



## **Short stay visa (max. 90 days per 180 days period) for: Business visit or short business training**

### **Where to apply:**

Residents of Shanghai, Jiangsu, Anhui and Zhejiang shall apply at the Consulate General of Switzerland in Shanghai.

Residents of Guangdong, Fujian, Guangxi, Hainan, Jiangxi and Hunan shall apply at the Consulate General of Switzerland in Guangzhou.

All others residents of China, Mongolia and Democratic People's Republic of Korea (DPRK) shall apply at the Embassy of Switzerland in Beijing.

### **When to apply:**

Applications shall be lodged no more than six months and no later than 15 calendar days before the start of the intended visit.

### **Appointment:**

Appointments must be made with the company VFS Global via the internet address:  
<https://visa.vfsglobal.com/chn/en/che>

**The main destination of your visit must be Switzerland**, but the visa issued will permit you to travel in all Schengen countries (unless stated otherwise on the visa).

**In Mainland China a visa fee (equivalent to 90 EUR) and service fee must be paid in cash, online over our service provider or by credit/debit card in RMB upon acceptance of your file and is non-refundable.** The visa and service fee is published on the VFS Global website.

## Required documents for business visit or short business training

Please present your documents in the following order:	
1.	<b>Visa application form</b> , fully completed and signed by the applicant <a href="https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</a>
2.	<b>1 passport picture</b> <ul style="list-style-type: none"> <li>- In color, 35x40mm</li> <li>- White or light grey background, undamaged and of recent date</li> </ul>
3.	<b>Passport</b> <ul style="list-style-type: none"> <li>- Valid for at least 3 months beyond the validity of your visa request</li> <li>- With at least two blank visa pages</li> </ul>
4.	<b>Medical insurance</b> Minimum coverage of EUR 30'000, for medical costs and medical repatriation. Insurance Policy must be valid for the whole Schengen area and cover the whole period of stay in Schengen countries, counting from the day of entry into Schengen for the foreseen number of days
5.	<b>Proof of solvency of the applicant</b> <b>Bank statements from the last 3 months (no deposits), must be printed on both sides of the sheet (front and back)</b>  <b>Proof of solvency of your employer's company</b> , if the company pays the costs of travel and living – or;  <b>Proof of your personal solvency</b> , in case personally covering the costs of travel and living  <b>Proof of solvency for employees:</b> <ul style="list-style-type: none"> <li>- a sealed copy of the business license of employing company</li> <li>- a letter from the employer (in English or in Chinese with an English translation) on official company paper with stamp, signature, date and clearly mentioning: <ul style="list-style-type: none"> <li>• Address, telephone and fax numbers of the company</li> <li>• Name and position in the company of the countersigning officer</li> <li>• Name of the applicant, position, salary and years of employment</li> <li>• Approval for leave or absence</li> </ul> </li> </ul>
6.	<b>Business license of your company and original letter from your employer</b>  A sealed copy of the business license  A letter from the employer (in English, or in Chinese with English translation) on official company paper with stamp and signature, mentioning clearly: <ul style="list-style-type: none"> <li>- full address and contact persons of the company</li> <li>- the name and position of the countersigning officer</li> <li>- name, position, salary and years of employment</li> <li>- the purpose of visit</li> <li>- confirmation of position after return</li> <li>- the person or the entity who will bear your travel and living costs</li> </ul>
7.	<b>Original invitation letter from the organizer of the event or the training</b>  On official company paper with stamp and signature, mentioning clearly:

		<ul style="list-style-type: none"> <li>- full address and contact persons of the company</li> <li>- the name and position of the countersigning officer</li> <li>- purpose and duration of the visit</li> <li>- detailed (training) program</li> <li>- the person or the entity who will bear your travel and living costs</li> <li>- whether the sponsor gives financial guaranty for your return to China</li> <li>- proof of registration from a Chamber of Commerce if applicable</li> </ul>
8.	<b>Work Permit (if applicable)</b>	<p>A work permit may be needed in the following cases:</p> <ul style="list-style-type: none"> <li>- business training “on the job”</li> <li>- working in your own company in the member state of Schengen area as destination</li> </ul>
9.	<b>Photocopies of</b>	<ul style="list-style-type: none"> <li>- identity page and signature page of your passport</li> <li>- former Schengen visas</li> <li>- residence permit (for foreign applicants)</li> </ul>

*Please note that an Embassy or Consulate General may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above mentioned documents does not guarantee automatic issuance of a visa.*