



## Visa for Diplomats, employees of an International Organization / Stay more than 90 days / (national visa, category D)

### General Information:

An application for a visa of diplomats and employees of an International Organization must be submitted at the counter of the Swiss Embassy/Consulate in your country of residence.

### Required documents for employees

1. **Visa application form (National visa application form, type D)**  
duly filled in, dated and signed by the applicant
2. **Passport and one photocopy of the passport in original size of personal data page**  
with an expiry date not later than three months after expiry date of the visa and containing at least two empty pages
3. **One color passport-size photograph**  
within 6 months taken, size 35 mm x 45 mm, light background, no headgear (with the exception of religious coverings, provided the face is free) – must meet [Schengen requirements](#)
4. **Employees of International Organization: Confirmation letter**  
directly sent by the International Organization to the Embassy by email, fax or mail;  
confirmation letter must include name as stated in passport, nationality, passport number, duration of work period and stating that you will receive “carte de legitimation” upon your arrival in Switzerland.

#### **Diplomats: Visa note**

**original issued by Ministry of Foreign Affairs;** It must include name as stated in passport, passport number, position, predecessor's name, duration of work period.

5. **Proof of flight reservation**

### Required documents for family members

1. **Visa application form (National visa application form, type D)**  
duly filled in, dated and signed by the applicant  
Visa applications of minor children must be signed by both parents.
2. **Passport and one photocopy of the passport in original size of personal data page**  
with an expiry date not later than three months after expiry date of the visa and containing at least two empty pages
3. **One color passport-size photograph**  
within 6 months taken, size 35 mm x 45 mm, light background, no headgear (with the exception of religious coverings, provided the face is free) – must meet [Schengen requirements](#)
4. **Proof of flight reservation**
5. **International Organization: Confirmation letter**  
directly sent by the International Organization to the Embassy by email, fax or mail;

77 Songwol-gil  
Jongno-gu  
Seoul 03165

Phone: 0082 2 739 95 11, Fax: 0082 2 737 93 92  
seoul@eda.admin.ch, www.eda.admin.ch/seoul

confirmation letter must include name as stated in passport, nationality, passport number, relationship with the dispatched person and stating that you will receive "carte de legitimation" upon your arrival in Switzerland.

**Diplomats: Visa note**

**original issued by Ministry of Foreign Affairs;** It must include name as stated in passport, passport number, relationship with the dispatched person.

**6. Family Relation Certificate, detailed**

From the dispatched person, so the family relationship with the members is recognized.

**7. Minors (under 18 years of age) travelling with only one parent:**

- Minor's family relation certificate
- signed passport copy of absent parent
- a signed declaration of consent from absent parent stating that the minor can go with one parent.

**The Embassy reserves the right to ask for further documents or information if necessary.**

**Additional remarks:**

Visa fees are free of charge and visa will be issued normally within five (5) working days.

**The submission of a complete file does not guarantee the granting of a visa. In case of a refusal, the Embassy of Switzerland is not liable for any costs that might have occurred in the application process.**

Seoul, July 2023