

Explanation of the application form

„Aufenthaltsbewilligung – Sozialdienstleistender“

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. Passbild	The passport photograph has to be 35 millimetres wide and 45 millimetres high. You can find the exact dimensions here: www.bmi.gv.at/passbild .
2. Unterschrift	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.

A. Antragsart Type of application

4. Erstantrag	Mark this box if you currently do not have a residence permit for Austria.
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B. Antragsteller Information about you

5. Familiennamen	Please fill in your last name. If you have more than one last name, please fill in all of your last names.
6. Frühere Familien-namen	If you previously had one or more different last names, please fill them in here (example: before your marriage).
7. Vornamen	Please list all your first and middle names.
8. Geburtsdatum	When were you born?
9. Geburtsstaat	In which country where you born? example: Austria
10. Geburtsort	What is your place of birth? example: Vienna
11. Ledig	Mark this box if you are neither married nor in a registered partnership.

12. Verheiratet/EP	Mark this box if you are married or in a registered partnership.
13. Geschieden/ aufgelöste EP	Mark this box if you are divorced or your registered partnership has been dissolved.
14. Verwitwet/Auflösung der EP durch Tod	Mark this box if your husband/wife or registered partner died.
15. Sozialversicherungs- Nummer	If you have a social security number in Austria, please write it down here.
16. Männlich	Mark this box if you are a man.
17. Weiblich	Mark this box if you are a woman.
18. Staatsangehörigkeiten	Please fill in your nationality here. If you have more than one nationality, please list all of them here and under point 23.
19. Seit	Since when are you holding the nationalities listed under point 21?
20. Staatsangehörigkeiten	Please list all of your nationalities here.
21. Seit	Since when are you holding the nationalities listed under point 23?
22. Frühere Staats- angehörigkeiten	Have you previously had different nationalities? If yes, please write them down.
23. Seit	Since when did you have these previous nationalities? You only have to answer this question if you filled out point 25!
24. Familiennamen des Vaters	Please list all of your father's last names.
25. Vornamen des Vaters	Please list all of your father's first and middle names.
26. Familiennamen der Mutter	Please list all of your mother's last names.
27. Vornamen der Mutter	Please list all of your mother's first and middle names.
Please provide the data from your passport.	
28. Reisepass	Mark here if you have a regular passport.
29. Dienstpass	Mark here if you have a service passport.
30. Diplomatenpass	Mark here if you have a diplomatic passport.

31.	Mark here if you have a different travel document. Please list the name of the document.
32. Nummer	Please write down the number of your passport.
33. Datum der Ausstellung	When was your passport issued?
34. Ort der Ausstellung	Where was your passport issued?
35. Gültig bis	When does your passport expire?
36. Bisheriger Aufenthaltstitel Ja	Mark here if you currently have a residence permit for Austria.
37. Nein	Mark here if you do not hold a residence permit for Austria.
38. Wenn ja, welcher	Please list the residence permit you currently have (if that applies).

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

39. Land	In what country are you currently living?
40. Postleitzahl	What is your postal code?
41. Straße, Hausnummer, Türnummer	What is your street address? Please include house number, door or apartment number, if that applies.
42. Ort	In which place or town do you live?
43. Telefon	Please write down your phone number, if you have one.
44. Telefax	Please write down your fax number, if you have one.
45. Mobiltelefon	Please write down your mobile phone number, if you have one.
46. E-Mail-Adresse	Please write down your e-mail address, if you have one.

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

Details about your husband/wife/registered partner

47. Familiennamen	Are you currently married or living in a registered partnership?
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	If yes, please fill in your husband's/wife's/partner's last name(s) here.
48. Frühere Familien-namen	If your husband/wife/partner previously had one or more different last names, please fill them in here (e.g. before their marriage).
49. Vornamen	Please write down all of your husband's/wife's/partner's first and middle names.
50. Geburtsdatum	What's your husband's/wife's/partner's birth date?
51. Staatsangehörigkeiten	Please fill in your husband's/wife's/partner's nationality.
52. Datum der Ehe-Schließung/Datum der Begründung der EP	When did you get married? When did you enter into your registered partnership?
Details about all natural and adopted children	
53. Familiennamen	Do you have children? Please write down your child's last name.
54. Vornamen	Please write down your child's first and middle name.
55. Geburtsdatum	What is your child's date of birth?
56. Ja	Mark this box if your child currently lives in Austria.
57. Nein	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.	
58., 63., 68.	See point 53.
59., 64., 69.	See point 54.
60., 65., 70.	See point 55.
61., 66., 71.	See point 56.
62., 67., 72.	See point 57.
73.	Information about the most recent address where you live or lived with your husband/wife/partner or children

