



SCHENGEN VISA REQUIREMENTS FOR SWITZERLAND

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

If you are spending more time in Switzerland than in any other Schengen country(ies)
OR

if you are spending the same amount of time in Switzerland as in the other Schengen country(ies) and are entering Switzerland first, you may obtain a visa from one of the following:

- In person by appointment only, or by post; at the Swiss Visa Application Centre, 1-8 Bateman's Building, South Soho Square, London W1D 3EN.

To book an appointment please go online to: <http://ch.vfsglobal.co.uk/Dropbox.aspx>

For additional information please call 0871 3760023 (free of charge) 8:30 - 17:30 (Mon – Fri).

Appointments are usually available within 1 to 5 days.

- In person only; at the Swiss Visa Application Centre, The Edinburgh Office, 18 Forth Street, Edinburgh EH1 3LH (for people living in Scotland only)

Office timings 8:30 am – 12:00 pm (Mon – Fri)

For additional information please go online to: <http://ch.vfsglobal.co.uk/Dropbox.aspx>

or call 0871 3760023 (free of charge) 8:30 - 17:30 (Mon – Fri).

- In person or by post; Accredited Agents:

See list of approved visa/travel agencies: www.swissembassy.org.uk – visa – downloads.

There will be a charge for these services; please enquire with the agencies.

- In person by appointment only; at the Swiss Embassy, 16-18 Montagu Place, London W1H 2BQ.

To book an appointment please call the premium rate number 0906 5771 222 (£1.50 per minute).

Appointments are usually fully booked two weeks in advance.

Please note that applications sent directly to the Swiss Embassy will be returned to the sender.

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. *Spouses or children of EU citizens have to submit only the 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 ★
The form can be downloaded from the following site:

<http://www.bfm.admin.ch/etc/medialib/data/migration/einreise/visumantragsformulare.Par.0037.File.tmp/visumantrag-schen-en-de.pdf>

- 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/pay slips for the last three months (please note that cash and
credit card statements are not acceptable proof)
- Copy of recent bank statements/pay slips for the last three months
- 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 letterhead paper sent
directly to the customer or faxed directly to the Embassy (fax no. 0044 20 7723 9581)
(Please make sure that the fax is sent BEFORE submission of your application)

- 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 in cash or postal orders:
 - £54.00, adults
 - £32.00, children aged 6-12
 - £32.00, nationals of Bosnia and HerzegovinaVisa 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, Egypt (except diplomatic passport holders), Indonesia, Iraq, Iran, Yemen, Jordan, Kazakhstan (diplomatic passport only), Dem. Rep. of Congo, Lebanon, Libya, North Korea, Nigeria, Pakistan, Philippines, Rwanda, Saudi Arabia, Somalia, Sudan, 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. NOTE: the Embassy cannot be held responsible for any delay or if the visa is refused.