



# Schengen visa for holders of diplomatic and service passport

## 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.**

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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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[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:**

Diplomatic passport's holders: not required

Service passport's holders: only required in case of a private trip

- 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. **Signed invitation letter from the inviting party in Switzerland (UN Organizations, NGO, local authorities, etc.), containing the following information:**

- Exact description of the nature of the visit
  - 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.
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9. **Verbal Note** in English or French of the Cambodian Ministry of Foreign Affairs and international Cooperation indicating personal data of the applicant, purpose and duration of the trip.

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Fees: The visa application is free of charge. The [postal fees](#) to the Regional Consular Center Bangkok are applicable.

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