



Schengen Visit 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 photograph passport-size (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) <ul style="list-style-type: none"> - Issued within the past 10 years <input type="checkbox"/> - 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 <ul style="list-style-type: none"> - Valid for more than one month from the day you exit the Schengen area <input type="checkbox"/> - <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 only 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"/> <ul style="list-style-type: none"> - If travelling between Schengen countries, all means of transport and accommodation must be provided during your stay in the Schengen area • Invitation letter signed and dated from the host in Switzerland, not more than one month old, written in an official Swiss language or in English, including: <input type="checkbox"/> <ul style="list-style-type: none"> - Declaration by the host that they expect the applicant - Full contact details (Full name, date of birth, address, telephone number, email address and nationality) of the host and of the applicant - Exact period of stay • Copy of the host's passport (photo and signature page) and/ or Swiss residence <input type="checkbox"/> <ul style="list-style-type: none"> - Validity of Swiss residence from host must cover the intended stay of applicant. If not available, proof of extension of the residence in Switzerland (Migration Office) • If the host works for an international organisation <input type="checkbox"/> <ul style="list-style-type: none"> - Copy of the host's carte de legitimation both sides - Letter from the employer dated and signed

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 own bank, 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 - Position, starting date of employment - Position of signatory - Pay slips for the past 3 months • 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 - Bank account statement for the past 3 months - Position of signatory - Self-assessment form edited by HM Revenue & Customs • Domestic employees (dated, not more than one week old) <input type="checkbox"/> <ul style="list-style-type: none"> - Original letter of employment - Copy of the employer's passport - Copy of work contract • Students: Confirmation of enrolment from institution in the UK (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 term address of applicant - Name of the degree/course of studies - Start date and expected end date of the course - In receipt of benefits or pension scheme: <ul style="list-style-type: none"> - Official letter, dated, not more than one month old
Minors	<ul style="list-style-type: none"> • 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 copy of the passport must be submitted: <input type="checkbox"/> • Birth certificate • British school certificate (recent) • For minors or pupils of a boarding school, travelling alone or with only one parent (exceptions are made if one parent has sole custody or a residence order for the child): <ul style="list-style-type: none"> - Original or certified copy of passports of both parents - Proof of consent of parental authority (both parents), or legal guardian • In case of sole custody: <ul style="list-style-type: none"> - Birth certificate mentioning one parent - Death certificate of absent parent or court ruling <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.