



**(APPENDIX 21.5 4
Status at: 16.03.2023)**

Info sheet and checklist for official visit Visa

Check Box	List of required documents	Remarks
	Printed Schengen visa application form, fully completed and signed by the applicant.	
	ORIGINAL passport, copy of passport and previous Schengen visas. The passport must be valid at least three months after the intended return and must contain at least two blank pages. Any previous passport must also be included (original only)	
	COPY of the Kyrgyz Residence Permit/Registration (for non-Kyrgyz citizens) NO ORIGINALS	
	1 recent, good quality photo (glued to the application form). The photograph must fulfill Schengen standards, Size 3.5 x 4	
	Confirmed roundtrip flight reservation	
	COPY of Travel Medical Insurance, valid throughout the territory and the duration of the stay in the Schengen area. The minimum coverage of the insurance is of EURO 30'000.00. The insurance must mention SHENGEN on the territorial validity. NO ORIGINALS	
	Holders of diplomatic passports do not need to provide a Travel Medical Insurance	
	Confirmed hotel booking containing surname and name of the applicant as well as the duration of stay (exact dates of arrival and departure)	
	ORIGINAL Invitation letter from the inviting party containing the following details: - Surname and name of the invited person - Nature, date and duration of the event (i.e. program of the summit, conference, workshop, meeting, seminar) - Financial guarantee if the event expenses are paid by the organizing party	
	ORIGINAL Note Verbal in English from the employer/Ministry or from the Ministry of Foreign affairs. Application without Note Verbal will be considered as BUSINESS applications with the relevant requirements	

Please note:

- VFS will not accept original documents that are not expressly mentioned in this information sheet. The Embassy will request the original if needed
- All documents in Russian or Kyrgyz language have to be translated in English, German, French or Italian
- Documents in another foreign language will not be considered, even if translated
- The Embassy of Switzerland reserves the right to request additional documents at any time
- Incomplete and inaccurate visa applications may result in a rejection of the visa
- Issuance of a visa does not guarantee entry to the Schengen area