

## Explanation of the application form

### „Aufenthaltsbewilligung – Betriebsentsandter“

This explanation was intentionally written in easily understandable language.

This explanation is for your information only. Only the law published in German language is legally valid and binding. This means that you cannot derive any rights from this explanation.

### Angaben über den Antrag Information about your application

1. <b>Passbild</b>	The passport photograph has to be 35 millimetres wide and 45 millimetres high.  You can find the exact dimensions here: <a href="http://www.bmi.gv.at/passbild">www.bmi.gv.at/passbild</a> .
2. <b>Unterschrift</b>	You have to sign directly in front of the employee of the Austrian authority or Austrian embassy.
3.	You are not allowed to write anything here.

<b>A. Antragsart</b>	<b>Type of application</b>
4. <b>Erstantrag</b>	Mark this box if you currently do not have a residence permit for Austria.
5. <b>Verlängerungsantrag</b>	Mark this box if you are already holding a „Aufenthaltsbewilligung – Betriebsentsandter“ and want to renew it.
6. <b>Zweckänderungsantrag</b>	Mark this box if you want to stay in Austria for a different purpose than the one you currently have.
7. <b>Verlängerungsantrag und Zweck- änderungsantrag</b>	Mark this box if you want <ul style="list-style-type: none"> <li>• to continue staying in Austria for a different purpose than the one you currently have AND</li> <li>• you want to renew your residence permit if your change of purpose is denied.</li> </ul>

<b>B. Antragsteller</b>	<b>Information about you</b>
<b>8. Familiennamen</b>	Please fill in your last name. If you have more than one last name, please fill in all of your last names.
<b>9. Frühere Familien-namen</b>	If you previously had one or more different last names, please fill them in here (example: before your marriage).
<b>10. Vornamen</b>	Please list all your first and middle names.
<b>11. Geburtsdatum</b>	When were you born?
<b>12. Geburtsstaat</b>	In which country where you born? example: Austria
<b>13. Geburtsort</b>	What is your place of birth? example: Vienna
<b>14. Ledig</b>	Mark this box if you are neither married nor in a registered partnership.
<b>15. Verheiratet/EP</b>	Mark this box if you are married or in a registered partnership.
<b>16. Geschieden/ aufgelöste EP</b>	Mark this box if you are divorced or your registered partnership has been dissolved.
<b>17. Verwitwet/Auflösung der EP durch Tod</b>	Mark this box if your husband/wife or registered partner died.
<b>18. Sozialversicherungs- Nummer</b>	If you have a social security number in Austria, please write it down here.
<b>19. Männlich</b>	Mark this box if you are a man.
<b>20. Weiblich</b>	Mark this box if you are a woman.
<b>21. Staatsangehörigkeiten</b>	Please fill in your nationality here. If you have more than one nationality, please list all of them here and under point 23.
<b>22. Seit</b>	Since when are you holding the nationalities listed under point 21?
<b>23. Staatsangehörigkeiten</b>	Please list all of your nationalities here.
<b>24. Seit</b>	Since when are you holding the nationalities listed under point 23?
<b>25. Frühere Staats- angehörigkeiten</b>	Have you previously had different nationalities? If yes, please write them down.

<b>26. Seit</b>	Since when did you have these previous nationalities? You only have to answer this question if you filled out point 25!
<b>27. Familiennamen des Vaters</b>	Please list all of your father's last names.
<b>28. Vornamen des Vaters</b>	Please list all of your father's first and middle names.
<b>29. Familiennamen der Mutter</b>	Please list all of your mother's last names.
<b>30. Vornamen der Mutter</b>	Please list all of your mother's first and middle names.
Please provide the data from your passport.	
<b>31. Reisepass</b>	Mark here if you have a regular passport.
<b>32. Dienstpass</b>	Mark here if you have a service passport.
<b>33. Diplomatenpass</b>	Mark here if you have a diplomatic passport.
<b>34.</b>	Mark here if you have a different travel document. Please list the name of the document.
<b>35. Nummer</b>	Please write down the number of your passport.
<b>36. Datum der Ausstellung</b>	When was your passport issued?
<b>37. Ort der Ausstellung</b>	Where was your passport issued?
<b>38. Gültig bis</b>	When does your passport expire?
<b>39. Bisheriger Aufenthaltstitel</b>	Mark here if you currently have a residence permit for Austria.
<b>Ja</b>	
<b>40. Nein</b>	Mark here if you do not hold a residence permit for Austria.
<b>41. Wenn ja, welcher</b>	Please list the residence permit you currently have (if that applies).

