



BUSINESS SCHENGEN VISA FOR FOREIGN CITIZENS WITH RESIDENCE IN ROMANIA

WHO IS THIS INFORMATION FOR ?

This information is destined for foreign citizens with residence in Romania who intend to travel to Switzerland for business purpose.

Fill out an online application on the following web-site:

<https://www.swiss-visa.ch/>

Applications are to be submitted on a timely manner, maximum 6 months and minimum 2 weeks before the planned travelling date.

The following documents must be submitted along with the application form:

- Residence permit in Romania, valid for at least 3 months after the date of expiry of the Schengen visa, original and copy;

- Invitation sent directly to the Embassy from Switzerland via e-mail (southeasterneurope@eda.admin.ch) The invitation has to include the following:

- a) Surname and first name of the person(s) invited, their date of birth, address, passport number;
- b) The duration of the stay in Switzerland.
- c) The name of the Swiss company that is expecting you.
- d) The commitment of the Swiss company to pay for all the stay and possible additional repatriation expenses (If applicable).

- Letter from the Romanian employer listing the position of the person requesting the visa, the purpose and duration of the stay, the commitment of the company (if applicable) to pay for the costs related to the stay;

- Company or personal bank statement (for the last 3 months);

- Plane, train, bus, round trip ticket or the proof of reservation. If you are travelling by car: the green card of the car;

- Medical insurance (minimum amount of the insurance - 30.000 Euros for each of the following risks: hospitalization, emergency medical treatments, medical repatriation or death); The validity of the medical insurance must be at least 15 days longer than the length of the planned stay in the Schengen Area.

- Valid passport (at least 3 months after the date of expiry of the Swiss visa) and a good quality copy of the first page;

- 2 recent color photos, passport type;

The Embassy reserves the right to request additional documents at any moment.

Important: If the visa request is refused, the fee will not be refunded.

After filling out an application online, you will receive an automatic generated e-mail with a link that will allow you to book an appointment online at your convenience.

The forms and the other documents have to be submitted in person, by the holder, at the premises of the Embassy on the day of your appointment.

Ambasada Elveției
Str. Grigore Alexandrescu 16-20
010626 București 1

WHAT COMES NEXT ?

The evaluation of the visa application takes between 1 – 4 weeks, according to the particularities of each case and the nationality of the applicant.

DO YOU HAVE ANY OTHER QUESTIONS?

Please contact us for further questions:

Phone: 021 206 16 00 or Email: southeasterneurope@eda.admin.ch