



Legal Requirements for IAESTE trainees

Required Documents

Please be prepared to bring the following documents:

- Passport
- Passport photo
- Birth Certificate *translated – only if you apply for residence permit*
- Police Reference *translated – only if you apply for residence permit*
- IAESTE Papers
 - Acceptance Note (**N/5-a**)
 - Confirmation of Employment (**FB**)
 - Confirmation of Accommodation (**UB**)
 - Instrument of Proxy (**VM**) *if issued*
 - Letter to Embassy and Information (**i17**)

All documents have to be 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.

Work Permit

As a trainee of the IAESTE program, you are exempt from labor restrictions for foreign citizens – so you do not need a work permit.

Visa and Residence Permit

The applicable procedure depends on your citizenship and length of stay!

European Union, Iceland, Norway, Switzerland, Liechtenstein

1. Up to 3 MONTHS (91 days):

There are no special actions necessary regarding your legal status prior to your departure to Austria.

2. More than 3 MONTHS

If you are intending to stay for more than 3 months you have to get an **"Anmeldebescheinigung"** within one week after your arrival. Just ask a member of the local IAESTE team and they will tell you where to go!

Waiver-free Countries (List below)

1. Up to 3 MONTHS (91 days):

Although you are allowed to enter Austria due to visa waiver arrangement, you have to apply for a Visa C to be able to work. Please check that it is not a normal tourist **Visa C**, but has the **additional notation for the ability to work** on it. Application is usually only possible in Austrian embassies! If no Austrian embassy exists in your country and is not



Each in a neighboring country, please contact us immediately!
Please keep in mind that you are not allowed to stay longer than 91 days!

2. 3-6 MONTHS

You need an **"Aufenthaltsreisevisum" (Visum D)**, 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 neighboring country, please contact us immediately!

3. More than 6 MONTHS

You are allowed to enter Austria due to visa waiver arrangement without any visa. Within the first week of your stay, you have to apply for a residence permit

„Aufenthaltsbewilligung mit Aufenthaltzweck Sonderfälle unselbständiger Erwerbstätigkeit“ with the local immigration authorities. 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.

Otherwise you require additionally the visa as stated in 1.

All other countries

1. Up to 3 MONTHS

You need a Visa C. Please check that it is not a normal tourist **Visa C**, but has the **additional notation for the ability to work** on it. Application is possible at all embassies of Schengen-states. If no Austrian embassy exists in your country and is not within reach in a neighboring country, please contact us immediately!

Please keep in mind that you are not allowed to stay longer than 91 days.

2. 3 - 6 MONTHS

You need an **"Aufenthaltsreisevisum" (Visum D)**, 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 neighboring country, please contact us immediately!

3. More than 6 MONTHS

You need a residence permit **"Aufenthaltsbewilligung mit Aufenthaltzweck Sonderfälle unselbständiger Erwerbstätigkeit"**, for which you apply at the Austrian embassy in your country. If no Austrian embassy exists in your country and is not within reach in a neighboring country, please contact us immediately!

**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 in case you need to postpone your flight because of visa issues.



IAESTE Austria

International Association for the Exchange of Students for Technical Experience

List of Waiver free countries:

Albania*, Antigua u. Barbuda, Argentina, Australia, Bahamas, Barbados, Bosnia and Herzegovina*, Brazil, Brunei, Canada, Chile, Costa Rica, Croatia, El Salvador, Guatemala, Honduras, Hong Kong, Israel, Japan, Korea, Macau, Malaysia, Mauritius, Mexico, Montenegro*, New Zealand, Nicaragua, Panama, Paraguay, Serbia*, Seychelles, Singapore, Taiwan**, Turkey***, UAE***, Uruguay, USA, Venezuela

*biometric passport required!

**only passports with registration number

***waiver free for special passports