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## Information sheet – Schengen Visa C



### REQUIRED DOCUMENTS

#### 0. How to get started

- Only applicants with a valid legal status in Serbia/Montenegro (residence permit) can apply for a Schengen visa at the Swiss Embassy in Belgrade.
- The applicant must fill in the online visa application form [www.swiss-visa.ch](http://www.swiss-visa.ch) and print it out.
- The applicant must request an appointment by e-mail [belgrade.visa@eda.admin.ch](mailto:belgrade.visa@eda.admin.ch) with his **online ID** and a **copy of passport**
- Appointments cannot be changed nor transferred to another person.
- The applicant must appear in person, also children.
- Appointment booking is free of charge
- The Embassy does **not** collaborate with agencies.

#### I. Basic documents

- Visa form duly completed, dated and signed. It must be filled in online, printed as a PDF file and submitted at the appointment.
- 1 passport-photo in colour, not older than 6 months, fulfilling ICAO [requirements](#).
- Copy of the first two pages of the passport, as well as of all visas and stamps.
- Old passport (if available) in original and copy of all visas and stamps.

##### For non-Serbian/Montenegrin citizen:

- valid Serbian/Montenegrin residence permit (original + 1 copy).

##### For employed persons:

- Employment contract + translation.
- Absence/dispatch confirmation from the employer + translation. confirmation of the employer must be written on letter-head company paper, contain personal data of applicant and the exact dates of the leave. It must be dated and signed by an authorized person.
- Evidence of the payment of contributions to the pension fund "Izvod iz PIO fonda" or certificate of payment of taxes over the last 6 months.

##### For owner of a company:

- Certificate of business registration + translation.
- Tax certificate from the financial authority + translation

##### For pupils/students:

- Confirmation letter of the school / university
- Student book (indeks) in original + copy of all pages.
- Proof of sufficient personal funds for the entire stay or proof of solvability of parents (e.g. work contract and bank account statement, see *point 15 of section I*).

##### For retired persons:

- Retirement certificate (original + translation) or copy of the last cheques over the last 6 months.
- Evidence of sufficient financial means of subsistence for the intended stay in the Schengen area:
  - Original of bank account statement showing all transactions (turnover) the last 3 months. The statement must show the following: Surname and first name of account holder, name of bank, currency, **all entries** for the last 3 months, and balance). Confirmation of balance only is **not** accepted or
  - Salary slips or proof of regular income for the last 3 months or more. If in a foreign language, these must be translated.
- Proof of health travel insurance valid for the **entire stay** and **covering the whole Schengen area**. The insurance must cover the minimum amount of € 30'000 as well as repatriation expenses to the home country. **Only health travel insurances issued by an insurance in the Schengen area, in Serbia or in Montenegro are accepted**. Terms and conditions of the insurance must be attached and translated if in a foreign language.
- Flight reservation with booking reference or bus ticket (copy)

##### For minors (under age 18) travelling alone or with one parents or legal guardian only:

- Both parents having joint parental authority or legal guardians need to be present with the child when submitting the visa application. Exceptions can be made if the single parent with whom the minor is to travel have exclusive parental authority. The single parent must submit an official document that proves he/she has the exclusive parental authority (e.g. divorce decree with custody agreement, custody agreement if not in divorce decree, death certificate) + translation if in a foreign language.
- Please consult the following page for information about visa [Schengen visa fees](#) . Payment of the exact fee in Euro and in cash only.

#### II. Additional documents according to the purpose of travel

##### Business visa

- All documents mentioned in section I.
- Written invitation from the inviting company/organization in Switzerland containing the following information:
  - Issued on letter-head paper, dated and signed by authorized person according to the Swiss register of commerce
  - The invitation letter is not older than 2 months.
  - Information if inviting company/organization in Switzerland covers the travel expenses of the invited person.
  - Personal data of the invited person (name, first name, date of birth, nationality, passport number)
  - Detailed purpose of the stay and relevant information regarding the nature of the business relations between the inviting company/organization and the invited person.
  - Duration of the planned stay with expected entry and exit dates

- Dispatch letter of the employer in Serbia/Montenegro containing the same information as above.
  - If the employer of the applicant covers the travel expenses, the company must provide proof of sufficient financial means (see *point 15 of section I.*).
- If accommodation is neither provided by inviting company/organization nor by the employer: proof of accommodation (e.g. hotel booking confirmation) with booking details.

