



Checklist for the Issuance of a SCHENGEN Visa for VISIT – Sponsored by a Relative or Friend TO SWITZERLAND

PLEASE READ CAREFULLY !

- ❖ Visa applications may be lodged **3 months** before the planned date of departure at the **earliest**.
- ❖ Visa applications are accepted on an appointment basis only.
- ❖ Please make sure that you have all the necessary documents and fees when you apply.
- ❖ **Incomplete applications will not be accepted.**

How to schedule an appointment:

All appointments for the submission of application files must be booked with our external service provider TLScontact via the following website <https://ch.tlscontact.com/ph/MNL/> or by the Visa Hotline: (02) 737-4040, Mondays – Fridays, from 8.00 am – 5.00 pm (except during public holidays).

Application files have to be submitted to TLScontact on the day of the appointment at the following address:

TLScontact Center, Unit 7B New Solid Building, 357 Sen. Gil J Puyat Avenue, Makati City, Metro Manila

Visa requirements:

Please bring the <u>original</u> documents and provide the Embassy with <u>clear photocopies</u>. <u>Do not staple the documents together.</u>	✓
One (1) visa application form , which must be completely and properly filled-out and signed by the applicant (write in block letters and use black or blue ink only). The form may be obtained for free from the Embassy or downloaded from the following link: http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html	
Additional Questionnaire , which will be given to you at the reception during your appointment with the Visa Section. You have to fill-out this form completely and truthfully. Submit this questionnaire together with your requirements when you file your application.	
Two (2) identical, clear and coloured passport-sized photos (With <u>white</u> background; Must be taken within the last six months; Please do not staple the photos on the form.)	
Valid passport (Must be valid at least 3 months from the end of the approved duration stay; Must contain at least 2 blank visa pages.)	
Photocopy of <u>valid</u> passport as well as <u>old</u> passports (Inside front cover containing holder's personal information and photo; Inside back cover containing „Important reminders,“ signature and other passport information.)	
One (1) photocopy of <u>all</u> visas (valid and expired)	
For spouses or children (below 21 years old) of Swiss / EU / EFTA nationals , the following must also be submitted: photocopy of the marriage contract (spouse), birth certificate (child), family book or any other document proving relationship, which must be issued by a Schengen / EU / EFTA member country . A copy of the family member's passport and/or ID card must also be provided. You are NO longer required to submit the documents enumerated below. In some cases, however, the Embassy still reserves the right to request for additional documentation.	
Invitation letter from the host in Switzerland indicating: general information of the invited person (names, birth date, exact address, family relation), details of the host-to-be (names and exact address), confirmation of the invitation, planned duration of stay and guarantee of accommodation. The invitation must be signed and handed in together with a clear copy of host's valid passport / ID-card and / or residence permit in Switzerland (if applicable, inclusive of copies of the pages with entry and exit stamps from the Philippines). For hosts working for an International Organisation or Diplomatic Mission in Geneva or Berne: a clear copy of the host's valid "carte de légitimation" and confirmation of employment signed by the International Organisation or Diplomatic Mission must be provided.	
Original + one (1) copy of proof of financial resources of the applicant: bank statements showing cash flow of last 6 months, bank books, latest international credit card statements (last 6 months)	
If employee: certificate of employment with leave of absence from the local company or organisation showing position, date of hiring, salary and date of return to work; income tax return	
If self-employed: proof of business (DTI/SEC registration, income tax return, financial statements)	
If still studying: proof of enrolment, leave of absence from school (if travelling while classes are ongoing)	
Computer printout of confirmed roundtrip air travel reservation (<u>Do not yet buy an airline ticket</u> . The Embassy cannot be held responsible for any financial losses in case you have to return a ticket.)	
For foreign nationals who have valid residence status in the Philippines and need a visa for Switzerland submit also a copy of the Alien Certificate of Registration (ACR) and Re-Entry permit.	
International travel insurance (May be purchased locally or in Switzerland; must have a coverage of at least EUR 30'000.-- / USD 50'000.-- / PHP 2.5M to cover expenses for personal accident , urgent medical treatment , urgent admission in a hospital or urgent repatriation on medical grounds; with coverage including ALL Schengen member states). The validity period of the insurance coverage must be for the entire duration of the intended stay including entry and exit day of the Schengen area.	

Visa processing and issuance: Five (5) working days up to four (4) weeks after filing date**.

VISA PROCESSING FEE: Must be paid in cash. Please prepare the exact amount in Pesos only.
There is no Visa fee for children who are below 6 years old.

For the current VISA FEE, please check our website.

****Fees are subject to change without prior notice.***

*The requirements listed are applicable to **Filipino citizens and foreign nationals who have valid residence status in the Philippines and require a visa to enter the SCHENGEN territory.***

***If you are in possession of a valid residence card / permit for any **SCHENGEN States**, then you do **not** need a visa to enter Switzerland / Schengen states.**

***If you are holding a valid Philippine official or diplomatic passport, then you do not need a visa for Switzerland. If transiting to or travelling through other European countries, kindly check with the embassy/consulate/representation concerned if there is a need for a separate visa from them.**

***For other nationalities**, kindly refer to the following link if there is a need for a visa for Switzerland / Schengen states:

http://www.bfm.admin.ch/bfm/en/home/themen/einreise/merkbblatt_einreise.html

****In many cases, a “Declaration of Sponsorship” form is considered necessary after checking the documents. This form has to be sent to the host in Switzerland who has then to process it with the cantonal authorities in his/her area of residence. Processing usually takes 3-4 weeks.**


Please note that a positive “Declaration of Sponsorship” does not guarantee the issuance of a visa. For more information about the **Declaration of Sponsorship**, you may download the information leaflet available from the following link:
http://www.bfm.admin.ch/bfm/en/home/themen/einreise/merkbblatt_einreise.html


IMPORTANT INFORMATION

In particular cases, the Embassy explicitly reserves the right

- to request more information or additional documents (egg. DSWD clearance for minors travelling alone)
- to verify the contents and truth of the documentation presented
- to give an unfavorable notice to an application; each one will be checked individually. No right of issuance exists. The Embassy will not assume any responsibility should the visa application be rejected.

 Please note that **you are not allowed to take up any kind of employment during your stay in the Schengen area.**

 In case the application is finally refused or withdrawn, the fee will not be reimbursed.

 In case your application is refused, the applicant will be given an INFORMATION SHEET (Procedure in case of a formal Refusal – Right to appeal).

Contact information of the Visa Section (Embassy of Switzerland in Manila)

Address 24th Floor BDO Equitable Tower, 8751 Paseo de Roxas, 1226 Makati City
Metro Manila, PHILIPPINES

E-mail man.visa@eda.admin.ch

Website www.eda.admin.ch/manila

Visiting Hours Mondays through Thursdays 09:00 AM until 12:00 NN

Visa Section (632) 845 45 45

Visa Section Fax (+632) 845 45 39