



This checklist is only applicable if you are fully vaccinated against Covid-19!

Checklist for Schengen Visa: Visit – sponsored by a Relative or Friend

Application should be submitted at the local Visa Facilitation Centre VFS Global.
Switzerland Visa Application Centre Website: <https://www.vfsglobal.ch/switzerland/philippines/>
VFS Global Services Pvt. Ltd., 30th Floor, The World Center, Sen Gil Puyat Ave., Makati City, Metro Manila
Tel.: +63 2 8528 2539 or E-Mail: info.swissph@vfshelpline.com

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>

Please submit the documents in the exact order given below, please do not staple any document.	
Valid national passport:	
<ul style="list-style-type: none"> With at least 3 months validity from the end of the approved duration stay and must contain at least two blank visa pages. 	
Visa application form:	
<ul style="list-style-type: none"> Completed, signed twice by the applicant and, if applicable, authorization of third person (write in block letters and use black or blue ink only). If the applicant is a minor: visa application signed twice by legal guardian and if applicable, authorization of third persons. (Proving the custody of minor child, birth certificate, divorce papers, death certificate, etc.) 	
2 Passport sized photographs:	
<ul style="list-style-type: none"> Photographs must be identical, clear and coloured with a white background and not older than 6 months 1st picture pasted on the application form – 2nd picture has to be clipped on the last page of the passport, stapled or pinned pictures cannot be accepted. For more details, please refer to: https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf 	
Photocopy of valid passport as well as old passports:	
<ul style="list-style-type: none"> Front cover containing holder's personal information and photograph Back cover containing important reminders Signature page and other passport information 	
Photocopies of all visas (valid and expired)	
Spouses and/or children (below 21 years old) of Swiss / EU / EFTA Nationals:	
<ul style="list-style-type: none"> Photocopy of the marriage contract (spouse), birth certificate (child/ren), family book or any other document proving the relationship, which must be issued by a Schengen / EU / EFTA member country. Photocopy of the Swiss / EU / EFTA family member's passport and/or ID card must also be provided <i>You are no longer required to submit the documents enumerated below. The Embassy still reserves the right to request additional documents.</i> 	
Flight reservation:	
<ul style="list-style-type: none"> With name(s) of the applicant(s) and passenger registration number or reservation number Roundtrip air travel and, if applicable, proof of intra-Schengen flight, train itinerary or car rental <i>Do not buy an airline ticket yet. The Embassy cannot be held responsible for any financial losses in case you have to return a ticket.</i> 	
International travel insurance:	
<ul style="list-style-type: none"> May be purchased locally or in Switzerland Minimum coverage of EUR 30'000.00 per person (including expenses for personal accident, urgent medical treatment, urgent admission in a hospital or urgent repatriation on medical grounds) The insurances has to cover the entire stay in the Schengen territory and must be valid for all Schengen member states. Insurance policy must clearly and explicitly state full coverage of expenses due to the Pandemic/COVID-19/Coronavirus. <i>The Embassy does not accept insurance policies that have sublimit, exclusions and conditions.</i> 	

<p>Invitation letter from the host(s) in Switzerland:</p> <ul style="list-style-type: none"> - Duly signed letter indicating general information of the invited person (names, date of birth, exact address, family relation), details of the host (names and exact address), confirmation of the invitation, planned duration of stay and guarantee of accommodation. - Clear copy of host's valid passport / ID card and/or residence permit in Switzerland (if applicable, including copies of the pages with entry and exit stamps from the Philippines). - Host(s) working for an International Organisation or Diplomatic Mission in Switzerland: clear copy of the valid "Carte de Légitimation" and confirmation of employment signed by the International Organisation or Diplomatic Mission 	
<p>Additional Questionnaire:</p> <ul style="list-style-type: none"> • Document will be handed out during your appointment at VFS Global Services Pvt. Ltd. Please fill in the form completely and truthfully. Please submit the questionnaire together with your requirements when you file your application. 	
<p>Proof of financial status:</p> <p>All documents have to be originals, in format A4, with stamp and signature of the Bank.</p> <ul style="list-style-type: none"> - If employed: Certificate of employment (position, date of hiring, salary) Certificate of approved leave of absence (dates must be clearly mentioned) Bank certification, bank books Personal bank statements, credit card statements or balance covering the last six months Income tax return - If self-employed and/or company owner: Department of Trade Industry (DTI)/Securities Exchange Commission (SEC) registration of business Income tax return Business financial statement Bank certification, bank books Personal bank statements, credit card statements or balance covering the last six months If student: Proof of enrolment Copy of the student college ID card Certificate of leave of absence if travelling during school year (dates must be clearly mentioned) 	
<p>Travelling with spouse and/or child/children</p> <ul style="list-style-type: none"> - Marriage contract and birth certificate(s) of the child/children 	
<p>Minors</p> <p>Affidavit of support and consent of parents (legal guardians)</p> <ul style="list-style-type: none"> - Child/Children under 18 years old, not travelling with both parents: Written consent letter of the other, non-travelling parent or legal guardian, certified by public notary - Child/Children under 18 years old, travelling alone: Written consent letter of both parents or legal guardian, certified by public notary Department of Social Welfare and Development (DSDW) clearance https://www.dswd.gov.ph <p>In all cases: copies of the passport(s) of both parents (legal guardian) or official legal identification bearing the signature of the holder</p>	
<p>If the applicant continues to travel to a third country (e.g. UK, USA, Canada, Croatia, etc.) after leaving the Schengen Area, the visa of the next country has to be obtained first.</p>	
<p>For non-Filipino applicants who have valid residence status in the Philippines:</p> <ul style="list-style-type: none"> - Copy of Alien Certificate Registration (ACR) 	
<p>Visa fee:</p> <p>https://www.eda.admin.ch/countries/philippines/en/home/visa/entry-ch/up-90-days/fees-schengen.html</p>	

Please note:

- The required documents have to be submitted with the visa application (no fax or e-mail to the Embassy is accepted).
- The Embassy of Switzerland reserves the right to ask for additional documents and/or for a personal interview as well as to verify the content and truth of the documentation presented.
- Declaration of sponsorship: The Embassy may require the issuance of a declaration of sponsorship during the verification of the visa application, if the applicant does not have sufficient financial means to support herself/himself in Switzerland or if the Embassy has reason to doubt sufficient financial funds exist. The declaration of sponsorship will only be provided once the Embassy has received a complete application according to the checklist. The document is not available online. By handing out a declaration of sponsorship the process will be delayed.

**Embassy of Switzerland in the Philippines
Visa Section**

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