



Checklist business visa

1.	<p>Application form Duly filled in (English, German, French, Italian) and completed, dated and signed by the applicant themselves or their legal guardian. If the applicant is a minor under the age of 18, both parents must sign the form and add a copy of their passports. If one of the parents is unable to sign the form, they must submit a letter of agreement together with a copy of their passport. The application form can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</p>	
2.	All documents must be in English, translated to English, or in an official Swiss language.	
3.	One recent passport photograph (not older than 6 months) sized 3.5 x 4.5 cm with a light background. The photo should be glued onto the application form. Head covers are not permitted except if for religious reasons. The face must be fully visible: https://home-affairs.ec.europa.eu/system/files_en?file=2016-12/icao_photograph_guidelines_en.pdf	
4.	<p>Passport</p> <ul style="list-style-type: none"> • The original passport. • The passport must contain the signature of the passport holder. • The passport must contain at least two consecutive empty pages. • The passport must be issued within the last 10 years. • The passport must be valid for at least 3 months beyond the intended departure date from the Schengen States. 	
5.	<p>Flight ticket Copy of flight reservation (incl. return flight).</p>	
6.	<p>Travel insurance A medical travel insurance covering emergency medical, hospitalization and repatriation (including in case of death). The minimum cover should be EUR 30.000. This insurance must be valid for the entire Schengen area and throughout the duration of the stay.</p>	
7.	<p>Invitation letter Signed invitation letter (with proper letterhead) from the host company or organization in Switzerland: The invitation letter must include: name and contact details (such as email and phone number) of the signatory (inviting person), name and passport number of the applicant, the nature of the visit/business, guarantee of bearing all the costs of accommodation and medical expenses (if applicable).</p>	
8.	<p>Company letter of your employer and trade license or NOC letter for spouse/children</p> <ul style="list-style-type: none"> • <u>For the company letter</u>: on a proper letterhead with contact details incl. e-mail and phone numbers, duly stamped and with the name and position of the signatory. Please note that also the company's owner requires such letter, however not signed by themselves. The letter must contain the following information about the visa applicant: the company, position, joining date, salary and the dates of the approved leave. The company has to assure/confirm the continuation of the employment after the desired trip abroad. • <u>If your sponsor is not a commonly known Swiss or multi-national company, also hotel confirmation(s), trade license and bank statements (last 3 months) is required.</u> • <u>For applicants under a spouse's or parent's visa</u>: NOC letter from the (resident visa) sponsor. • <u>Self-employed persons</u>: submitting the original trade license is mandatory. 	
9.	<p>United Arab Emirates or Bahrain resident permit Has to be valid for another three month (3) after the intended departure from the Schengen States. GCC citizens shall submit a copy of their valid United Arab Emirates/Bahrain resident permit card.</p>	

Note for children and spouses of Swiss and EU/EFTA nationals: Points 5, 6, 7, 8, 9 do not apply. Instead, please include the following documents: Copy of valid Swiss or EU/EFTA passport (of spouse/parent) and proof of family relation (copy of marriage or birth certificate, legalized by the competent UAE / Bahrain authorities).

Please be aware:

- **For all types of Schengen visas, the processing time generally takes 15 days**
- **During the visa processing time, passport withdrawal is NOT possible**
- **The Embassy of Switzerland in Abu Dhabi reserves the right to ask for additional supporting documents and/or a personal interview**