



Schweizerische Eidgenossenschaft
Confédération suisse
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Visa application procedure for residents in Brunei and Papua New Guinea

If you are a resident of Brunei and Papua New Guinea, planning to travel to Europe for business, tourism or visitor's purposes, you can apply for a Schengen visa at the Embassy of Switzerland in Singapore if your **main destination is Switzerland**. The application **cannot be submitted earlier than 6 months before** the travel date.

For holders of a Brunei Certificate of Identity: Switzerland and the Principality of Liechtenstein do not recognize this travel document and therefore, no visa will be issued to Brunei CI holders. Please contact the Embassy at least 2 months before the travel date in case you wish to visit immediate family members in Switzerland

1. Send the application form with complete supporting documents by email to our representation in Singapore at singapore.visa@eda.admin.ch. Please see table below for documents required. Complete documents must be sent in **2 weeks before departure** to ensure sufficient time for processing.
2. Once the completed file has been examined, you will receive a confirmation by email. You can then book your appointment at the Embassy through VFS Global (www.vfsglobal.ch/switzerland/Singapore)
3. At our counter, you have to present original copies of all of the documents that were emailed to the Embassy as well as the following:
 - a. Passport valid for at least 6 months after your return, with at least two empty pages
 - b. Two photographs no more than 6-months old, 35–40mm in width, white background
 - c. Visa fee payable in Singapore dollar, payable in cash or credit card. Please check the website for the [current fees](#).

For preapproved applications, the processing time after submitting the complete application at our counter to issuance of the visa is usually 1-2 working days. For certain nationalities, and for visitor visa applicants with insufficient financial means who require a declaration of financial guarantee from the host in Switzerland, the processing time **may take up to 15 working days**.

- 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.
- You will still have to **appear in person** to give your fingerprints in case the **previously collected fingerprints** prove to be of **insufficient quality**.

The Swiss Embassy still reserves the right to ask the applicant to appear for a personal interview after checking the application.

Documents required		<i>check</i>
1.	One application form duly completed and signed. 2 photographs no more than 6-months old, 35–40mm in width, white background, close up of your head and top of your shoulders so that your face takes up 70–80% of the photograph, in sharp focus and clear.	
2.	Original passport valid for at least 6 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 Permit/ Permanent Resident Card/ Re-entry permit/ Dependent Pass /Student Pass.	
4.	A flight reservation or printout of your flight itinerary. Please do not issue the air ticket to Switzerland before the application is approved.	
5.	Hotel reservation or similar confirmation of accommodation for the entire trip in the Schengen area.	
6.	<p>Schengen travel/medical insurance with following coverage:</p> <ul style="list-style-type: none"> • 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. <p>The above must be mentioned on the insurance policy submitted, together with the name of the insured party.</p>	
Additional documents required for Business visa		
7.	A letter of invitation from the applicant's business partner in Switzerland stating the purpose and duration of the visit. The letter has to be sent directly to the Embassy by fax or email from your Swiss business contacts. If applicable, confirming expenses are covered by the company in Switzerland. If applicant is attending a conference, confirmation letter of your participation and payment receipt of registration.	
8.	A guarantee letter from the applicant's employer, stating the details of the applicant, employment duration, designation, purpose and duration of travel. If applicable, the company should confirm taking full responsibility for all your expenses, including medical care and repatriation if necessary. The original copy must be submitted.	
Additional documents required for Tourist and Visitor's visa		
6.	<p>A travel itinerary (booking receipts, tour description, vouchers) or A letter of invitation from the person the applicant is visiting in Switzerland, which may take the form of sponsorship or private accommodation. The invitation letter should also include the address, period of stay and contact of the host. If applicable confirming that the costs are covered by the host. The letter together with a copy of the Swiss passport/ID/resident permit has to be sent directly by the host to the Embassy by email or fax before the submission. For the period that applicant is not staying with the host while in Switzerland and/or travelling to other Schengen countries, hotel booking is required.</p>	
7.	Proof of the applicant's financial circumstances (such as 3 months of bank book statements, bank account statements or fixed deposit statements). <u>Photocopy of bank statements</u> from a local account for the last 3 months. It should be a complete detailed statement on the bank letter head with the name of account holder. Online transaction records without account holder's names and not on bank letter head are not accepted.	
8.	A letter from the applicant's employer confirming the holiday granted. Original copy of the letter confirming employment, duration of recruitment, status, income and upcoming leave. If you are self-employed, provide current printout of your business registration.	
Specific requirement for minor travellers (on top the above mentioned documents)		
10.	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.	
11.	Students must provide proof of enrolment with school. Original letter from the school or copy of the school pass.	

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