



BUSINESS - Visa Information Sheet

Please complete your visa application [online](#). Appointments can only be booked [online](#) if the visa application is filled in online at the same time. For more information, see page 3.

The following documents must be submitted to the visa section:

- ☐ Visa application form, duly completed and signed (signed by both parents for minors), filled in [online](#) or by hand
- ☐ Original passport which must be valid for at least three months beyond the planned stay, have been issued within the previous ten years and contain at least two empty pages, AND copy of the passport (identity page with signature), as well as copies of previous Schengen visa with entry/exit stamps
- ☐ 2 recent pictures with a plain light-colored background according to the [guidelines](#) (do not attach it to the application form)
- ☐ If not hosted by the host: proof of accommodation: voucher or booking from hotel, clearly indicating name and surname of the visa applicant; duration of the stay; contact details of hotel(s); room rates for the entire hotel stay
- ☐ Flight or travel reservations or other proof of intended transport; around-trip booking. If a paid airline ticket is submitted with the visa application and the visa is refused, the embassy accepts no liability
- ☐ Original and copy of travel accident/medical insurance: coverage minimum EUR 30'000 or USD 50'000 for the whole stay, valid for all Schengen countries, period of validity shall include an additional period of 15 days (original or copy). Insurance must include Covid-19 related treatment costs up to minimum coverage (EUR 30'000 or USD 50'000). If necessary, verify with your insurance company that the travel accident/medical insurance fulfills these conditions
- ☐ Proof of solvency: current bank statement for the last 3 months; listed salary payments for the last 3 months; and/or certificate of real estate property or proof of other assets, that generate regular income; proof of pension; or proof of other regular income
- ☐ Original and copy of marriage certificate *[if applicable]* with a translation into a Swiss national language or English

Minors (under 18 years of age): Original and copy of birth certificate with a translation into a Swiss national language or English; the consent of the parental authority and/or legal guardian shall be provided through a notarised certificate: a) if the minor travels alone or only with one parent; b) if the minor travels without his/her legal guardian; c) if the minor is travelling with one of his/her legal guardians



- ☐ A letter from the employer (in English, or in Azerbaijani language with English translation) on official company paper with stamp, signature, date and clearly mentioning address, landline telephone numbers of the employing company; the countersigning officer's name and position in the company, the name of the employee, position, salary and duration of employment; confirmation of business trip with planned length and purpose

*Company owners must submit the original certificate of state registration or notarized copy of the certificate on registration (extract from the state registry) and the Taxpayer Identification Number (Tin) and tax return documents.
Students: Proof of enrolment in university*

- ☐ A written request from the host entity (legal person or company or organization) in Switzerland or Liechtenstein, containing the following information:
 - ☐ Full address and contact person of the host entity (including email and phone numbers)
 - ☐ The name and position of the person who signed the invitation letter (signature rights according to the commercial register)
 - ☐ Full details of the invited person (surname, first name, date of birth, address, telephone numbers, email address and nationality)
 - ☐ The purpose and planned length of the stay
 - ☐ The person or the entity who will bear the applicant's travel and living costs in case they are borne by the host person or entity.

- ☐ **Companies in Switzerland:** copy of extract from cantonal trade register (free download from [Zefix](#)), attached to the invitation letter.

Invitation letter: for further information and an example please consult the following factsheet: [Factsheet on letter of invitation](#) (PDF, 119 kB, 13.07.2020)

It is not necessary to send the invitation letter to the Embassy in advance or in parallel by e-mail or by mail. Invitation letters sent to the Embassy by e-mail or by mail will not be registered or kept/saved.

- ☐ Information to be provided by the invited legal entity registered in Azerbaijan:
Copy of the certificate on registration (extract from state registry) and Taxpayer Identification Number (TIN)

Official legal entity paper, stamped and signed and containing the following information: full address and contact person; name and position of the countersigning person; name, position, salary and years of employment of the employee *[if applicable]*; nature of the work contract; person or legal entity which will bear the applicant's travel and living costs

- ☐ Non-Azerbaijani nationals residing in Azerbaijan: Original and copy of the temporary or permanent residence permit granted to the foreigner or stateless person residing in the Republic of Azerbaijan and the relevant card issued by the State Migration Service. It shall be valid 3 months beyond the intended date of departure from the territory of the Member States

The Embassy reserves the right to ask for additional documents after the first examination of the application

For other important information, see page 3



Other important information:

Online application

After downloading the application form as a PDF, please make sure to fully complete the application process.

If you are intending to stay in more than one hotel during your stay in the Schengen area, please add all hotels by using the "+" option.

Processing time / Passport return

A visa application should be submitted at least 15 calendar days before the planned trip; it can be submitted up to six months before the start of the planned trip.

After having accepted your visa application, the visa officer will inform you of the date when you can pick-up your passport.

Visa appointments

If there is no free appointment available to be booked online, please write an e-mail to: baku.visa@eda.admin.ch and provide the information required on the Embassy's [webpage](#).

The Visa section reserves the right to reschedule appointments as needed. Therefore, please check your e-mails regularly, also in the spam folder.

Fees

For information on visa fees, please consult the Embassy's [webpage](#). The visa fee must be paid in cash in AZN when submitting the visa application. Payment by credit card terminal in the Visa section is planned but not yet operational.

Opening hours of visa section

Visa applications: Monday to Thursday 09:00 to 12:00 (appointment only). Passport return Monday to Thursday: 14:00 – 15:00 (no appointment necessary).

Group applications

Groups of 6 persons or more are kindly requested to contact the embassy directly by e-mail without booking an on-line appointment.

Various

- More information on visa related matters is available on the Embassy's [website](#)
- The Embassy does not cooperate with external agencies and service providers
- This document is distributed free of charge.