



Checklist for Schengen Visa (Business):

Important information for applicants in Tajikistan

Prior appointment with the Consular agency in Dushanbe is mandatory for visa applicants. Please schedule your appointment by writing to: dushanbe.visa@eda.admin.ch

No.	Documents Required All documents should be translated in English	Yes	No
1	Valid national passport - Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. - 1 copy of your passport's data page, copies of the Schengen visa.		
2	Visa application form - Completed, signed by the applicant. The visa application form is free of charge and can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html		
3	One recent passport-sized photograph with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.		
4	Travel medical insurance Applicants for a uniform visa shall prove that they are in possession of adequate and valid travel medical insurance to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during their stay(s) on the territory of the Member States. The insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay. The minimum coverage shall be EUR 30 000.		
5	Work-related travel/Conference/Training - Invitation from a firm or authority in Switzerland to attend meetings, conferences or events connected with trade, industry or work indicating the purpose and duration of stay and whether the travel expenses and/or accommodation are covered by the inviting entity. - Letter from the employer indicating the purpose of the trip.		
6	Proof of Accommodation You will need to submit documents showing where you will stay throughout your trip. This can be one of the following: - Hotel bookings, - Rental agreements, or - Invitation letter from a friend or family member you'll be staying with.		
7	Round-Trip Travel Itinerary Flight reservation including additional trips within the Schengen area.		
8	Proof of Social Insurance Applicants must provide proof of social insurance as part of their visa application. The required documentation depends on the applicant's employment status: <ul style="list-style-type: none"> • For employees: A certificate of social insurance provided by the employer. • For individual entrepreneurs: Proof of social insurance confirming their contributions, under the applicable system. 		

8	<p>Требование для визы: Подтверждение социального страхования Заявители должны предоставить подтверждение социального страхования в рамках подачи заявления на визу. Необходимый документ зависит от статуса занятости заявителя:</p> <ul style="list-style-type: none"> • Для сотрудников: Сертификат социального страхования, предоставленный работодателем. • Для индивидуальных предпринимателей: Документ, подтверждающий оплату социального страхования, в соответствии с действующей системой. 		
9	<p>Proof of sufficient means of subsistence Salary certificate and bank statement for the last three months.</p> <p><i>In order to analyze the feasibility of financing your stay, the Embassy requires, among other things, the last 3 months of your bank statement. This will enable us to verify your personal situation, and the consistency and regularity of the income you declare in your application</i></p>		
10	<p>Proof of your employment in Tajikistan</p> <ul style="list-style-type: none"> - If there is an employment relationship: Certificate from the place of employment with full and current contact details of the organization (letterhead), and with an official stamp (indicating the beginning of the employment relationship, salary, duration of business trip, and full and current contact information on the employer); - For own proprietors: Proof of private enterprise registration, certificate of registration (patent) and tax payment certificate for the last three months + one copy; - For pensioners: Copy of pension book; - For students: Original certificate from the place of study attesting exemption from classes, on official letterhead and stamped by the university; - For students of secondary educational institutions: Original certificate from the place of study on exemption from classes, on official letterhead and stamped by the educational institution. <p><i>Документы о Вашей профессиональной деятельности в Таджикистане (в оригинале):</i></p> <p><i>При наличии трудовых отношений: Справка с места работы с указанием полных и актуальных контактных данных организации (фирменный бланк) и официальной печатью (с указанием начала трудовых отношений, заработной платы, продолжительности трудового отпуска или служебной командировки, а также с указанием полных и актуальных контактных данных работодателя);</i></p> <p><i>Для индивидуальных предпринимателей: Подтверждение регистрации предприятия, свидетельство о регистрации (патент) и справка о выплате налогов за последние три месяца + с одной копией;</i> <i>Данная памятка постоянно обновляется, но не претендует на полноту требований.</i></p> <p><i>Для пенсионеров: копия пенсионной книжки;</i></p> <p><i>Для студентов: Справка с места учёбы об освобождении от занятий в оригинале на официальном бланке с печатью ВУЗа;</i></p> <p><i>Для учащихся средних образовательных учреждений: Справка с места учёбы об освобождении от занятий в оригинале на официальном бланке с печатью образовательного учреждения;</i></p>		
11	<p>For applicants who do not hold Tajik citizenship, copy of a residence permit/registration issued by the Republic of Tajikistan. The residence permit must be valid for at least three months after the date on which the applicant plans to leave the Schengen area.</p>		

Visa fee

- Adults (12 years old and older) 90.00 euros
- Children (6 - 11 years old) 45.00 euros
- Children (younger than 6 years old) free

Visa fee must be paid in US dollars at the current Embassy exchange rate.

Personal appearance of the applicant is mandatory to submit a visa application, if the fingerprints have not been captured during the last 59 months. If the fingerprints have been captured during the last 59 months, the application can be filed through a representative duly authorized. (Power of Attorney)

Please note:

Once submitted to the consular agency in Dushanbe, your application will be sent to the Swiss Embassy in Astana. The round-trip transfer of your application can take up to three weeks. Additionally, the processing time at the Swiss Embassy in Astana can take up to 15 calendar days.