



Documents required for Business/Conference

If you are a foreign resident in Japan, you can apply for a visa at the Embassy of Switzerland in Tokyo.

You may submit your visa application and book your appointment online by visiting the website www.swiss-visa.ch. Please bring the print-out together with the other documents to the appointment at the Embassy.

If your documents are not in a Swiss language (German, French, Italian) or English, they need to be translated in one of the beforehand mentioned languages.

Please submit the documents in the exact order given below, please do not staple any documents:

- **Print-out of your online application form:** fully filled out in a **Swiss or English language**, dated and signed.
- **1 colored passport photo:** (please consult the requirements on the following [website](#) from the European Commission).
- **Passport:** issued within 10 years with at least 2 blank visa pages, must be valid at least 3 months after your scheduled departure from the Schengen area. **Please attach a copy.**
- **Residence card** or special permanent resident certificate: must be valid at least 3 months after your scheduled departure from the Schengen area. **Please attach a copy.**
- **Overseas Travel Insurance** covering the entire stay in the Schengen countries (**issued generally in the country of residency Japan**). Minimum insurance coverage: 30'000 EURO. Mandatory coverages: medical expenses, repatriation expenses, death through injury, death through sickness and hospitalization. **Please attach a copy**
- **Schedule** (daily program)
- **Reservation for flight tickets** (and, if applicable, proof of other means of transportations)
- **Hotel reservation**
- **Employment certificate** on the company's letterhead including date of commencement, annual salary and duration of the vacation / **Company registry** if self-employed / **Enrolment certificate** if you are a student.
- **Invitation letter** from the inviting company in Switzerland on the company's letterhead confirming the duration and purpose of the visit, date of issue of the invitation letter and signature. Letter must be in a Swiss language, must include Applicant's surname, first name, Date of Birth, Address, Phone number, E-Mail address and nationality. **The letter needs to be sent as a scanned copy directly per e-mail to the embassy by the host company.**
- **Statement of your employer** on the company's letterhead certifying the purpose of the visit. Please include duration and purpose of the visit, date of issue of the invitation letter, signature and if applicable, a statement that occurring travel expenses will be paid by the company. Letter must be in a Swiss language, must include Applicant's surname, first name, Date of Birth, Address, Phone number, E-Mail address and nationality.

No copies are made on your behalf and incomplete applications will not be accepted.

The Embassy of Switzerland reserves the right to ask for additional documents.

* If you wish to receive your passport back by post, please submit a prepaid, self-addressed return envelope with a tracking number of a secure carrier ([letter pack](#)). Applicants must indicate their name and address as recipient. The Swiss representation doesn't assume any liability for lost documents returned by mail.