



## Visa for business

Please note: only foreign residents and foreign students in the United States who have a valid permanent resident card or U.S. visa (e.g. categories F1 (I-20), H1B (I-797), G1, J1, I-512 etc.) may apply for a visa. If you have a B1 and/or B2 visa, you must apply in your country of residence.

**Note for children and spouses of Swiss and EU/EFTA nationals:** points 7, 8, 9, 10, 11 and 13 do not apply. Instead, please include the following documents: Notarized copy of valid Swiss or EU passport of spouse/partner/parent and proof of family relation (marriage/birth certificate or partnership contract)

### Requirements:

1. Printed Schengen visa application form, fully completed and signed by the applicant. Please fill in and **print** your online application as well as **book your appointment** (if [personal appearance](#) is required) on the website: [www.swiss-visa.ch](http://www.swiss-visa.ch).

In case of minors (under 18 years of age), both parents will need to sign. Custody agreements/orders will have to be submitted.

2. Two recent identical passport photos (please consult the requirements on the [webpage](#)). Digital files and photocopies will **not** be accepted.
3. Original valid passport or travel document. Must be valid for at least three months beyond the planned stay, issued within the previous ten years and have at least 2 blank visa pages.
4. Copy of valid passport or travel document (photo, data and signature pages only)
5. Notarized copy of proof of residency in the USA, e.g. a valid permanent resident card (green card), H1B visa (plus I-797), F-1 visa (plus I-20), etc.
6. If applicable, copies of previous Schengen visas issued within the past 5 years
7. A copy of your confirmed flight reservation.
8. Letter of invitation from the host company in Switzerland. The letter must be sent by the host company (e-mail or fax) **directly to the competent Swiss representation** and has to include your name as listed in your passport (family name in capital letters).
9. A recent letter from your employer, including your position and salary, and stating that they guarantee for your expenses during the stay in the Schengen space. If you are self-employed, please include a copy of your business license, tax return and bank statement.
10. If requested, a valid visa in your travel document for the country you are visiting after leaving the Schengen space.
11. A letter from your insurance company and a copy of your insurance card, confirming international coverage of at least USD 40,000 for each of the following items:
  - emergency medical expenses
  - emergency hospital treatment
  - repatriation for medical reasons and mortal remains

If you do not have insurance, or your insurance company cannot provide such a specific letter, you must purchase insurance for the entire duration of your trip and provide proof of purchase.

12. Passports with issued visas can be mailed back. If you wish to do so, please provide a prepaid, self-addressed return envelope **with a tracking number** of a secure carrier. **Applicants must indicate their name and address both as sender and recipient**. The Swiss representation does not assume any liability for the loss of documents submitted or returned by mail.
13. The visa fee is subject to change: please check the website for the [current fee](#).

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