**C. Derzeitiger Wohnsitz des Antragstellers      Where do you currently live?**

<b>42. Land</b>	In what country are you currently living?
<b>43. Postleitzahl</b>	What is your postal code?
<b>44. Straße, Hausnummer, Türnummer</b>	What is your street address? Please include house number, door or apartment number, if that applies.

<b>45. Ort</b>	In which place or town do you live?
<b>46. Telefon</b>	Please write down your phone number, if you have one.
<b>47. Telefax</b>	Please write down your fax number, if you have one.
<b>48. Mobiltelefon</b>	Please write down your mobile phone number, if you have one.
<b>49. E-Mail-Adresse</b>	Please write down your e-mail address, if you have one.

## **D. Familienangehörige des Antragstellers**      **Information about your family members**

Details about your husband/wife/registered partner

<b>50. Familiennamen</b>	<b>Are you currently married or living in a registered partnership?</b> If yes, please fill in your husband's/wife's/partner's last name(s) here.
<b>51. Frühere Familien-namen</b>	If your husband/wife/partner previously had one or more different last names, please fill them in here (e.g. before their marriage).
<b>52. Vornamen</b>	Please write down all of your husband's/wife's/partner's first and middle names.
<b>53. Geburtsdatum</b>	What's your husband's/wife's/partner's birth date?
<b>54. Staatsangehörigkeiten</b>	Please fill in your husband's/wife's/partner's nationality.
<b>55. Datum der Ehe-Schließung/Datum der Begründung der EP</b>	When did you get married? When did you enter into your registered partnership?

Details about all natural and adopted children

<b>56. Familiennamen</b>	Do you have children? Please write down your child's last name.
<b>57. Vornamen</b>	Please write down your child's first and middle name.
<b>58. Geburtsdatum</b>	What is your child's date of birth?
<b>59. Ja</b>	Mark this box if your child currently lives in Austria.
<b>60. Nein</b>	Mark this box if your child currently does not live in Austria.

**Do you have more children?**

If so, please fill in the following boxes.

<b>61., 66., 71.</b>	See point 56.
<b>62., 67., 72.</b>	See point 57.
<b>63., 68., 73.</b>	See point 58.
<b>64., 69., 74.</b>	See point 59.
<b>65., 70., 75.</b>	See point 60.
<b>76.</b>	Information about the most recent address where you live or lived with your husband/wife/partner or children
<b>77. Land</b>	In what country are you living with your family?
<b>78. Postleitzahl</b>	What is your postal code?
<b>79. Straße, Hausnummer, Türnummer</b>	What is your street address? Please include house number, door or apartment number, if that applies.
<b>80. Ort</b>	In which place or town do you live?

**E. (Beabsichtigter)****Where are you planning to live?****Wohnsitz des Antragstellers**

<b>81. Land</b>	In what country are you planning to live?
<b>82. Postleitzahl</b>	What will be your postal code be?
<b>83. Straße, Hausnummer, Türnummer</b>	What will your street address be? Please include house number, door or apartment number, if that applies.
<b>84. Ort</b>	In which place or town do you plan to live?
<b>85. Telefon</b>	Please write down your phone number, if you have one.
<b>86. Telefax</b>	Please write down your fax number, if you have one.
<b>87. Mobiltelefon</b>	Please write down your mobile phone number, if you have one.
<b>88. E-Mail-Adresse</b>	Please write down your e-mail address, if you have one.

## F. Vertreter des Antragstellers

### Information about your representative

Do you have a representative?

This can be your legal guardian, for example your mother or your father.

You may also choose a representative. In this case your representative needs a power of attorney. This is a document stating that he has the right to do things for you. For example send documents to the authority on your behalf.

<b>89. Vornamen</b>	What is the first name of your representative?
<b>90. Familiennamen</b>	What is the last name of your representative?
<b>91. Land</b>	In which country does your representative live?
<b>92. Postleitzahl</b>	What is the postal code of the town where your representative lives?
<b>93. Straße, Hausnummer, Tür-nummer</b>	What is the street address of your representative?
<b>94. Ort</b>	In which town does your representative live?
<b>95. Telefon</b>	What is your representatives phone number?
<b>96. Telefax</b>	Please write down the fax number of your representative, if he or she has one.
<b>97. Mobiltelefon</b>	Please write down the mobile phone number of your representative, if he or she has one.
<b>98. E-Mail-Adresse</b>	Please write down the e-mail address of your representative, if he or she has one.

## G. Daten einer in Österreich leistungspflichtigen und alle Risiken abdeckenden gesetzlichen oder privaten Krankenversicherung für die Aufenthaltsdauer

### Information about your legal or private health insurance

The insurance must be liable for payment in Austria and cover all risks. That means that your insurance must pay for treatment of all illnesses in Austria.

Do you have a social health insurance? This is a health insurance which you have automatically

according to Austrian law because e.g. you are employed in Austria.

