa applications along with passport, visa requirements and a self addressed stamped envelope will receive the passport with visa after a period of at least 15 working days.

(iv). **The envelope** for returning the passport with visa should not be affixed with the franking stamps, but should only be affixed with the postal stamps. The return of envelope with franking involves delays because of the deadline mentioned on the franking stamp.

☆ **6. TIME REQUIRED FOR VISA AND OTHER INFORMATION:**

(i) *The visa service, as far as possible, shall be delivered on the evening of the same day, provided the visa application along with necessary documents, and the visa fees, are submitted in person, at the Consular counter, Indian Embassy, between 09:30 to 11:30 Hours.*

(ii) It should be noted that visa is valid from the day of issue and hence, applications should not be made too much in advance. Embassy shall not be responsible if visa expires before undertaking the journey.

(iii) If the children are included in the passport of parents, it should be ensured that photograph of the child is affixed and properly mentioned in visa application form. In the absence of photograph of the child, visa for the child shall not be granted on the passport of the parents.

(iv) Before taking delivery of the passport, the applicant must check the passport, for correct spelling & name, address, and inclusion of child in visa etc.

☆ (v) *It should be noted that the responsibility for travel arrangements lies entirely with the visa applicants including effects of unanticipated delays in delivery of visa on any advance travel arrangements.*

For further details please contact

Tel. No +43 (1) 58 50 793-46, between 2.00 P.M. to 4.00 P.M.

Fax. 0043(1) 50 80 805

(Für weitere information rufen Sie bitte

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TYPES OF VISA

Important: All types of Visa start from the date of issue, and it may be specifically noted that no visa can be issued from the date of travel.

Tourist Visa

Persons wishing to visit India for tourism or for meeting friends and relatives would be granted six month's tourist visa. Tourist visa is non-extendable and non-convertible. Travel agents who have to visit India frequently are however, eligible for tourist visa of a longer duration.

Business Visa

Visitors travelling to India on business can obtain business visa for up to 6 months. Longer term business visas for up to 5 years validity with multiple entry can also be granted to frequent travellers and technicians/experts going to India in pursuance of bilateral agreement or joint venture projects having Government of India approval. Business visa travellers should enclose copies of documents from Indian companies/firms with which they have business dealings.

Student Visa

Student Visa can be obtained on furnishing proof of admission to recognized Universities/Institutions in India for the duration of the course of study.

2. Hold passport of sufficient validity to cover the period of study.
3. Produce satisfactory evidence of financial support
4. Holds return ticket for return journey
5. Admission in recognized educational institutes
6. Initially visa can be granted for 1 year which can be subsequently extended on a year to year basis.
7. Student visa fee is € 80 for 1 year
8. Student visa fee is € 93 for more than 1 year upto 5 years.

Employment Visa

Employment visa can also be obtained on furnishing of proof of employment with companies in India.

Transit Visa

Transit visa of 15 days' validity for halts in India (up to 72 hours only) enroute to other destinations, should be obtained before departure since the same is not available at airports in India.

Entry Visa

For all other purposes, Entry Visas can be obtained, depending on the purpose of visit, eligibility, on a case by case basis.

Journalist Visa ('J' Visa)

Journalists can obtain Visa for three months (single entry) from the Indian Embassy directly on submission of documentary proof (employment card or original letter from a reputed News/Media agency where they are working or by the office who have given them assignment in India) to visit India for any purpose other than film shooting. The initial three month period can be extended by applying to the Publicity Officer (PR), XP Division,

Ministry of External Affairs, Shastri Bhawan, New Delhi-110001. (Phone No. 3383462 and Fax. No. 3387075/3782391 and E-mail: usxps@meadev.gov.in)

Journalists who are going to India to work in any branch office of Foreign Media/TV can obtain six months multiple entry 'J' visa directly on application to the Embassy on production of letter of appointment by the Foreign Media/TV office. (This is applicable also to Journalists replacing a correspondent in India as well).

Foreigners need prior approval to shoot films in India, both feature as well as documentary. Application for permission to shoot feature/documentary films has to be made to the Embassy in a prescribed format along with an undertaking.

The list of documents needed to be attached with the application are:

- 1.Application Form for Visa
- 2.Application Form for filming documentaries in India along with undertaking
- 3.Application for filming at protected monuments
- 4.List of team members along with name, nationality, date of birth, passport number, place and ate of issue and validity, occupation etc
- 5.List of cinematic equipments with description and brand name
- 6.Synopsis of the proposed film project (8 copies)
- 7.Filming programme stage by stage and date by date
- 8.Letter from the producer specifying the hospitality required.
- 9.Publicity Returns: TV Channel where the documentary will be screened (details of date/time/duration etc).

PLEASE NOTE:

Application Forms, Undertaking and information sheets may please be signed by the Producer and submitted in nine sets. Also, it may please be noted that it takes a minimum of 4-5 weeks after the receipt of the completed application in the Embassy to process the case and for the Government of India' permission to come through.

For a visa of long-term validity i.e. exceeding six months, registration with Foreigners Regional Registration Office (FRRO) within 14 days of arrival in India, is mandatory.

Pakistan Nationals should register with Foreigners Regional Registration Office (FRRO) within 24 hours of arrival and Afghan Nationals within 7 days of arrival irrespective of period of their visa.