



## Schengen Tourist Visa

Applications for a Schengen visa have to be lodged **in the country of residence of the applicant and with the competent representation of the country where you spend the most number of nights**. If you intend to visit several Schengen States and the stays will be of equal length, you must apply at the Consulate of the country whose external borders you will cross first when entering the Schengen area.

Submit your visa application and book your appointment online by visiting the website [www.swiss-visa.ch](http://www.swiss-visa.ch). Please **complete, print, sign and press the “send” button**. Afterwards you **receive a link inviting you to make an online appointment**. No appointments are given out by email or phone.

At the time of your **interview, please submit the mandatory documents in the exact order given below:**

<input type="checkbox"/>	<b>Online application</b> form print out: fully filled out, dated and signed
<input type="checkbox"/>	<b>1 colored passport photo</b>
<input type="checkbox"/>	<b>Passport:</b> issued within 10 years with at least 2 blank visa pages, valid at least 3 months after your scheduled departure from the Schengen area. Please attach a copy
<input type="checkbox"/>	<b>Previous Schengen Visa.</b> Please attach a copy (if applicable)
<input type="checkbox"/>	<b>Proof of Residence in Australia:</b> Print of current <a href="#">Visa Entitlement Verification Online (VEVO)</a> . Visa grant notice or other similar documents are not accepted. The VEVO must state your name as in your passport, the passport number and must show that your Australian visa is valid for multiple entries to Australia until at least 3 months after your departure from Switzerland/Schengen area. Bridging visas: only accepted with multiple entries to Australia.
<input type="checkbox"/>	<b>Overseas Travel Insurance</b> covering the entire stay in the Schengen countries (issued in Australia or Schengen member state). Minimum insurance coverage: EUR 30'000. Mandatory coverages: medical expenses, repatriation expenses, death through injury, death through sickness and hospitalization. Please provide certificate of insurance and only table of benefits pages.
<input type="checkbox"/>	<b>Travel itinerary</b> (detailed daily program of your activities in Switzerland/the Schengen area)
<input type="checkbox"/>	<b>Flight tickets reservation from/to Australia.</b> If you are visiting several countries in Europe, please provide additional proof of transport (e.g. airline reservation, rail ticket, bus tour).
<input type="checkbox"/>	<b>Hotel reservations</b> for every night you intend to spend in a Schengen country.
<input type="checkbox"/>	<b>Recent letter</b> on the company's letterhead including date of commencement, annual salary and duration of the vacation. For student a letter of the university confirming your enrolment is required (CoE accepted). For self-employed please submit ABN Registration Certificate.
<input type="checkbox"/>	<b>Proof of sufficient funds</b> to cover your stay in the Schengen area; personal Australian bank statements showing the account holders name and information on the account activity (deposit/withdrawal) of at least the last three months. Salary payments must be mentioned
<input type="checkbox"/>	<b>Visa fee:</b> can be paid in Cash or by Card at the Interview appointment.
<input type="checkbox"/>	<b>A prepaid, self-addressed return envelope with a tracking number</b> of a secure carrier (e.g. letter pack from Australian Post. Unless the passport will be collected directly at the Consulate General in Sydney. Please make sure to copy your tracking number.

**Procedure time: usually 15 working days.** This period may be extended in individual cases.

In case of minor: application signed by both parents & copy of their valid passports.

This list is not exhaustive - if necessary, further documents might be requested. In case of an incomplete application, the Consulate General of Switzerland in Sydney will not be able to process the visa application and cannot be held responsible for any delay.

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