



Schengen Business Visa

Your visa application must be submitted in your country of residence. If you are a UK resident, it must be submitted to the [Visa Application Centre TLScontact](#).

Document dates are calculated in relation to the application date.

Please submit all documents (double sided) in the following order and do not staple them together	
Visa application	<ul style="list-style-type: none"> • One completed application form (duly signed by the applicant) <input type="checkbox"/> • One passport-size photograph (not more than 6 months old, undamaged, background must be light and plain) <input type="checkbox"/> • Passport (original) and copy of passport (including the signature page) <input type="checkbox"/> <ul style="list-style-type: none"> - Issued within the past 10 years - Valid for more than 3 months beyond the validity of the requested visa - Two blank visa pages (the pages do not need to be consecutive) • UK residence permit (original) and copy of UK residence permit <input type="checkbox"/> <ul style="list-style-type: none"> - Valid for more than one month from the day you exit the Schengen area - <u>Share code from the Home Office stating your status in the UK must be provided and is mandatory</u> • Visa fee: Card payments only (American Express not accepted) <input type="checkbox"/>
Proof of sufficient funds	<ul style="list-style-type: none"> • UK bank account statements dated with name, account number and indicating last balance <input type="checkbox"/> <ul style="list-style-type: none"> - Not more than one week old, covering at least the past 3 months - Online statements are accepted, provided that the name of the account holder and account details are shown • If the applicant is financially supported by a third party <input type="checkbox"/> <ul style="list-style-type: none"> - Sponsor's bank account statements - Employment letter of sponsor - A statement of willingness to support the applicant (including travel dates) - Copy of passport of sponsor - Proof of relationship (e.g. marriage certificate or birth certificate)
Travel arrangements	<ul style="list-style-type: none"> • Transport documentation with applicant's name and booking confirmation number <input type="checkbox"/> <ul style="list-style-type: none"> - by plane: confirmed booking - by train: rail ticket - by car: ferry ticket, copy of driver's driving licence and vehicle insurance • Confirmed reservation of return ticket to the UK or onward travel such as confirmed overseas ticket <input type="checkbox"/>
Business invitation	<ul style="list-style-type: none"> • Invitation letter signed and dated from the Swiss-based company, not more than one month old including: <input type="checkbox"/> <ul style="list-style-type: none"> - Invitation on Swiss company letterhead paper - Purpose and exact dates of business travel to Switzerland and who will cover the expenses
Travel insurance from a UK or Schengen based company	<ul style="list-style-type: none"> • Confirmation or coversheet including: <input type="checkbox"/> <ul style="list-style-type: none"> - First name, surname and date of birth of applicant - Coverage for all Schengen member states and total duration of intended stay (Including all Schengen countries!) - Minimum coverage of €30,000 for emergency medical expenses and repatriation costs - Letterhead with the address and contact details of the insurance company - If covered by your bank please provide a recent letter not more than one month old confirming all above-mentioned insurance details

Proof of status in UK	<ul style="list-style-type: none"> • Employed: Letter of employment (dated, not more than one week old) including: <input type="checkbox"/> <ul style="list-style-type: none"> - Company letterhead - Original wet or electronic signature (it must be clearly stated if the letter cannot be signed by hand) - Name and address of applicant - Purpose and exact dates of business travel to Switzerland and who will cover the expenses
	<ul style="list-style-type: none"> • Self-employed: Letter from accountant, banker or solicitor (dated, not more than one week old) including: <input type="checkbox"/> <ul style="list-style-type: none"> - Original wet or electronic signature (it must be clearly stated if the letter cannot be signed by hand) - Name and address of applicant - Nature of self-employment or business ownership in the UK - Bank account statement for the past 3 months - Position of signatory - Self-assessment form edited by HM Revenue & Customs

IMPORTANT: It is the applicant's responsibility to ensure that the application is complete when submitted at TLScontact. Failure to present all necessary documents can result in a delay or refusal of the visa application. Please note that this is not an exhaustive list. If necessary, you may be requested to present additional documentation.

Processing time is approx. 5 working days from the date of receipt of the visa application. According to Article 22 of the Visa Code of the European Commission, certain third-country nationals are subject to the Schengen consultation. This process usually takes up to 14 working days. List of countries [here](#).

Appointment: Visa applications can be submitted to TLScontact at the earliest 6 months and at the latest 15 days before the date of travel, depending on the availability of appointment slots.

Application: Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued.