



SCHENGEN VISA REQUIREMENTS FOR SWITZERLAND

Please note that the visa application must be submitted to the Swiss Embassy/Consulate responsible for your place of residence. A visa application not submitted to the correct Embassy/Consulate Mission may be rejected.

You may obtain a visa from this office if:

You are spending more time Switzerland than in any other Schengen country(ies)

OR

you are spending the same amount of time in Switzerland as in the other Schengen country(ies) and are entering Switzerland first.

In order to apply for a visa in person you need to book an appointment by calling the following premium number: 0906 577 1222 (£1.50 per minute).

BUSINESS VISA – SHORT STAY

It is suggested that you apply at least one month prior to departure, but not more than three months before the planned entry.

Please ensure that all documents requested are submitted to the Embassy in the following order. *Spouse or children of EU citizens have to submit only items marked with* ★

Non-compliance with the set guidelines (items not presented in the correct order/photocopies missing) will lead to the application being rejected without being processed. Thank you for your cooperation.

- 1 completed application form duly signed by the applicant ★
- 2 passport-size photographs (undamaged and of recent date) ★
Do not staple or damage the photos; background must be light and plain
- National passport or official travel document valid for more than 3 months beyond ★
the validity of the requested visa, with a blank visa page to affix the visa sticker.
The UK Residence Permit must also exceed by more than 3 months the validity
of the requested visa
- Copy of the passport including the signature page ★
- Copy of the UK Residence Permit ★
- Proof of sufficient funds to support yourself during your stay (min. £30.00 day/person)
- recent bank statements/last pay slips for the last three months (please note that
cash and credit card statements are not acceptable proof)
- Copy of recent bank statements/last pay slips for the last three months
- Confirmed hotel reservation
- Copy of the confirmed hotel reservation
Reservation confirmation issued directly by the hotel clearly stating the visa-
applicant's full name, dates of check-in and out, the hotel address and contact
details. Bookings made via a reservation centre will no longer be accepted. To

ensure that visa applicants comply with the legislation in regards of the reality of stay in, controls will be made prior and after the visa has been granted.

- Transport documentation
airline or e-ticket
or rail ticket
NOTE: the Embassy cannot be held responsible for any delay or if the visa is refused
 - Copy of the transport documentation
 - Proof of health insurance (travel insurance) - minimum medical coverage £25,000.00 to cover the whole period of the visa. Insurance can be purchased from Post Offices, banks, travel agencies or BUPA. Please make sure that the document includes the following information: name of applicant, duration of the insurance, cover details, provide the policy if necessary. A policy number only is not sufficient
 - Copy of the travel insurance and, if necessary, of the policy
 - Recent original letter of employment from the employer in the UK addressed to the Swiss Embassy confirming the purpose and duration of the trip to Switzerland and the date of returning to work
 - Signed invitation letter from the Swiss-based company on company letter head paper sent/faxed directly to this Embassy (Fax no. 0044 20 7723 9581).
 - Visa for onward destination country, if required
 - Copy of the visa
 - Visa collection either in person or provide a prepaid and self-addressed registered delivery envelope (from Post Office)
 - Visa application fee: £55.00
- Visa application is free of charge for
- Minors under the age of 6 years
 - Spouses and children of EU nationals
- Proof of relationship is required (original passport of EU spouse or parent(s) ★ and original marriage certificate or birth certificate(s) of child(ren). Documents not in English, German, French or Italian require a certified translation
 - Copy of the proof of relationship ★
 - Copy of the passport of EU spouse or parent(s) ★

Processing time is approx.7 working days from the date of receipt of documents. Please note that visas cannot be issued on the same day.

For the following nationals the visa processing takes up to 14 working days: Afghanistan, Bangladesh, Belarus, Burundi, Egypt, Indonesia, Iraq, Iran, Yemen, Jordan, Kazakhstan (diplomatic passport only), Dem. Rep. of Congo, Lebanon, Libya, Mauritania, Nigeria, North Korea, Pakistan, Philippines, Rwanda, Saudi Arabia, Somalia, Sudan, Surinam, Syria, Vietnam, Palestine.

Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued.

London, 5.6.2009