If you do not have a social health insurance, do you have a private health insurance? Please, write down the data of your private health insurance here.

<b>99. Versicherer</b>	Name of the social or private insurance.
<b>100. Sozialversicherungsnummer oder Polizzennummer</b>	Social security number or policy number of your private insurance. You find the number in the contract of your insurance.

#### **H. Verfügbare eigene Mittel zur Sicherung des Lebensunterhalts für die Aufenthaltsdauer**

#### **Do you have income? Do you have any property?**

<b>101. Art des Vermögens</b>	What kind of income/property do you have (e.g. a bank account, regular income from renting out a house)?
<b>102. Höhe (Euro)</b>	How much is your income/property worth in euros?
<b>103. Art des Vermögens</b>	Do you have an additional income/property?
<b>104. Höhe (Euro)</b>	How much is the property/property worth in euros?
<b>105. Einkommen, geldwerte Ansprüche</b>	Do you have a job or another form of regular income? Do you receive maintenance? Maintenance means that somebody has to give you money every month, e.g. after a divorce.
<b>105a. Laufende Aufwendungen</b>	Do you have regular expenses? For example: Do you have to pay rent? Do you have to repay a debt?
<b>106. Höhe monatlich (Euro)</b>	How much money do you get per month in euros? Income and maintenance are included.
<b>Does a person in Austria have to pay you maintenance?</b>	
Only then do you have to fill out points 107 to 126!	
<b>107. Familiennamen</b>	What is the last name of the person that has to pay you maintenance?

<b>108. Frühere Familiennamen</b>	Please also list the person's previous last names.
<b>109. Vornamen</b>	Please list the person's first and middle name.
<b>110. Geburtsdatum</b>	When was the person born?
<b>111. Männlich</b>	Mark this box if the person is male.
<b>112. Weiblich</b>	Mark this box if the person is female.
<b>113. Verwandtschafts-, sonstiges Verhältnis</b>	How are you related to the person? Is this, for example, your former partner? Or your mother or father? Or do you have another relation with that person?
<b>114. Ledig</b>	Mark this box if the person is not married.
<b>115. Verheiratet/EP</b>	Mark this box if the person is married or lives in a registered partnership.
<b>116. Geschieden/ aufgelöste EP</b>	Mark this box if the person is divorced or his/her registered partnership has been dissolved.
<b>117. Verwitwet/Auflösung der EP durch Tod</b>	Mark this box if his/her husband or wife died. Also mark this box if his/her registered partner died.
<b>118. Bundes-Land</b>	In which federal state of Austria does the person live?
<b>119. Postleitzahl</b>	What is the postal code of the city/place where the person is living at the moment?
<b>120. Straße, Hausnummer, Türnummer</b>	What is the street address of this person?
<b>121. Ort</b>	In which place or which town does the person live?
<b>122. Telefon</b>	What is the person's telephone number?
<b>123. Telefax</b>	Please write down the person's fax number, if he or she has one
<b>124. Mobiltelefon</b>	Please write down the person's mobile phone number, if he or she has one.
<b>125. E-Mail-Adresse</b>	Please write down the person's e-mail address, if he or she has one.



## I. Bisherige strafrechtliche Verurteilungen **Have you ever been convicted of an offence by a criminal court?**

In other words, have you ever received a punishment from a judge, e.g. did you have to pay a fine or go to prison?

<b>126. Gericht</b>	Which court has convicted you?
<b>127. Aktenzahl</b>	What was the file number of the court procedure? You can find the file number on the judgment.
<b>128. Datum der Rechtskraft</b>	Since when is the judgment enforceable?

## J. Which documents do you need for the application?

- Valid travel document, e.g. a passport.
- Birth certificate  
**You only need the birth certificate for the first application.**
- Photo of yourself (see point 1 of this explanation).
- Certificate of marriage or a partner certificate, if that applies.
- Document about your divorce or dissolution of your registered partnership, if that applies.
- Document about the adoption, if that applies
- Proof or document about the family relationship  
If you want to prove that a person is related to you, you must bring a confirmation.
- Death certificate, if that applies.
- Proof about sufficient health insurance in Austria.
- Proof to a locally customary accommodation.  
For example your housing agreement (Wohnrechtsvereinbarung), rental contract or proof of ownership of an apartment or house.
- Proof that you have sufficient income.  
For example a work contract, a pay slip or a confirmation that you receive a pension.  
It may also be a proof that you own property.

As a seconded employee you also need:

- a conditional assurance (Sicherungsbescheinigung) issued by the Austrian Labour Market Service (AMS). or

- an employment permit (Beschäftigungsbewilligung) issued by the Austrian Labour Market Service (AMS).