



# Schengen Business Visa

## Online application and appointment system

Applicants living 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). For groups of more than four people, after registration of the applications, appointments have to be made by phone from 2.00 pm to 3.30 pm (+855 23 218 305). 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.

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### 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.**

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### 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.**

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### 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.

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Lumphini, Pathum Wan  
Bangkok 10330

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Phone: +66 2 674 6900, Fax: +66 2 674 6901  
[bangkok.visa@eda.admin.ch](mailto:bangkok.visa@eda.admin.ch),  
[www.eda.admin.ch/bangkok](http://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](#)

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**7. Proof of accommodation:**

Confirmed hotel reservation/s for the entire duration of stay in the Schengen countries. Applicant's name (same as on passport) must be mentioned on the hotel booking/s. If the applicant intends to travel on as a tourist or visitor, following additional documents have to be submitted: relevant hotel reservation/s or signed invitation letter with photocopy of the passport or the resident permit of the host if applicable.

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**8. Detailed itinerary:**

Itinerary of the planned trip if several countries are visited, providing details on the transport used to move across the Schengen area and any other countries to be visited during this trip.

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**9. Employment and financial proof:**

If employed:

- Work certificate indicating the position in the company, the monthly salary, the period of the business trip.

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**

If the inviting company in Switzerland does not sponsor accommodation and financial support for the visa applicant, the Cambodian company (employer of the applicant) has to do so, by providing a sponsoring letter and bank statement for the last three months, original with bank stamp;

If the trip is not sponsored: bank statement of the employee for the last three months, original with bank stamp.

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**10. Signed invitation letter from the company, containing the following information:**

- Exact description of the nature of the business trip with detailed program
  - Full name, date of birth and passport number of the invited person
  - Duration of stay (date of entry and departure)
  - Indication of who is going to cover the costs of travel, food and accommodation during the visit in Switzerland or Schengen territory in accordance with the terms stated in the visa.
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**11. Participation to an exhibition or trade fair:**

Trade fair entry ticket or an invitation stating purpose and duration of the exhibition or trade fair stating the applicant's name.

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**12. 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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Definition of business trips: business meetings; theoretical education without internship; instruction courses; technical courses organized by a Swiss company for its own personnel or for its foreign customers in connection with the purchase or supply of technical installations, theoretical courses which a Swiss company organizes for its personal working abroad; participation in scientific, economic, cultural, religious or sport events.

Important notice: If the Regional Consular Center Bangkok has doubts as to the true nature of the business trip, it will submit the application to the competent authority in Switzerland for decision. In such case further documents and/or information can be required. The processing of the visa application may then take up to several weeks.

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