



# Schengen Business Visa

Please note that the visa application must be submitted to the Swiss Representation responsible for your country of residence.

- 1 completed application form duly signed by the applicant  
The form can be downloaded from the following website:  
<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>)
  - 1 passport-size photographs  
not older than 6 months and complying with the following requirements  
[https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex\\_A-Photograph\\_Guidelines.pdf](https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf))
  - National passport valid for more than 3 months beyond the validity of the requested visa, with at least two blank visa pages (the pages do not need to be consecutive)
  - Copy of the passport including the signature page
  - UK residence permit valid for more than 1 months from the day you exit the Schengen area
  - Copy of UK residence permit
  - Copy of transport documentation with applicant's name as passenger:
    - by plane confirmed booking with airline booking reference number
    - by train rail ticket
    - by car ferry ticket, copy of driver's driving license and vehicle insurance
  - Travel insurance from a UK or Schengen based company covering the entire period of intended stay plus extra 15 days. The insurance must comply with the following Schengen requirements:
    - Area of cover must include all Schengen member states and not only Switzerland
    - Emergency medical expenses and repatriation costs must have a minimum coverage of €30,000
    - COVID-19 related claims must be covered
- If covered by your bank please provide a recent letter not older than 1 month confirming your insurance details
- Copy of the travel insurance and the policy

- Original (hand signed) **employment letter** from the employer in the UK confirming the purpose and the exact dates of the trip to Switzerland and who will cover the applicant's expenses

If **self-employed**, please provide an original letter (hand signed) from your accountant

**Please note that the above mentioned documents will not be accepted if it holds a digital or scanned signature and if they are older than one month.**

- Signed invitation letter from the Swiss-based company on company letterhead paper stating exact dates and purpose of the trip to Switzerland and whether they will cover the applicant's expenses
- Visa fee

**IMPORTANT:** Please note that this is not an exhaustive list. If necessary, you may be requested to bring additional documentation.

**Processing time** is approx. 7 working days from the date of receipt of documents. Please note that the visa cannot be issued on the same day and that **for the following nationals the visa processing time takes up to 14 working days:**

Afghanistan, Algeria, Azerbaijan, Bangladesh, Belarus (applies only to holders of diplomatic or service passports), D.R. Congo, Egypt (does not apply to holders of diplomatic and service passports), Eritrea, Ethiopia, Iran, Iraq, Jordan, Kazakhstan, Kenya, Kyrgyzstan, North Korea, Kuwait, Lebanon, Libya, Maldives, Mali, Morocco, Mauritania, Niger, Nigeria, Pakistan, Palestine, Qatar, Russian Federation, Rwanda, Saudi Arabia, Somalia, Sri Lanka, South Sudan, Sudan, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan, Vietnam, Yemen, Refugees, Stateless Persons..

It is suggested that you apply at least one month prior to departure, but not more than six months before the planned entry.

Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued. NOTE: the Regional Consular Centre in London cannot be held responsible for any delay or if the visa is refused.

**Non-compliance with the set guidelines (items not presented/photocopies missing) will lead to the application being rejected without being processed.**