



Dear AIS-Salzburg Community Members;

Below, please find information related to visas and the visa application process for students enrolled at the American International School-Salzburg. It is important that you read through and understand this information and apply for the student visa in a timely manner if your child's nationality is such that a visa must be obtained before arrival in Austria. If your child's nationality allows them to enter Austria without a visa and apply for it here, please note which documents are required upon arrival at the school in the fall.

If you have further questions, please contact the school office staff at:

Office Tel.: +43 662 824617

Business Office Tel.: +43 662 824617-14

Office Email: office@ais-salzburg.at

Business Office Email: accounting@ais-salzburg.at

1. New Boarding Students with Nationalities that Require a Visa to Enter Austria

(Russia, Belarus, Kazakhstan, China, North Korea, etc.)

You must submit the following documentation to the nearest Austrian Consulate at least ***10 weeks prior*** to your arrival in Salzburg and planned enrollment date:

- a. A valid travel document (e.g., passport - original and copy) which is valid for the length of the school year and visa term (through May 31 of the following year)
- b. Original and copy of birth certificate, translated into German, with apostille if possible
- c. Proof of health insurance that is valid within the Austrian national social health insurance system. AIS-Salzburg can provide you with a policy through Generali at € 1,170. Please contact the school business office for enrollment in this policy.
- d. Letter of acceptance (provided by AIS-Salzburg)
- e. Guardian letter (provided by AIS-Salzburg)
- f. If 14 years of age or older, a signed, stamped statement from your local police of no criminal record, translated into German with apostille if possible

Note:

AIS-Salzburg cannot offer discounts or reductions on tuition and fees for those students who arrive later than the start of the school year due to lack of visa reception.

2. New Boarding Students who Require a Visa After Entering Austria

(USA, Canada, UK, Mexico, Serbia, South Africa, Japan, South Korea, North Macedonia, etc.)

Documents required for submission to authorities after arrival at the school:

- a. Completed and signed student visa application form
- b. A valid travel document (e.g., passport - original and copy) which is valid for the length of the school year and visa term (through May 31 of the following year)
- c. Original and copy of birth certificate, translated into German, with apostille if possible
- d. Photo (35 x 45 mm)
- e. Proof of health insurance that is valid within the Austrian national social health insurance system. AIS-Salzburg can provide you with a policy through Generali at € 1,170. *Please contact the school business office for enrollment in this policy.*
- f. Letter of acceptance and enrollment at AIS-Salzburg (provided by AIS-Salzburg)
- g. Proof of accommodation/residence (provided by AIS-Salzburg)
- h. Guardian letter (provided by AIS-Salzburg)

- i. If 14 years of age or older, a signed, stamped statement from your local police of no criminal record, translated into German with apostille if possible

Notes:

- the student visa application form will be filled out by the school office staff
- all other documents must be submitted to the school office staff upon arrival at the school and the start of enrollment as a boarding student.

3. New Boarding Students from Ukraine

Students from Ukraine can enter Austria without a visa and with valid passport. At the present time, Ukrainian students can be registered at the school's address and apply for a residence permit for Austria. The following documents are required for the application for residency at the school:

- a. A valid travel document (e.g., passport - original and copy) which is valid for the length of the school year and visa term (through May 31 of the following year)
- b. Original and copy of birth certificate, translated into German, with apostille if possible
- c. Guardian letter (provided by AIS-Salzburg)
- d. Proof of accommodation/residence (provided by AIS-Salzburg)

Note:

Because of the present state of war, Ukrainian students only need a residency permit to remain at AIS-Salzburg. This allowance is expected to last through the present year (2022) and may be extended further. Should this change, the school would assist the students in applying for a student visa. Please see #2 (above) for a list of documents required should this become necessary during the upcoming school year.

4. Boarding Students from European Union States

All boarding students from European Union nations will be registered at the school's address which allows them to remain at the school throughout the school year, visa-free.

Costs:

Visa Application Costs: around € 160

Health Insurance Costs (for categories 1 & 2 above): € 1,701

School Administrative Fees (for categories 2 & 3 above): € 50

By Austrian parliamentary decree, AIS-Salzburg is not bound by and visa restrictions, quotas or other national visa requirements beyond those listed above. However, the process for those in category #1 (above) must apply early in order to ensure that the visa can be processed in time before the start of the school year. The administration recommends completing the visa application process before Jun 15th. The school administration will not issue any letters or acceptance, guardianship letters, or other required documentation before the tuition down payment has been received by our accounting office.

School year visas for our boarding students are valid for the length of the school year (early September through the end of May) and can be renewed in the spring up to 30 days prior to expiration. For the school to renew a student visa for the following school year, the school administration must receive:

1. a signed re-enrollment form
2. the tuition down payment

If the visa is not renewed and it is the desire of the family to have their child re-enroll, the process applicable (above) must be repeated over the summer or in the fall, depending upon nationality/status.

Thank you for your attention.

The Administration
AIS-Salzburg