



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

<p><b>Proof of status in UK</b></p>	<ul style="list-style-type: none"> <li>• <b>Employed: Letter of employment</b> (dated, not more than one week old) <b>including:</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>- Company letterhead</li> <li>- Original wet or electronic signature (it must be clearly stated if the letter cannot be signed by hand)</li> <li>- Name and address of applicant</li> <li>- Position, starting date of employment</li> <li>- Position of signatory</li> <li>- Pay slips for the past 3 months</li> </ul> </li> <li>• <b>Self-employed: Letter from accountant, banker or solicitor</b> (dated, not more than one week old) <b>including:</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>- Original wet or electronic signature (it must be clearly stated if the letter cannot be signed by hand)</li> <li>- Name and address of applicant</li> <li>- Nature of self-employment or business ownership in the UK</li> <li>- Bank account statement for the past 3 months</li> <li>- Position of signatory</li> <li>- Self-assessment form edited by <a href="#">HM Revenue &amp; Customs</a></li> </ul> </li> <li>• <b>Domestic employees</b> (dated, not more than one week old) <input type="checkbox"/> <ul style="list-style-type: none"> <li>- Original letter of employment</li> <li>- Copy of the employer's passport</li> <li>- Copy of work contract</li> </ul> </li> <li>• <b>Students: Confirmation of enrolment from institution in the UK</b> (dated, not more than one week old) <b>including:</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>- Original wet or electronic signature (it must be clearly stated if the letter cannot be signed by hand)</li> <li>- Name and term address of applicant</li> <li>- Name of the degree/course of studies</li> <li>- Start date and expected end date of the course</li> </ul> </li> <li>• <b>In receipt of benefits or pension scheme:</b> <ul style="list-style-type: none"> <li>- Official letter, dated, not more than one month old</li> </ul> </li> </ul>
<p><b>Minors</b></p>	<ul style="list-style-type: none"> <li>• <b>Visa application form for minors must be duly signed by both of the applicant's parents. If one of the parents is abroad, a dated and signed letter of consent with a copy of the passport must be submitted:</b> <input type="checkbox"/></li> <li>• <b>Birth certificate</b></li> <li>• <b>British school certificate</b> (recent)</li> <li>• <b>For minors travelling alone or with only one parent</b> (exceptions are made if one parent has sole custody or a residence order for the child): <ul style="list-style-type: none"> <li>- Original or certified copy of passports of both parents</li> <li>- Proof of consent of parental authority, or legal guardian from both parents.</li> </ul> </li> <li>• <b>In case of sole custody:</b> <ul style="list-style-type: none"> <li>- Birth certificate mentioning one parent</li> <li>- Death certificate of absent parent or court ruling</li> </ul> </li> </ul> <p>All Certificates or consent letters issued in a foreign language must be translated into an official language of Switzerland: German, French, Italian (or English)</p>

**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.