



Schengen Family/Friend Visit 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:
<http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/visumantragsformular.html>

In case of minors:

If travelling unaccompanied or with only one parent, a letter of consent from the parent/s must be submitted.

Furthermore both parents must sign the form and add a copy of their passports.

A birth certificate must always be provided.

If travelling on a school trip a letter from the school is also required.

- 2 passport-size photographs (not older than 6 months, undamaged, background must be light and plain)
- 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 3 months from the day you exit the Schengen area
- Copy of UK residence permit
- Proof of sufficient funds to support yourself during your stay:
Copy of UK current account bank statements for the last three months. The last balance should not be older than one week. Online statements are accepted, provided the name of the account holder and account details are shown.
- A signed letter of invitation from the host in Switzerland containing his/her address, phone number and exact dates of stay as well as a copy of the host's passport (photo and signature page) and Swiss residence permit (if the host is not Swiss).
If the host holds a legitimization card instead of a residence permit, please also provide a recent Verbal Note (confirmation of employment) from their employer.
- 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

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- Travel insurance from a UK or Schengen based company covering the entire period of intended stay. 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

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 duration of the trip to Switzerland

Original (hand signed or with original stamp) **student letter** confirming the purpose and duration of the trip to Switzerland

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

Domestic employees: Please provide an original letter of employment, together with a copy of the employer's passport and a copy of the work contract

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

For applicants on **benefits or a pension scheme**, please provide an official letter dated less than one month.

- Visa fee

If you apply at the Regional Consular Centre in London, please collect your passport either in person or provide a prepaid, self-addressed Royal Mail special delivery envelope when you submit your application.

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, Kenya, North Korea, Kyrgyzstan, Lebanon, Libya, Mali, Mauritania, Morocco, Niger, Nigeria, Pakistan, Russian Federation (applies only to holders of service passports), Rwanda, Saudi Arabia (does not apply to holders of diplomatic passports), Somalia, South Sudan, Sri Lanka, Sudan, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan (does not apply to holders of diplomatic passports or soldiers and police officers who travel for the purpose of exercising their duty), Vietnam, Yemen, Palestinians, Refugees, Stateless Persons.

It is suggested that you apply at least one month prior to departure, but not more than three 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.

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