74. Land	In what country are you living with your family?
75. Postleitzahl	What is your postal code?
76. Straße, Hausnummer, Türnummer	What is your street address? Please include house number, door or apartment number, if that applies.
77. Ort	In which place or town do you live?

**E. (Beabsichtigter)
Wohnsitz des
Antragstellers**

Where are you planning to live?

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

86. Vornamen	What is the first name of your representative?
87. Familiennamen	What is the last name of your representative?
88. Land	In which country does your representative live?

89. Postleitzahl	What is the postal code of the town where your representative lives?
90. Straße, Hausnummer, Tür-nummer	What is the street address of your representative?
91. Ort	In which town does your representative live?
92. Telefon	What is your representatives phone number?
93. Telefax	Please write down the fax number of your representative, if he or she has one.
94. Mobiltelefon	Please write down the mobile phone number of your representative, if he or she has one.
95. E-Mail-Adresse	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.

96. Versicherer	Name of the social or private insurance.
97. Sozialversicherungsnummer oder Polizzenummer	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?

98. Art des Vermögens	What kind of income/property do you have (e.g. a bank account, regular income from renting out a house)?
99. Höhe (Euro)	How much is your income/property worth in euros?
100. Art des Vermögens	Do you have an additional income/property?
101. Höhe (Euro)	How much is the property/property worth in euros?
102. Einkommen, geldwerte Ansprüche	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.
105a. Laufende Aufwendungen	Do you have regular expenses? For example: Do you have to pay rent? Do you have to repay a debt?
103. Höhe monatlich (Euro)	How much money do you get per month in euros? Income and maintenance are included.
Does a person in Austria have to pay you maintenance?	
Only then do you have to fill out points 107 to 126!	
104. Familiennamen	What is the last name of the person that has to pay you maintenance?
105. Frühere Familiennamen	Please also list the person's previous last names.
106. Vornamen	Please list the person's first and middle name.
107. Geburtsdatum	When was the person born?
108. Männlich	Mark this box if the person is male.
109. Weiblich	Mark this box if the person is female.
110. Verwandtschafts-, sonstiges Verhältnis	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?
111. Ledig	Mark this box if the person is not married.

112. Verheiratet/EP	Mark this box if the person is married or lives in a registered partnership.
113. Geschieden/ aufgelöste EP	Mark this box if the person is divorced or his/her registered partnership has been dissolved.
114. Verwitwet/Auflösung der EP durch Tod	Mark this box if his/her husband or wife died. Also mark this box if his/her registered partner died.
115. Bundes-Land	In which federal state of Austria does the person live?
116. Postleitzahl	What is the postal code of the city/place where the person is living at the moment?
117. Straße, Hausnummer, Türnummer	What is the street address of this person?
118. Ort	In which place or which town does the person live?
119. Telefon	What is the person's telephone number?
120. Telefax	Please write down the person's fax number, if he or she has one
121. Mobiltelefon	Please write down the person's mobile phone number, if he or she has one.
122. E-Mail-Adresse	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?

123. Gericht	Which court has convicted you?
124. Aktenzahl	What was the file number of the court procedure? You can find the file number on the judgment.
125. Datum der Rechtskraft	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 social service worker, you will also need:

- A written statement from the organization you wish to work for.
The statement must say that the organization is non-partisan. That is, it may not work for any political party.
It must also say in the statement that the organization is non-profit. That is, it must work for the public good.
- A liability statement from the organization you want to work for.
- A written statement from you that your work is not regulated by the Alien Employment Act.
The declaration must also state that
 - you will work for a non-partisan and non-profit organization, and
 - That the organization does not make money.
- A description of your job/duties.