

# Legal Requirements for IAESTE trainees

## Required Documents

Please prepare the following documents for your application for visa / residence permit:

- **Passport**
- **Passport photo** - please note the Austrian passport photo criteria explained at: [http://www.passbildkriterien.at/oesterreich\\_neu.html](http://www.passbildkriterien.at/oesterreich_neu.html)
- **Birth Certificate**- *only if you apply for residence permit*
  - translated and legalised
- **Police Reference**- *only if you apply for residence permit*
  - issued by an authority of the country you have been living for the most part in the past three years
  - translated and legalised
- **Copy of your current residence permit in case you are living abroad** - *only if you apply for residence permit or are applying for a visa type C "Erwerb" or D in a Schengen country*
- **IAESTE Papers**
  - Acceptance Note (**N/5-a**)
  - Confirmation of Employment (**FB**)
  - Confirmation of Accommodation (**UB**)
  - Letter to Embassy and Information (**i17**)

All personal documents have to be legalised and translated into English or German. Even if you do not need the documents for the visa application, we strongly recommend that you take them with you when travelling to Austria. You might need them for extending your traineeship or when applying for a visa to attend at an international gathering in a Non-Schengen-country.

## Legalisation of Documents

If you require a residence permit and your birth certificate and police reference were issued in a country **that is part of the Hague Conference on Private International Law (HCCH) members** (see <https://www.hcch.net/en/states/hcch-members>), then – in addition to the translation - you have to get an **"apostille"** on those documents for the Austrian authorities to recognise the documents as legal and valid. An apostille is something like an authentication certificate. It looks like a stamp on your documents. It is very hard to get the apostille once you have arrived in Austria, so be sure to get it in your home country!

If your country is **NOT part of the HCCH**, then you will need to contact the Austrian consulate to find out the required steps for legalizing your document. The consulate will be able to guide you through the necessary steps.

## Work Permit

As a trainee of the IAESTE programme, you are exempt from labour restrictions for foreign citizens – so you do not need a work permit. If any authority asks you about a work permit, show them the Doc i17 which is included in your acceptance papers. If you face any difficulty, please contact us immediately via [office@iaeste.at](mailto:office@iaeste.at).

## Insurance

As a paid employee in Austria, you are insured by the social security system. The social security system covers the following: Prevention, sickness, incapacity for work/invalidity, maternity, unemployment, old age, death of a person liable to provide maintenance, survivors' pensions, nursing care and social need.

Your employer will register you for the social security. Your work place deducts the social security as well as the income tax automatically from your income. After a few weeks of working in Austria, you should receive the “ecard” by mail. The “ecard” is your social security card which you need every time you go to the doctor. It states your social security number and we advise you to always carry the card with you. Since the backside of the card is an EHIC, it is valid in the whole EU and entitles you to the same treatment in a different EU country than Austria (for when you are travelling for example).



For the days when you are not employed in Austria (e.g. the days before and after your internship) or are travelling to a different country outside of the EU, you should get a travel insurance. We recommend to get SwissCare (<https://swisscare.com/>) because they have a cooperation with IAESTE and give you a discount.

## Residence in Austria

Every trainee has to register with the police up until 3 working days of arriving at their residence (apartment, dormitory) in Austria (see <https://www.help.gv.at/Portal.Node/hlpd/public/content/118/Seite.11800001.html>). You need to fill out the “Meldezettel” application (<https://www.help.gv.at/Portal.Node/hlpd/public/resources/documents/meldez.pdf>) and go to the police with your passport. The form is only available in German, so please ask your landlord and local IAESTE Team to fill it out with you. The Meldezettel has to be signed by

you and by your landlord. You have to enter “Nebenwohnsitz” (second residence). If you live in a dormitory, you have to add the door number of your room in the dormitory as well!

The police will give you a piece of paper in return which you often need when applying for a bank account or other bureaucracy. Do not lose this paper since you have to pay to issue another one. Every time you move inside of Austria, you need to de-register your old residence and register your new one. Once you leave Austria, you need to de-register – just fill out the form accordingly (doesn't need the landlord's signature, just your own).

Ask a member of the local IAESTE team and they will tell you where to go exactly!

## Visa and Residence Permit

The applicable procedure depends on your citizenship and length of stay! Please have a look at the information about your country in the tables below. Check [www.bmeia.gv.at/en](http://www.bmeia.gv.at/en) for a list of Austrian embassies and consulates! Sometimes it is also possible to apply for a visa (and visa only, not for a residence permit) with VFS Global (visa service). If no Austrian embassy or VFS exists in your country and is not within reach in a neighbouring country, please contact us immediately.

You can apply for a visa up to 6 months in advance of the beginning of an internship. As it can take up to 45 days for the authorities to decide on permission of visa we strongly advise you to start the application process as early as possible.

