



Checklist for Schengen Visa Business – stay of less than 90 days

(Business meetings, attending conference, exhibitions, symposiums, job interview etc.)

A Schengen visa permits free travel within all member states of the Schengen agreement, if not stated otherwise on the visa. The Schengen countries include:

Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Switzerland.

The maximum duration of stay is 90 days within a period of 180 days. Schengen visas may be issued for the purpose of tourism, business trips or private visits. Visas for stays of more than 90 days or for the purpose of taking up an employment are not covered by the Schengen regulation.

An overview of which nationality requires a visa can be found [here](#).

Competent Embassy

The Embassy of the country of your main travel destination is the competent authority for the application.

If a main travel destination cannot be ascertained, the application should be submitted to the Embassy of the country of first entry to the Schengen area.

Reservation

Reservation is available by phone (+82 2 739 9511) or email (seoul.visa@eda.admin.ch)

Required documents (per person): in below order

Please submit the documents in the exact order given below, please do not staple any documents	<input checked="" type="checkbox"/>
Visa applications can be submitted at the earliest 6 months and not later than 15 days before departure.	<input type="checkbox"/>
1 x Online Application form on www.swiss-visa.ch <ul style="list-style-type: none"> ○ duly filled in, printed, dated and signed by the applicant ○ For minor: signed by both parents or legal guardians 	<input type="checkbox"/>
Valid Passport and one passport copy of the personal page with signature page: <ul style="list-style-type: none"> ○ issued within the last 10 years; with at least three months validity after the scheduled return and with at least 2 blank pages 	<input type="checkbox"/>
1 x copy of previous Schengen visa (if applicable) <ul style="list-style-type: none"> ○ If you had previously Schengen visa 	<input type="checkbox"/>
1 x passport size photo (pasted on the application form) <ul style="list-style-type: none"> ○ Recently taken, size 35mm x45mm, light background, no headgear (with the exception of religious coverings, provided the face is free) 	<input type="checkbox"/>
Korean Residence Card (previously known as ARC) and one copy of the card (front and back) <ul style="list-style-type: none"> ○ must be valid <u>at least three months after the travel dates</u> 	<input type="checkbox"/>

1 x proof of your current status <ul style="list-style-type: none"> ○ For employees: employment certificate ○ For self-employed: business registration and tax return forms ○ For university and school students: enrollment certificate 	<input type="checkbox"/>
1 x Confirmed round-trip flight reservation	<input type="checkbox"/>
1 x accommodation booking for the whole stay in Schengen territory	<input type="checkbox"/>
Letter of Invitation from the host company in Switzerland (also for conference, exhibition participants) <ul style="list-style-type: none"> ○ Invitation must be sent by email directly by the host company to the Embassy (seoul.visa@eda.admin.ch) ○ It must include name as stated in passport, nationality, passport number, dates and purpose of trip. 	<input type="checkbox"/>
1 x proof of financial means <ul style="list-style-type: none"> ○ Korean bank account transactions of the last 3 months of Korean bank account (최근 3개월간 입출금내역서) and ○ Payslips of the last 3 months (who has regular income) 	<input type="checkbox"/>
1 x Travel Insurance <ul style="list-style-type: none"> ○ Only insurance policies from insurance companies located in Korea or Switzerland will be accepted. Please refer to recommended insurance companies. ○ Duration: entire stay in Schengen territory ○ Territory/Location: valid in all Schengen states ○ Coverage: for each event minimum of EUR 30.000 (or equivalent KRW 50,000,000) <ul style="list-style-type: none"> ● Accident medical expense ● Health/Sickness Medical expense ● Rescue or Medical Evacuation/Repatriation 	<input type="checkbox"/>
Fee (paid by card in local currency KRW) <ul style="list-style-type: none"> ○ It is not refundable and if you withdraw the application or it is rejected the fee will not be returned. ○ For spouses and children of Swiss or EU/EFTA nationals, and for the children under six years of ages, the visa fee is waived. 	<input type="checkbox"/>

The Embassy **will not accept any application unless the file is complete.**

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

Process

The Embassy keeps the original passport during the visa processing period. In general, the Embassy makes a decision **within 15 working days**. Please note that this period may be extended in individual cases.

Some Schengen States require that they be consulted on visa applications submitted to other Schengen States by citizens of certain countries. The consultation process may take up to 14 calendar days. Such consultation is currently required for nationals of the countries listed here:

[List of countries](#)

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, February 2026