#### **Family visit**

- All documents mentioned in section I.
- Invitation letter (in G, F, I or English) from the host in Switzerland containing the following information:
  - The invitation letter must be dated, signed (by both spouses when applicable) and not older than 2 months.
  - Information if the host in Switzerland covers the travel expenses of the invited person + information if accommodation is provided.
  - Copy of the host's Swiss passport (pages 1&2) or of the Swiss residence permit (both sides of the card).
- If accommodation is not provided by the host: proof of accommodation (e.g. hotel booking confirmation) with booking details.

#### **Tourism**

- All documents mentioned in section I.
- Proof of accommodation (e.g. hotel booking confirmation) and booking details.
- Travel plan.

#### **Culture, sport and other activities**

- All documents mentioned in section I.
- Written invitation from the inviting party in Switzerland. The invitation must contain the following information:
  - Issued on letter-head paper, dated and signed by authorized person in accordance with the statutes of association/club.
  - The invitation letter is not older than 2 months.
  - Information if inviting party in Switzerland covers the travel expenses of the invited person.
  - Personal data of the invited persons (name, first name, date of birth, nationality, passport number)
  - Detailed purpose of the stay and relevant information regarding the nature of relations between the inviting party and the invited persons/group.
  - Duration of the planned stay to participate to the event with expected entry and exit dates
- Proof of accommodation (e.g. hotel booking confirmation).
  - If accommodation is provided by a private person: invitation letter from the private person (see *category family visit*).
- Written letter from the invited artist/sportsman or his/her association/club, containing the same information as above.
  - If the applicant/his association covers the travel expenses, he or his organization must provide proof of sufficient financial means (see *point 15 of section I.*).

#### **If the applicant is an artist:**

- Proof of qualifications (e.g. work samples, proof of membership in a professional association, manager contract, etc.)
- Documentation issued by the concerning the event, the date(s), place(s) and number of performances.

#### **For participation in sport activities:**

- Copy of the federation matriculation card.
- Written letter from the sport club/association in Serbia/Montenegro, containing the same information as above.
  - If the applicant/his association/club covers the travel expenses, he or his club/association must provide proof of sufficient financial means (see *point 15 of section I.*).

### **III. Before attending the appointment**

- The documents must be submitted in the same order as on this sheet.
- Make sure that all documents in a local language are translated into a Swiss official language (German, French, Italian) or in English even if it is not specified on this sheet.
- Illegible documents will be considered invalid and therefore missing.
- The passport photo must meet the requirements, if not, the application will not be accepted.
- Make sure that all submitted documents contain all requested information **before** submitting your application.
- Visa applications and required documents must be complete, filled in and signed **before** arriving at the counter. There is no time available to fill in forms at the counter.
- If incomplete, the application will **not** be accepted and it will be **necessary to book another appointment** (no emergency appointments available).

### **IV. Important Information**

- Travel expenses include all expenses for airfare/bus/petrol, accommodation, food and other minor expenditures.
- Processing time is 7 working days at the earliest.
- Application for urgent visa issuance will only be examined upon written request. Exceptions can only be granted in the case of high Swiss interest.
- E-Mail correspondence with the Embassy only in a Swiss official language or in English.

#### **Please be aware that the Embassy of Switzerland:**

- Does not accept applications without prior appointment.
- Does not hold visa application pending while waiting for the missing documents.
- Does not inform about the status of the application during the examination
- Reserves the right to:
  - request additional documents
  - request a declaration of guarantee at any time
  - to set longer deadlines for the return of passports.
  - transmit the application to authorities in Switzerland for decision/approval
  - summon the applicant for an interview
  - change this regulation without any prior notice