



## **Visa application checklist**

application submitted in Tajikistan



### **General Information**

- Visa applications submitted in Dushanbe require at least 35 calendar days for processing, including transfer to the Swiss Embassy in Astana and the return of the passport.

### **How to Apply for a Schengen Visa in two easy steps:**

You should apply for a Schengen Visa at the visa application center, VFS Global in Dushanbe.

- 1) To schedule an appointment for the submission of your visa application, please fill out the visa application form on <https://visa.vfsglobal.com/tjk/en/che/>
- 2) Prepare the necessary documentation for your visa application using the following checklists

### **Documents required for all travel purposes:**

	Original	Copy
<b>Visa application form</b> Completed visa application from the VFS Global platform, printed and signed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Valid national passport</b> a. Its validity must exceed the duration of the intended stay in the Schengen area by at least 3 months b. It must contain at least 2 blank pages c. It must have been issued (not extended!) within the past 10 years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>One recent passport-sized photograph</b> with a white background, not stapled on another paper. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Proof of travel health insurance stating:</b> a. Name of the applicant b. Coverage of at least 30,000 EUR for any expenses in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death c. Validity for the entire Schengen area d. Validity for the entire duration of stay/transit in the Schengen area  <u>Insurance is not required for the following persons:</u> a. Holders of diplomatic passports traveling on official or private business b. Holders of service passports traveling on official business	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### **For applicants who do not hold Tajik citizenship:**

Residence permit issued by the Republic of Tajikistan.  
The residence permit must be valid for at least three months after the date on which the applicant plans to leave the Schengen area.

☐ ☒

#### **Minors**

- a. Birth certificate copy.
- b. Only if the minor travels alone or only with one parent: original authorization signed by their parents and copy of passport(s) of parents.

☐ ☒  
☒ ☐



<b>Business visa</b> on behalf of your employer, e. g. consulting, training, meeting, audit, conference <b><u>additional required documents:</u></b>		
	Original	Copy
<b>Formal invitation from your business partner in Switzerland stating:</b> a. Type of business relation with the company in Tajikistan b. Travel purpose c. Duration of business trip(s) d. If applicable, guarantee to cover travel expenses and cost of stay of the applicant	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Letter from your Tajik employer stating:</b> a. Type of employment and duration b. Salary (monthly/annually) c. Type of business relations with the company in Switzerland d. Travel purpose e. Duration of the business trip(s) f. Guarantee to cover all travel expenses of the applicant  <b>If you are a student:</b> submit an attestation from your educational institution confirming your exemption from classes. The document must be issued on official letterhead and stamped.  <b>If you are self-employed:</b> Proof of private enterprise registration a. Certificate of registration (patent) b. Tax payment certificate for the last three months	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>Proof of adequate financial means</b> a. Bank statement for the last three months  <i>In order to analyze the feasibility of financing your stay, the Embassy requires, among other things, the last 3 months of your bank statement. This will enable us to verify your personal situation, and the consistency and regularity of the income you declare in your application.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Detailed travel itinerary including:</b> a. Confirmed hotel reservations stating hotel's name, address and telephone number, booking confirmation number and name of the guest b. Confirmed flight (roundtrip)/travel reservations with the name of passenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>



## Tourist visa

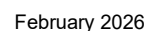
Please note, that the application has to be submitted to the Embassy/Consulate of the Schengen country that is your main destination according to the number of days you are spending there. Only if you are spending an equal amount of time in each country can the application be submitted to the Consulate of the country that will be your first entry point to the Schengen area.

### additional required documents:

	Original	Copy
<b>Employment Proof stating:</b> a. Type of employment and duration b. Salary (monthly/annually)  <b>If you are a student:</b> submit an attestation from your educational institution confirming your exemption from classes. The document must be issued on official letterhead and stamped.  <b>If you are self-employed:</b> Proof of private enterprise registration a. Certificate of registration (patent) b. Tax payment certificate for the last three months	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>Proof of adequate financial means</b> a. Bank statement for the last three months  <i>In order to analyze the feasibility of financing your stay, the Embassy requires, among other things, the last 3 months of your bank statement. This will enable us to verify your personal situation, and the consistency and regularity of the income you declare in your application.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Detailed travel itinerary including:</b> a. Confirmed hotel reservations stating hotel's name, address and telephone number, booking confirmation number and name of the guest b. Confirmed flight (roundtrip)/travel reservations with the name of passenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>



