



Checklist for Schengen Visa: Business

Please submit the documents in the exact order given below, please do not staple any document.	<input checked="" type="checkbox"/>
Visa application form: <ul style="list-style-type: none"> ➤ Completed and signed by the applicant ➤ The visa application form is free of charge and can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html 	<input type="checkbox"/>
Valid national passport: <ul style="list-style-type: none"> ➤ Your original passport valid at least three months beyond the intended stay, issued within the previous ten years. The passport must have at least two blank visa pages 	<input type="checkbox"/>
A photocopy of your passport (photo, data and signature pages only). If applicable, a copy of your previous Schengen visas, including related entry/exit stamps.	<input type="checkbox"/>
One passport size picture: <ul style="list-style-type: none"> ➤ One loose passport color photo according to requirements. 	<input type="checkbox"/>
Proof of residency: <ul style="list-style-type: none"> ➤ A photocopy of your proof of residency in Canada (PR card, both sides copied on one sheet OR Canadian work or study permit and visa in your passport) valid for at least three months after the date of re-entry to Canada. 	<input type="checkbox"/>
Flight reservation: <ul style="list-style-type: none"> ➤ A copy of your confirmed flight reservations / train tickets showing how you get to the Schengen area, travel around in the Schengen area and how you exit the Schengen area. The applicant's name and airline reservation / train ticket number must be visible 	<input type="checkbox"/>
Travel Insurance: A confirmation that you hold sufficient travel insurance containing all of the following information: <ul style="list-style-type: none"> ➤ Your full name and duration of coverage ➤ The geographical coverage (usually "out of province" or "worldwide"): your coverage must be valid for all Schengen countries ➤ The covered amount must be a minimum of CAD 50'000 / Euro 30'000 for emergency medical expenses, hospital treatment and repatriation for medical reasons. <p>Generic information, such as policy descriptive or insurance booklets, is not accepted</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> ➤ A recent letter signed by your employer, confirming position, salary and continued employment after your return to Canada (work contract/offer is not accepted). ➤ For self-employed, a registration or incorporation of your business, business license or business notice of articles showing your name. ➤ For students, a confirmation of enrollment and a copy of the student card (both sides copied on one sheet). ➤ For all others (retirees, pensioners etc.), documents proving ties in Canada, such as a property (copies of invoices and Property Tax Notice), investments, financial commitments (Notice of Assessment) in Canada as well as proof of family responsibilities 	<input type="checkbox"/>

<p>Invitation letter:</p> <ul style="list-style-type: none"> ➤ A letter of invitation signed by the host company or a confirmation of participation to the fair or conference. The letter/confirmation has to state: <ul style="list-style-type: none"> a. your full name b. dates and duration of your stay c. whether the trip is fully sponsored by the inviting company or fair/conference organizer or not. 	<input type="checkbox"/>
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If the host company does not sponsor your trip:

<p>Proof of sufficient financial resources:</p> <ul style="list-style-type: none"> ➤ A personal Canadian bank statement for the past three months, showing your name and all transactions on your account. A minimum of CAD 145 per day is required (CAD 50 for students). 	<input type="checkbox"/>
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<p>Proof of Accommodation:</p> <ul style="list-style-type: none"> ➤ A hotel reservation (with a reservation number) or confirmation of accommodation for the duration of your stay. 	<input type="checkbox"/>
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