



Schengen Visitor Visa

Online application and appointment system

Applicants resident in Cambodia are requested to submit an online visa application and book their appointment online with following link: [swiss-visa](#). Each applicant has to make an individual appointment. Personal appearance is required to submit the complete signed application with the supporting documents, to collect the fingerprints and to settle the visa fee (in cash). Please understand that the visa desk cannot allow walk-ins.

Documentary requirements

1. **Visa application form, original:**

Duly filled out, dated and signed by the applicant. Filling out the visa application form is possible [online](#). **The visa application form must be signed by both parents in case of minor child.**

It is mandatory that the mentioned data information on the Schengen visa application form such as addresses, phone numbers etc. has to be identical with the personal data of the applicant. If this requirement is not fulfilled the visa application will be refused.

2. **One passport-sized pictures 3.5 cm x 4 cm:**

- Color photo on a white background
- Format 3.5 cm x 4 cm
- Taken from the front; without obstruction
- Recent (less than 6 months old)
- Ears and eyebrows must appear on the picture

The photo must be a close-up of your head and the top of your shoulders so that your face take up 70-80% of the photograph.

3. **Passport, original:**

Valid for at least three months after the end of the planned stay in Switzerland or another Schengen Member State, **at least two blank pages. Please present previous passports if available.**

4. **Passport, copies:**

- One photocopy of the passport (personal data page)
 - One photocopy of previous Schengen visas
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5. **Confirmed reservation of the round-trip flight ticket:**

Applicant's name (same as on passport) must be mentioned on the flight reservation
Remark: Please do not buy the ticket before the visa is issued. The Regional Consular Center Bangkok will not take any responsibility related to the flight ticket.

35 North Wireless Road (Thanon Witthayu Nuea)
Lumphini, Pathum Wan
Bangkok 10330

G.P.O. Box 821, Bangkok 10501

Phone: +66 2 674 6900, Fax: +66 2 674 6901
bangkok.visa@eda.admin.ch,
www.eda.admin.ch/bangkok

6. **Travel and health insurance:**

- Must cover all period of stay
- Must be valid for Schengen area
- Minimum coverage of Euro 30,000 for urgent hospitalization or repatriation expenses
- The stamp and the signature of the insurance company are mandatory
- Show original and submit photocopy

[Click here for the list of accredited Travel Medical Insurance](#)

7. **A signed invitation letter:**

Letter from the host as a confirmation that the host in Switzerland awaits the applicant. If the host is not the guarantor, please provide an explanation.

[Please find according information regarding the invitation letter and the declaration of sponsorship here](#)

8. **Relationship:**

Applicant and host are related (family member):

The relationship must be proven through official documents (such as, marriage certificate, birth certificate, house registration book, etc.), show original submit photocopy. One photocopy of the host's passport (first page with biometric data). Photocopy of the residence permit, if host is not a Swiss citizen.

Applicant and host are not related (i.e. friendly or loving relationship):

In case of non-official relationships, one photocopy of the host's passport (first page with biometric data) with a copy of entry/exit stamps to Cambodia. The relationship must be described comprehensively in the invitation letter and, if necessary, supplemented by further documents.

9. **Employment and financial proof:**

If employed:

- Work certificate indicating the number of vacation days granted, the position in the company and the monthly salary

If student:

- Academic certificate such as an enrolment confirmation of the school or university, show original and submit photocopy

If self-employed:

- Business registration stating the applicant's name

To be provided: proof of sufficient funds

Bank statement for the last three months, original with bank stamp; if the applicant is not in the position to provide proof of financial means, a declaration of sponsorship (*) will be handed out.

10. **Documents related to minor child:**

- Birth certificate, show original and submit photocopy
- Parental consent for the minor child that is either travelling abroad alone or with only one parent:

a) An official parental consent for the planned travel abroad must be submitted, in case that one of the parents or both of them are not going to travel together with the minor child. This document must be issued by local authorities. Show original and submit photocopy

b) Or a declaration of consent letter signed by the parent/s who is/are not traveling with the minor child (sign at the Consular Agency in Phnom Penh in person).

- If the parents are divorced:

Photocopy of the divorce decree issued by the local authority (court)

- if the parents not married are not living together anymore:

Photocopy of the consent of the dissolution of the cohabitation issued by the local authority

(sangkat/commune)

- if one parent has passed away:

Photocopy of the death certificate issued by the local authority (sangkat/commune)

Signed authorization letter from the parents in case that both parents cannot appear in person during the submission of the visa application. Photocopies of the parents' passports (personal data page) must also be submitted.

11. Foreign national residing in Cambodia:

- Original and copy of work permit (if applicable)
 - Re-entry stamp from Cambodian Immigration, valid after coming back from the Schengen states.
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(*) Declaration of sponsorship: The Regional Consular Center in Bangkok may require the issuance of a declaration of sponsorship during the verification of a visa application if the applicant does not have sufficient financial means to support himself in Switzerland, or if the Regional Consular Center Bangkok has reason to doubt sufficient financial fund exists. The declaration of sponsorship will be provided by the Regional Consular Center's own motion. It is not available online. By handing out a declaration of sponsorship, the process can be delayed (slowed down) up to a minimum of 15 days.

Documents in Khmer language must be translated into English or into one of the Swiss national languages (G, F, I) by one of the accredited translation office.

[Click here for the list of accredited Translation Offices in Cambodia](#)

If submitting documents to prove family relationships from countries other than Cambodia, legalization from competent Embassy or Consulate is required.

Procedure: The application will be sent to the Regional Consular Center in Bangkok by weekly courier for decision and the passport will be returned to Phnom Penh the following week. The exact pick up date of the passport will be communicated to you by the Consular Agency in Phnom Penh.

Bangkok, September 2019