<b>Visitor visa</b> in order to visit relatives or friends living in Switzerland <b><u>additional required documents:</u></b>		
	Original	Copy
<b>Invitation</b> a. Invitation letter dated and signed by hosting family or friends b. Copy of host's Swiss ID card/Passport or Foreign Passport with Swiss residence permit  The letter is not required to follow a specific format and does not need to be authenticated by any authority. In order to ensure that the Swiss representation is provided with all necessary information, the letter must contain at least the following elements:  a. The host's declaration that he is expecting the applicant; b. The full contact details (surname, first name, date of birth, address, telephone number, email address) of the host; c. The period of stay. d. When the costs related to travel, accommodation and food are covered by the host, this element can also be mentioned in the invitation letter.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Employment Proof stating:</b> a. Type of employment and duration b. Salary (monthly/annually)  <b>If you are a student:</b> submit an attestation from your educational institution confirming your exemption from classes. The document must be issued on official letterhead and stamped.  <b>If you are self-employed:</b> Proof of private enterprise registration a. Certificate of registration (patent) b. Tax payment certificate for the last three months	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>Proof of adequate financial means</b> a. Bank statement for the last three months  <i>In order to analyze the feasibility of financing your stay, the Embassy requires, among other things, the last 3 months of your bank statement. This will enable us to verify your personal situation, and the consistency and regularity of the income you declare in your application.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Detailed travel itinerary including:</b> a. Confirmed hotel reservations stating hotel's name, address and telephone number, booking confirmation number and name of the guest b. Confirmed flight (roundtrip)/travel reservations with the name of passenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**Participants in scientific, cultural and artistic activities, sports or religious events, study**  
**additional required documents:**

more supporting documents on following page(s)



Medical Treatment		
<u>additional required documents:</u>		
	Original	Copy
<b>Medical Documents</b> a. Medical report from a local doctor / hospital in Tajikistan.  Confirmation from the hospital in Switzerland stating: a. Appointment date b. Duration of treatment c. The estimated costs of the treatment d. A guarantee that all costs of the envisaged medical treatment will be covered by the applicant	<input checked="" type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input checked="" type="checkbox"/>
<b>Employment Proof stating:</b> a. Type of employment and duration b. Salary (monthly/annually)  <b>If you are a student:</b> submit an attestation from your educational institution confirming your exemption from classes. The document must be issued on official letterhead and stamped.  <b>If you are self-employed:</b> Proof of private enterprise registration a. Certificate of registration (patent) b. Tax payment certificate for the last three months	<input checked="" type="checkbox"/>   <input checked="" type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>Proof of adequate financial means</b> a. Proof of sufficient financial means to pay for the medical treatment in Switzerland (e.g., bank statement) b. Personal bank statement for the last three months  <i>In order to analyze the feasibility of financing your stay, the Embassy requires, among other things, the last 3 months of your bank statement. This will enable us to verify your personal situation, and the consistency and regularity of the income you declare in your application.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Detailed travel itinerary including:</b> a. Confirmed hotel reservations stating hotel's name, address and telephone number, booking confirmation number and name of the guest b. Confirmed flight (roundtrip)/travel reservations with the name of passenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>



## Official Visit

Person or delegation expected in Switzerland for an official mission, regardless of the type of passport.  
Including accompanying persons, in particular spouses and single children under 25

### additional required documents:

	Original	Copy
<b>Members of official delegations</b>		
a. Verbal Note or order of mission from the relevant ministry or authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Invitation letter or summons from the inviting party (Member State of destination or an International Organization)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Schengen visa fees:</b> Free of charge		



## Additional Information:

### Visa application fee

**Payment of visa fee**

- For adults: Euro 90.00
- For children 6 to 12 years: Euro 45.00
- For children below 6 years: free of charge

**Processing fee:**

- Payable in Somoni only.
- Conversion into SM is made based on the exchange rate at the time of the application.

**In Dushanbe the following payment modes are available:**

- a. Applicants may pay by QR code, if they have a mobile bank application.
- b. Credit/debit card

### Biometry

Personal appearance of the applicant is mandatory to submit a visa application, if the fingerprints have not been captured during the last 59 months. If the fingerprints have been captured during the last 59 months, they will be copied, and the application can be filed through a representative duly authorized. (Power of Attorney)

### In General

- Documents that are not issued in German, French or English must be submitted together with a translation.
- Each visa application is reviewed individually. The Swiss representation reserves the right to request further documentation.
- Submission of an incomplete application may lead to a refusal of your visa application.
- Once the application has been submitted, no detailed updates are provided and you should not contact the representation by phone or email during the processing period.
- In case of the application is submitted at the Embassy directly, the visa application form can be downloaded from the website:  
<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>