If you and the company want to prolong the internship, it is usually not a problem, only if you then fall into a different category (e.g. you wanted to stay for under 3 months initially, but want to stay longer than 3 months). In case you want to prolong the internship, please contact your local IAESTE to help you with the bureaucracy.

European Union, Iceland, Norway, Switzerland, Liechtenstein	
Length of stay in Austria	Procedure
Up to 3 MONTHS (90 days)	There are no special actions necessary regarding your legal status prior to your departure to Austria.
More than 3 MONTHS	<p>If you are intending to stay for more than 3 months you have to get an "<b>Anmeldebescheinigung</b>" within the first 3 months after your arrival. We suggest you apply in the first week! It costs 15€ and you will need your passport or ID card as well as your confirmation of employment (FB) or, if you already have that, your working contract that you signed with your employer. The local immigration authorities might ask you for additional documents (e. g. pay checks which can be handed in later).</p> <p>Ask a member of the local IAESTE team and they will tell you where to go exactly!</p>

**Waiver-free Countries (Albania\*, Andorra, Antigua and Barbuda, Argentina, Australia, Bahamas, Barbados, Bosnia and Herzegovina\*, Brazil, Brunei, Canada, Chile, Colombia**



Costa Rica, Dominica, El Salvador, Georgia\*, Grenada, Guatemala, Holy See, Honduras, Hong Kong\*\*\*, Israel, Japan, Kiribati, South Korea, Macau\*\*, Macedonia\*, Malaysia, Marshall Islands, Mauritius, Mexico, Micronesia, Moldova\*, Monaco, Montenegro\*, New Zealand, Nicaragua, Palau, Panama, Paraguay, Peru, Solomon Islands, Samoa, San Marino, Serbia\*, Seychelles, Singapore, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Taiwan\*\*, Timor-Leste, Tonga, Trinidad and Tobago, Tuvalu, Ukraine\*, UAE, Uruguay, USA, Vanuatu, Venezuela)

Length of stay in Austria	Procedure
Up to 3 MONTHS (90 days)	<p>Although you are allowed to enter Austria due to visa waiver arrangement, you have to apply for a <b>Visa C</b> to be able to work. Please check that it is not a normal tourist Visa C, but has the <b>additional notation for the ability to work</b> on it. Application is usually only possible in Austrian embassies! If no Austrian embassy exists in your country and is not within reach in a neighbouring country, please contact us immediately!</p> <p>Please keep in mind that you are not allowed to stay longer than 90 days.</p>
3 - 6 MONTHS	<p>You need an <b>"Aufenthaltsreisevisum" (Visum D)</b>, for which you have to apply at the Austrian embassy in your country. If no Austrian embassy exists in your country and is not within reach in a neighbouring country, please contact us immediately!</p> <p>Visa D can't be extended and is only granted for a period of six months once within a year.</p>
More than 6 MONTHS	<p>You are allowed to enter Austria due to visa waiver arrangement. Immediately, you have to apply for an <b>„Aufenthaltsbewilligung mit Aufenthaltzweck Sonderfälle unselbständiger Erwerbstätigkeit" (residence permit)</b> with the local immigration authorities. You will need all the required documents stated above under "Required documents". It will cost 140€ - 160€. <b>It is recommended to arrive 2-3 weeks prior to your first day of work in order to get your documents done before the start of your internship.</b> In some Austrian cities it might even take 4 weeks - be sure to ask about the processing duration beforehand (<a href="mailto:office@iaeste.at">office@iaeste.at</a>). <b>Please make sure to pick up your "Aufenthaltsbewilligung" (looks like a check card) once the authorities tell you it is ready! Without this card you are NOT allowed to work, even if the process was successfully completed!</b></p> <p>Ask a member of the local IAESTE team and they will tell you where to go exactly!</p>

\*biometric passport required!

\*\*only passports with registration number

\*\*\*waiver free for special passports

Due to changes in Austrian legislation the list of waiver-free countries may change, so be sure to check in the following list called 'Visaliste(englisch)' (column "ordinary passport" – if



there is no “x” written in that column, you may enter without a visa):

[https://www.bmi.gv.at/202/Fremdenpolizei\\_und\\_Grenzkontrolle/Visumpflichtige\\_Laender/star\\_t.aspx](https://www.bmi.gv.at/202/Fremdenpolizei_und_Grenzkontrolle/Visumpflichtige_Laender/star_t.aspx)

