



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra



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Visa for visiting family and friends

If you are a resident of Singapore planning to visit friends or family in Switzerland, you can apply for a visitor's Schengen visa at the VFS Global Visa Application Centre (135 Cecil Street, #08-01, Philippine Airlines Building, Singapore 069536). The application **cannot be submitted earlier than 6 months before** the travel date.

An **appointment is required for submission of application** (www.vfsglobal.ch/switzerland/Singapore). Please make sure to submit all the documents on this list at the time of your appointment. Applications with missing documents cannot be accepted.

Processing time: The minimum processing time for a visa application is 4 working days, but applicants are advised to leave at least 15 days between the appointment date and travel date as some applications/nationalities take longer for the Embassy to process.

Visa fee: please check the website for the [current fees](#)

- If your **fingerprints have not been collected** yet, personal appearance when applying for a Schengen visa is mandatory.
- If your finger scans were collected within the last 59 months (please provide copy of the visa sticker) then you won't have to give new fingerprints for your next visa application(s) and personal appearance is not necessary. In this case, you can send someone who submits on your behalf.
- You will still have to appear in person to give your fingerprints in case the previously collected fingerprints prove to be of insufficient quality.

Each applicant must submit a separate and complete set of the documents.

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1.	One application form duly completed and signed. 2 photographs no more than 6-months old, 35–40mm in width, white background.	
2.	Original passport or travel document valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport/travel document must contain at least two blank pages and have been issued within the last 10 years. Provide photocopy of the passport data page, previous Schengen visas within last 3 years and valid USA/UK visas if available.	
3.	Proof of legal residence valid at least 3 months beyond the intended date of departure from the Schengen territory. Original plus 1 photocopy back and front of Employment Pass / Permanent Resident card and <u>re-entry permit</u> / Dependent Pass / Student Pass, showing validity (print-out of SG work pass app). Long term visit pass holders only if spouse or parents of Swiss, Singaporean or PR.	
4.	Original letter from the applicant's employer: confirming employment, duration of recruitment, status, income and upcoming leave. The original company letter (must be physically signed and stamped) must be submitted. If you are self-employed, provide current printout of BiZ-File issued by ACRA. If unemployed, sponsorship documents (sponsor's letter, company/employment letter, passport copy, 3 months detailed bank statements)	
5.	Invitation letter of the inviting person with the following information: personal data, relationship between host and invited person, address, phone number of the host, duration of stay. Please attach a copy of the host's passport and residence permit (if the host is a foreigner residing in Switzerland).	
6.	A booking for a round-trip airline ticket or printout of a flight reservation with the applicant's name (final destination must be outside Schengen territory).	
7.	A travel itinerary including hotel/apartment reservations for the entire trip in the Schengen area. Train or bus tickets to be submitted for missing nights e.g. overnight train/bus.	

8.	Schengen travel/medical insurance with following coverage: • Medical expenses, evacuation and repatriation for medical reasons, repatriation of mortal remains, for at least EUR 30'000; • Valid for entire Schengen area; • Valid for entire duration of stay in the Schengen area. • A travel insurance explicitly excluding insurance benefits in relation with Covid-19 cannot be accepted. The above must be mentioned on the insurance policy submitted, together with the name of the insured party.	
9.	Proof of the applicant's financial circumstances: Please submit complete detailed bank statements of the last 3 months with bank letterhead and the name of the account holder.	
	<i>Specific requirement for minor travellers (on top the above mentioned documents)</i>	
11.	For minors (below 18), both parents must sign on the application form and add a copy of their passports. If travelling unaccompanied or with only one parent/legal guardian, a letter of consent from the parent/s must be submitted. A birth certificate (original plus one copy) must always be provided.	
12.	Student must provide proof of enrolment at a Singapore educational institution. Original letter from the school or copy of the school pass.	

Further documentation may be requested in each individual case by the Swiss Embassy.