



## Business Visa (Schengen Visa, type C)

**Please note: For each applicant a complete file is required (including children accompanying their parents on a business trip). If necessary, copies of relevant documents like invitation, copy of the extract from the Swiss commercial register and travel insurance are to be made for each file.**

**Information for business partners and inviting companies in Switzerland:** It is not necessary to provide the visa section with original or a copy by fax or email of the request ("invitation") that was sent directly to the business partner in the Russian Federation.

**For people who are invited for business reasons by a company based in Switzerland:**

Requirements (according to the harmonized list of supporting documents of the Embassies and Consulates of the Schengen Member States in Russia):

1. One application form "Antrag auf Erteilung eines Schengen-Visums" (Application for a Schengen-Visa) duly completed (in German, French, Italian or English) and signed by the applicant in person (consult "Visa forms / Photo requirements" on our website).
2. Passport which must be valid for at least three months after the date when the holder leaves the Schengen area, containing at least two empty pages and issued within the previous 10 years.
3. Copy of the internal passport (issued at the age of 14): pages concerning the applicant's biodata, issued international passports, marital status and registration in Russia.
4. 2 identical, recent passport photographs, meeting Schengen requirements (one glued on the application form, the other attached) (consult "Visa forms / Photo requirements" on our website).
5. Accident/health insurance valid for the entire stay and accepted in the whole Schengen space (only copy). The insurance must cover the minimum amount of EUR 30'000.00 (coverage: repatriation for medical reasons, urgent medical attention, emergency hospital treatment and transportation of the body in case of death). If the visa is requested with a longer validity and multiple entries, the travel insurance only needs to cover the first trip. With the 2nd signature on the application form (page 4), the applicant confirms to be aware that for all future trips he/she will also need the necessary travel insurance.
6. Evidence of employment (letter from the employer) with salary information.
7. Written request ("invitation") from the company in Switzerland containing the following information: name, first name, sex, nationality and date of birth of the invited person, purpose of the trip, duration of stay and number of entries.

The letter must be signed by persons authorized to do so according to the Swiss commercial register ("Handelsregister").

8. Recent copy of the extract from the Swiss commercial register of the company in Switzerland (only the first page and the page with the names of the signatory/signatories on the invitation)

**For children under 18 years of age accompanying parents:**

**In addition:**

9. Copy of the birth certificate.
10. If a child is only accompanied by one parent: an authorization (translated into German, French, Italian or English) and signed in front of a notary public by the parent who is not travelling, is required (original and copy).
11. Copies of the valid Schengen visas of the parents travelling together with the child, if the parents submit their visa applications not at the same time.
12. Hotel or apartment booking confirmation.

**For children registered in parents' passport:**

13. One application form "Antrag auf Erteilung eines Schengen-Visums" (Application for a Schengen-Visa) duly completed and signed by the parent who has got the child registered in his passport.
14. 2 identical, recent passport photographs, meeting Schengen requirements (one glued on the application form, the other attached. Consult "Visa forms / Photo requirements" on our website).
15. Copy of the birth certificate.
16. Accident/health insurance valid for the entire stay and accepted in the whole Schengen space (only copy). The insurance must cover the minimum amount of EUR 30'000.00 (coverage: repatriation for medical reasons, urgent medical attention, emergency hospital treatment and transportation of the body in case of death). If the visa is requested with a longer validity and multiple entries, the travel insurance only needs to cover the first trip. With the 2nd signature on the application form (page 4), the parent of the child confirms to be aware that for all future trips he/she will also need the necessary travel insurance for the child.
17. If the child is not accompanied by both parents, required is in addition: an authorization translated (into German, French, Italian or English) and signed in front of a notary public by the parent who is not travelling (original and copy) or
18. Copy of the valid Schengen visa of the 2nd parent also travelling together with the child, if this parent submits his/her application not at the same time.

**For Third country nationals:**

All non-Russian citizens living in Russia have to be legal residents of the Russian Federation and need to present the relevant documents (residence permit, long-term visa or FMS registration: original and copy). These documents need to be valid for at least 3 months beyond the planned return from the Schengen area or a document is to be submitted that the holder has applied for the renewal of proof of legal residence.

**Additional documents for certain categories of applicants:**

19. Self-employed people / individual entrepreneurs: proof of economic activity (e.g. 2NDFL or 3NDFL form, extract from the trade/fiscal registry or certificate for individual business/entrepreneur) or bank statement covering the last 3 months or bank letter confirming the account's balance.
20. Employed journalists: certificate or other document issued by a professional organization proving that the person is a qualified journalist and letter from the employer stating that the purpose of the journey is to carry out journalistic work.  
"Freelance" journalists: proof of journalistic activity (e.g. press card or copy of work contract) and proof of economic activity (e.g. 2NDFL or 3NDFL form, extract from the trade/fiscal registry or certificate for individual business/entrepreneur) or bank statement covering the last 3 months or bank letter confirming the account's balance.

If there are no Schengen visa in the passport you are submitting with the application, but you had Schengen visa before, it is recommended to submit either the annulled/old passport or at least copies of the 2 last Schengen visa and the page with the personal data of that passport with your application.

A minimum time of **three working days after submission** of the visa application (not counting day of deposit) or receipt of the complete visa request at our section (not counting day of deposit and transmission by our Outsourcing-Partner) and **payment of visa fees** is needed for consideration of the visa application.

The **visa fee is subject to change**: please check the website for the [current fee](#).

Travelers wishing to apply for a business visa must submit their application in person or can be represented by a travel agency accredited with the Swiss Embassy, by close relatives (spouse, mother, father, daughter and son) or by employees of their company. If the documents are submitted by close relatives, this person has to provide proof of the family ties (copy of birth certificate or marriage certificate: does not need to be legalized or translated). Company employees have to hand in a letter from the employer, confirming their right to submit the file on behalf of the applicant. In addition, family members and company employees have to show proof of identity.

The Embassy of Switzerland reserves the right to:

- request additional documents (article 21/8 Schengen Visa Code), e.g. solvency proof (bank account statement showing the movements for the last three months or bank letter confirming the balance of the account ). **To show cash money is never requested from our side and will not be accepted!**
- transmit the application to authorities in Switzerland for decision/approval.
- summon the applicant for an interview (article 21/8 Schengen Visa Code).