



Documents required for Business/Conference

If you are a foreign resident in Japan, you can apply for a visa at the Embassy of Switzerland in Tokyo.

You may submit your visa application and book your appointment online by visiting the website www.swiss-visa.ch. Please bring the print-out together with the other documents to the appointment at the Embassy.

If your documents are not in a Swiss language (German, French, Italian) or English, they need to be translated in one of the beforehand mentioned languages.

Please submit the documents in the exact order given below, please do not staple any documents:

<input type="checkbox"/> Print-out of your online application form: fully filled out in a Swiss language or English , dated and signed.
<input type="checkbox"/> 1 colored passport photo: (good quality, white background).
<input type="checkbox"/> Original Passport: issued within 10 years with at least 2 blank visa pages, must be valid at least 3 months after your scheduled departure from the Schengen area. Additionally, please attach a copy.
<input type="checkbox"/> Residence card or special permanent resident certificate: must be valid at least 3 months after your scheduled departure from the Schengen area. Additionally, please attach a copy.
<input type="checkbox"/> Overseas Travel Insurance covering the entire stay in the Schengen area, issued in Japan or in a Schengen member state. Minimum insurance coverage: 30'000 EURO. Mandatory coverages: medical expenses, repatriation expenses, death through injury, death through sickness and hospitalization.
<input type="checkbox"/> Schedule (detailed daily program of the activities in Switzerland/Schengen area)
<input type="checkbox"/> Reservation of flight tickets (and, if applicable, proof of other means of transportation)
<input type="checkbox"/> Hotel reservation
<input type="checkbox"/> Employment certificate on the company's letterhead including date of commencement, annual salary and duration of the vacation / Company registry if self-employed / Enrolment certificate if you are a student.
<input type="checkbox"/> Invitation letter from the inviting company in Switzerland on the company's letterhead, confirming the duration and purpose of the visit, date of issue of the invitation letter and signature. Letter must include the applicant's surname, first name, date of birth, address, phone number, email address and nationality. The invitation letter has to be sent from the host company directly by email to the Embassy (tokyo.visa@eda.admin.ch) prior to the submission of the application.
<input type="checkbox"/> Statement of your employer on the company's letterhead, confirming the duration and purpose of the visit, date of issue of the letter, signature and financial guarantee (if applicable). Must include applicant's surname, first name, date of birth, address, phone number, email address and nationality.

- **Proof of sufficient funds** to cover your stay in the Schengen area, e.g. personal bank book or print-out of internet banking, which includes the account holders name and information on the account activity (deposit/withdrawal) of at least the **last three months**. Salary payments must be mentioned.

If you do not have a regular income (e.g. students or unemployed spouses), you must submit a **sponsorship letter from a sponsor** in addition to your personal bank statements. The letter must include surname, first name, date of birth, address, phone number, email address and nationality from both the sponsor and applicant. It should also state the length of stay, date of issuance of the sponsorship letter and must be signed by the sponsor. In addition, the sponsor must provide bank statements (with transactions) of the past three months and a passport copy.

No copies are made on your behalf and incomplete applications will not be accepted.

The Embassy of Switzerland reserves the right to ask for additional documents.

The processing time for a visa application is generally 15 calendar days. This period may, in individual cases, be extended.

If you wish to receive your passport back by post, please submit a prepaid, self-addressed return envelope with a tracking number of a secure carrier (e.g. letterpack from Japan Post). Applicants must indicate their name and address as recipient. The Swiss representation accepts no liability for documents that are lost when returned by mail.