

VISA – General Information

WHO DOES NOT NEED A VISA

Citizens of all countries of the European Union, Switzerland, Croatia, Israel, Japan, Australia, New Zealand, most of the countries of North and South America, members of the Schengen treaty and some other countries do not need a visa.

Simply a valid passport is required to enter Austria. In case of doubt please contact the Austrian Consulate or Embassy well in advance before departure.

Current member countries of the Schengen treaty are:

Austria, Belgium, Bulgaria**, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland*, Italy, Latvia, Liechtenstein*, Lithuania, Luxembourg, Malta, Netherlands, Norway*, Poland, Portugal, Romania**, Slovakia, Slovenia, Spain, Sweden, and Switzerland*.

* non-EU members.

** Schengen Air & Sea agreement.

WHO NEEDS A VISA

Travelers from other regions kindly consult the respective Austrian or Schengen-Partner representations regarding the current status. Travelers possessing a valid visa can travel freely within the Schengen zone for three months, enabled by a Schengen visa issued by any Schengen-treaty member country.

Further information about visa regulations and Schengen visas can be found on the [website of the Federal Ministry for European and International Affairs](#).

As a rule, the processing time of an admissible Schengen visa application should not exceed fifteen calendar days. If further checks are necessary, the processing time may increase to forty-five calendar days. Applications should be submitted at your earliest convenience - **max. 6 months prior to arrival**, and **at least 4 months prior** to the congress/conference.

Visa Applications received later than this date may not be processed by the respective Austrian or Schengen-Partner representations in time.

If available and appropriate, you can **submit the names of participants** (in need of a visa) **max. 6 months prior to arrival, and at least 4 months prior to the congress/conference** to the ministry to potentially facilitate the application process for them.

Please find more detailed information here:

<https://www.bmeia.gv.at/en/travel-stay/entrance-and-residence-in-austria/visa>
<https://www.bmeia.gv.at/en/travel-stay/entrance-and-residence-in-austria/representations-by-schengen-partner>

LETTER OF INVITATION

The Federal Austrian Ministry of European and International Affairs has been informed about your congress taking place in Vienna. Please note that support letters / invitation letters from the destination Vienna or the Vienna Convention Bureau **cannot be provided**.

A letter of invitation can **only be provided by the organizer of the congress**, and **only to registered participants** (paid conference registration or invited participants or speakers). Letters for other persons, e.g., family members, cannot be issued.

An invitation letter must be signed by an **inviting Austrian company on company paper in the original** (or company fax/mail to the Consulate), stating the purpose of the trip, dates of travel, name, and date of birth as well as the passport number of the person invited:

- Proof of employment (if required)
- For self-employed people: Excerpt from the company register or similar document
Source: <https://www.bmeia.gv.at/en/travel-stay/entrance-and-residence-in-austria/visa>

Exception applies:

For non-Austrian meeting organizers (no company outlet in Austria), the issue of an invitation letter is permitted also.

Participants who need to receive an official letter of invitation to obtain a visa, raise travel funds, or for administrative purposes should apply for this document **ideally 6-4 months prior to event** at the very latest.

Any invitation letter request must **be addressed ideally during the conference registration process**. This invitation letter is not a commitment on the part of the organizers to provide financial support but may serve as proof of the travel purpose for the visa applicant.

Further recommendation for congress organizers:

- Invitation letters should be written **with a formal letterhead of the association/organizer**.
- The template of the invitation letter should be transmitted to the **Federal Ministry for European and International Affairs** e-mail: abtiv2@bmeia.gv.at.
- Participants who do not pay registration fees (i.e., speakers, invited guests, etc.) do not have to provide a proof of payment, but must **provide proof that they have been invited** by the association/congress organizer. In these cases, an indication in the invitation letter is needed.

Vienna, April 2024