



Requirements for an Airport Transit Visa

Is your personal appearance at the visa section necessary?

Starting from 15 May 2015, all diplomatic representations of the Schengen member states in Australasia have to capture the biometric data (finger scans and facial image) of persons applying for a Schengen visa. The data will be kept in the Visa Information System (VIS) for 5 years.

If your finger scans have not been collected yet, personal appearance is mandatory.

If your finger scans were collected within the last 59 months, then you won't have to give new fingerprints for your next visa application(s) and personal appearance is not necessary. However, **you have to provide a copy of your previous biometric Schengen visa sticker**. If you are not sure or do not remember whether your fingerprints have been captured for a Schengen visa within the last 59 months, you have to appear in person.

You will still have to appear in person to give your fingerprints in case the previously collected fingerprints prove to be of insufficient quality.

Personal appearance and fingerprint scan is not necessary for children under the age of 12.

The Swiss representation still reserves the right to ask the applicant to appear for a personal interview after checking his application.

- Short term Schengen visa application form that can be downloaded from our website (or online application through www.swiss-visa.ch), duly completed, printed, dated and signed by the applicant. In case of minors, both parents must sign the application form and add a copy of their passports. If one parent is unable to sign the form, he/she must submit a letter of consent together with a copy of his/her passport. Incomplete forms will not be accepted. Please note that it is **essential** for the further processing of your application that you **include an email address**.
- 2 recent, color passport photographs (please submit loose photographs, no staples or paper clips).
- Original passport **and** a copy of it (personal data page, *as well as* the page(s) containing your current, valid residence permit, work permit, study permit or re-entry visa to New Zealand, Fiji, Samoa, Tonga, Tuvalu, Cook Islands or Niue and/or a valid visa for your onward travel after leaving the Schengen area). Please note that your passport:
 - needs to be valid for a minimum of three months *after* the end of your planned stay in Switzerland and the Schengen area, *and*
 - needs to have at least two empty pages *and*
 - must contain a residence permit work permit, study permit or other type of re-entry visa (valid for at least 3 months beyond the return from the planned trip), entitling you to re-enter either New Zealand, Fiji, Samoa, Tonga, Tuvalu, Cook Islands or Niue after your planned stay in Switzerland and the Schengen area *and/or*
 - must contain a valid visa for the third country you will be visiting after leaving the Schengen area.
- Return airline ticket including your travel dates.
- Visa fee as per our website, payable in cash or with a personal cheque or a bank cheque made out to the Embassy of Switzerland. Please note that there is no refund in case of withdrawal of the application or refusal. Please note: for children and spouses of Swiss and EU/EFTA nationals this point does not apply. Instead, please include the following documents: copy of the Swiss or EU passport of spouse/partner/parent and proof of family relation (marriage/birth certificate or partnership contract).
- Self-addressed, trackable, prepaid return courier bag (only in case you don't wish to collect your visa personally at the Embassy after its issuance).

The Embassy of Switzerland reserves the right to request additional documents.

The submission of a complete file does not guarantee the granting of a visa.

In case of a visa refusal, the Embassy of Switzerland is not liable for any costs that might have occurred in the application process. In case of application being rejected, the applicant will get the refusal notification. The applicant may appeal within 30 days from notification with the Federal Office for Migration FOM, 3003 Bern, after the advance payment of an administrative fee of CHF 200.00 (Art. 63 of the Federal Act on Administrative Procedure APA, SR 172.021). The FOM shall issue a contestable decision.