All other countries	
Length of stay in Austria	Procedure
Up to 3 MONTHS (90 days)	<p>You need a <b>Visa C</b>. Please check that it is not a normal tourist Visa C, but has <b>the additional notation for the ability to work</b> on it. Application is possible only at Austrian embassies! If no Austrian embassy exists in your country and is not within reach in a neighbouring country, please contact us immediately!</p> <p>Please keep in mind that you are not allowed to stay longer than 90 days.</p>
3 - 6 MONTHS	<p>You need an <b>"Aufenthaltsreisevisum" (Visum D)</b>, for which you have to apply at the Austrian embassy in your country. If no Austrian embassy exists in your country and is not within reach in a neighbouring country, please contact us immediately!</p> <p>Visa D can't be extended and is only granted for a period of six months once within a year.</p>
More than 6 MONTHS	<p>You have to apply immediately for an <b>„Aufenthaltsbewilligung mit Aufenthaltzweck Sonderfälle unselbständiger Erwerbstätigkeit“ (residence permit)</b> with the Austrian embassy in your country. You will need all the required documents stated above under “Required documents”. It will cost 140€ - 160€. <b>Please make sure to pick up your “Aufenthaltsbewilligung” (looks like a check card) once the authorities tell you it is ready!</b> This residence permit will allow you to work in Austria. If no Austrian embassy exists in your country and is not within reach in a neighbouring country, please contact us immediately!</p> <p>Applying for the residence permit outside of Austria takes up to 3 months. <b>If there are less than 3 months until the start of your internship, please contact <a href="mailto:office@iaeste.at">office@iaeste.at</a> immediately!</b></p>



**Visa application procedures can take up to 3 MONTHS,**

so please start your preparations as soon as possible!

**Important:**

Start your visa application immediately with a **copy of the documents required**. In case the embassy needs the original documents we will send them by mail afterwards directly to the embassy!

If you require a visa or residence permit, make sure to have a **travel insurance** (see "Insurance") in case you need to postpone your flight because of visa issues.

**If you need a visa, please also read carefully the paragraph about the visa types above! Do not contact your employer about visa issues because they cannot and will not help you. Contact IAESTE ([office@iaeste.at](mailto:office@iaeste.at))! Once you have received the visa, please send us a scan to [office@iaeste.at](mailto:office@iaeste.at)!!**

If you additionally need to apply for a residence permit, please be sure to check whether you need an "apostille" on your documents or not! It is very difficult to get an apostille once you have arrived in Austria.



Visa Types – Which visa is the correct one?

**1. Visa Type C (regular Schengen Tourist visa)**

This visa can be issued at embassies of the Schengen Area member countries.

**THIS IS NOT THE CORRECT VISA!**

**WITHOUT THE ADDITIONAL NOTATION FOR THE ABILITY TO WORK, THIS IS ONLY A TOURIST VISA!**

**WORKING ON A TOURIST VISA IS ILLEGAL AND CAN LEAD TO HEAVY FINES, TEMPORARY IMPRISONMENT, DEPORTATION AND A LONG-TERM TRAVEL BAN TO THE SCHENGEN AREA!**



**2. Visa Type C with the additional notation for the ability to work (“Visa Type C Erwerb”) – **GET THIS VISA if you need Type C!!****

You can only apply for this visa using the IAESTE documents that will be sent to you through our head office in Vienna. While we will help in case of emergencies, it is your job to apply for this visa in a timely fashion (at least 6 weeks before, but at least as soon as you receive all required documents)!

**IT IS NOT POSSIBLE TO GET THIS SPECIFIC VISA IN AN EMBASSY OF ANY OTHER COUNTRY EXCEPT AUSTRIA!**

**WORKING ON A TOURIST VISA IS ILLEGAL AND CAN LEAD TO HEAVY FINES, TEMPORARY IMPRISONMENT, DEPORTATION AND A LONG-TERM TRAVEL BAN TO THE SCHENGEN AREA!**

Check [www.bmeia.gv.at/en](http://www.bmeia.gv.at/en) for a list of Austrian embassies and consulates. If there is no Austrian embassy in your country, check which Austrian embassy in neighboring countries is responsible for your country. If no Austrian embassy exists in your country and is not within reach in a neighbouring country, please contact us immediately!



**3. Visa Type D**

You can only apply for this visa using the IAESTE documents that will be sent to you through our head office in Vienna, and only in rare cases where the duration of the internship EXCEEDS “six months”. Keep in mind the following:

**IT IS NOT POSSIBLE TO GET THIS SPECIFIC VISA IN AN EMBASSY OF ANY OTHER COUNTRY EXCEPT AUSTRIA!**

**WORKING ON A TOURIST VISA IS ILLEGAL AND CAN LEAD TO HEAVY FINES, TEMPORARY IMPRISONMENT, DEPORTATION AND A LONG-TERM TRAVEL BAN TO THE SCHENGEN AREA!**

**Unless we tell you to get a Visa Type D, get a Visa Type C with the additional notation for the ability to work!**





**IAESTE**  
AUSTRIA

Check [www.bmeia.gv.at/en](http://www.bmeia.gv.at/en) for a list of Austrian embassies and consulates. If there is no Austrian embassy in your country, check which Austrian embassy in neighboring countries is responsible for your country. If no Austrian embassy exists in your country and is not within reach in a neighbouring country, please contact us immediately!

For further information about Austria check out our website:

<https://www.iaeste.at/en/incoming-trainees/english-about-austria/>

See you in Austria!