



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra



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Business Visa

If you are a resident of Singapore planning to travel to Europe for a business trip, you can apply for a Schengen business visa at the VFS Global Visa Application Centre (135 Cecil Street, #08-01, Philippine Airlines Building, Singapore 069536) if your **main destination is Switzerland**. The application **cannot be submitted earlier than 6 months before** the travel date.

An **appointment is required for submission of application** (www.vfsglobal.ch/switzerland/Singapore). Please make sure to submit all the documents on this list at the time of your appointment. Applications with missing documents cannot be accepted.

Processing time: The minimum processing time for a visa application is 4 working days, but applicants are advised to leave at least 15 days between the appointment date and travel date as some applications/nationalities take longer for the Embassy to process. **Visa fee:** please check the website for the [current fees](#)

- If your **fingerprints have not been collected** yet, personal appearance when applying for a Schengen visa is mandatory.
- If your finger scans were collected within the last 59 months (please provide copy of the visa sticker) then you won't have to give new fingerprints for your next visa application(s) and personal appearance is not necessary. In this case, you can send someone who submits on your behalf.
- You will still have to appear in person to give your fingerprints in case the previously collected fingerprints prove to be of insufficient quality.

		<i>check</i>
1.	One application form duly completed and signed. 2 photographs no more than 6-months old, 35–40mm in width, white background.	
2.	Original passport or travel document valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport/travel document must contain at least two blank pages and have been issued within the last 10 years. Provide photocopy of the passport data page, previous Schengen visas within last 3 years and valid USA/UK visas if available.	
3.	Proof of legal residence valid at least 3 months beyond the intended date of departure from the Schengen territory. Original plus 1 photocopy back and front of Employment Pass / Permanent Resident card and <u>re-entry permit</u> / Dependent Pass / Student Pass, showing validity (print-out of SG work pass app)	
4.	A guarantee letter from the applicant's employer, stating the details of the applicant, employment duration, designation, purpose and duration of travel. If applicable, the company should confirm taking full responsibility for all your expenses, including medical care and repatriation if necessary. The original company letter (must be physically signed and stamped) must be submitted.	
5.	A letter of invitation from the applicant's business partner in Switzerland stating the purpose and duration of the visit. If applicable, confirming expenses are covered by the company in Switzerland. If applicant is attending a conference, confirmation letter of your participation and payment receipt of registration.	
6.	A booking for a round-trip airline ticket or printout of a flight reservation with the applicant's name (final destination must be outside Schengen territory).	
7.	A travel itinerary including hotel/apartment reservations for the entire trip in the Schengen area. Train or bus tickets to be submitted for missing nights e.g. overnight train/bus.	
8.	Schengen travel/medical insurance with following coverage: <ul style="list-style-type: none"> • Medical expenses, evacuation and repatriation for medical reasons, repatriation of mortal remains, for at least EUR 30'000; • Valid for entire Schengen area; • Valid for entire duration of stay in the Schengen area. • A travel insurance explicitly excluding insurance benefits in relation with Covid-19 cannot be accepted. The above must be mentioned on the insurance policy submitted, together with the name of the insured party.	

Further documentation may be requested in each individual case by the Swiss Embassy.