



VISA SCHENGEN Tourism / visit / business

Switzerland is part of the Schengen area and short-stay visas (for maximum 90 days within a-180 days period) are valid in the whole Schengen area.

Please make an **appointment** and present the following documents personally at this Embassy (**incomplete applications will not be accepted**):

- 1 Schengen visa application form, fully completed and signed (on point 37 and at the end of the form by the applicant)
 - Application form is available on our website:
<https://www.eda.admin.ch/countries/mexico/en/home/visa/entry-ch/up-90-days/documents-schengen.html>
- 1 color photo, good quality (passport size, white background)
- Original and copy of valid passport and all pages with valid visas for Schengen states or other countries. (The passport must be valid for at least 90 days beyond the planned stay in Schengen area, issued within the previous ten years and have at least two blank visa pages)
- All foreign applicants need to bring the Mexican Immigration Form (when entering) on their appointment
- Original and copy of residence permit in Mexico or Belize (only for foreigners)
- Original and copy of proof of residence (water, electricity or gas bills)
- Copy of your confirmed flight reservation (entry and departure from Schengen space)
- Proof of sufficient financial resources:
 - Bank statements from last 3 months, listing your full name and address. A minimum of CHF 100 per day is required to cover the expenses (in case of bank statements from a company, you need to bring copy of the constitution act from the company indicating company name and person).
 - Bank statements of a valid credit card for abroad from last 3 month, accompanied by a bank statement confirming card ownership and/or in name of travelling person or sponsor with sufficient credit (CHF 100 per day)
 - or salary pay slips for last 3 month
 - or sponsor letter and/or proof of private lodgment
- Recent letter from your employer, including your position and salary (proof of properties or ownerships, family ties)
- Copy of insurance policy on a company recognized in Schengen area with a minimum coverage of CHF 50'000/EUR 30'000 valid for all Schengen countries for emergency medical expenses, hospital treatment and repatriation for medical reasons during the length of your stay. It will be necessary that the insurance mention specifically "**valid for the Schengen area**". Insurance policy with the remarks "coverage worldwide" or "coverage for abroad" cannot be accepted.
- For family members you need to bring copy of marriage or birth certificate
- Additional requirements for minors:
 - Birth Certificate (Court documents of adoption or shared custody cases)
 - Death Certificate (in case that one of the minors parents is deceased)
 - Notarial consent testimony of either both parents or legal guardians if minor is going to travel alone

IMPORTANT:

*Both parents or tutors must sign application forms for minors and provide copies of their official identification. Your signature confirms the veracity of the information contained in the application form. Providing false information will cause sanctions and annulation from authorization of entry visa for Schengen area. The visa procedure may take as long as 15 calendar days after presenting application. That period could be extended up to a maximum of 30 calendar days in individual cases. Exceptionally, additional documentation may be required in specific cases; the period could be extended up to maximum of 60 calendar days. All certificates needs to have an **apostille**.*

Tourism: Hotel reservations for every night you intend to spend in Schengen countries, whole itinerary for organized trips proving accommodation for every night during your stay and proof of payments.

Visitor: Invitation letter from the host in Switzerland, mentioning your name, length of your stay, relationship to your host (friend, family member, etc.), as well as name, address and contact information of the inviting person together with a copy of the host's swiss passport or swiss residence permit, should be directly sent to mexicocity.visa@eda.admin.ch. The Embassy of Switzerland reserves the right to request additionally a declaration of sponsorship.

Business / cultural / sports / vocational / educational or research purpose: Official invitation letter from the host company, organization, university or institution in Switzerland or Schengen area, signed and stamped. (Please include if organizer pays for travel and subsistence cost, otherwise indicate who pays the travel and subsistence costs)

Please note that this is not an exhaustive list. If necessary, additional documents may be required.

The visa fee is EUR 60 for adults and EUR 35 for minors (subject to change without prior notice), to be paid in cash at the counter in local currency on day of appointment.

Appointments. www.swiss-visa.ch

Visiting hours: Monday to Friday from 9:00 to 12:00.

Phone assistance:

Monday to Thursday from 9:00 to 12:00 and from 14:00 to 15:00, Fridays from 9:00 to 12:00.