



Visitor Visa (Schengen Visa, type C)

Please note: For each applicant a complete file is required (including children). If necessary, copies of relevant documents like invitation, passport copy/copies of host(s), copy/copies of residence permit(s) of non-Swiss host(s), proof of family ties, proof of finances and travel insurance are to be made for each file.

For people who wish to visit relatives or friends by staying in their homes.

Required documents to be handed in when applying for a visitor visa, for up to 90 days stay (within six months; 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). Visa application forms of minors (below the age of 18) need to be signed by at least one of their parents or the person exercising legal guardianship.
2. Passport which must be valid at least three months after the date when the holder leaves the Schengen space, 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).
6. Evidence of employment (letter from the employer) with salary information; for students: student card (original and copy).
7. Request ("letter of invitation" - German, French, Italian or English) in which the following information should be mentioned:
 - Surname, first name, address and contact phone number (e-mail, if existing) of the inviting person (host)
 - Surname, first name, date of birth, sex, nationality and passport number of the invited person (guest)
 - Duration of stay in Switzerland and requested number of entries
 - Explanation of relationship with the invited person

The letter shall be signed by the inviting person(s) and sent to the applicant. In case of an invitation issued by a married couple, the signature of both partners is required.

- Copy of the inviting person(s)'s Swiss passport(s) (pages with photo, personal data and signature) or a copy of the B or C residence permit for Switzerland.

8. For relatives: proof of family relationship (for instance: copy of birth certificate, marriage certificate or Swiss family certificate)

9. **Solvency proof:**

[Family members of EU / EFTA citizens: spouses / partners (registered partnership), relatives in descending line (son/daughter, adopted children, grandchildren) who are under the age of 21 and relatives in ascending line (parents/grandparents) or descending line (children/grandchildren older than 21 years) who verifiably receive regular and substantial financial support from their hosts for their daily livelihoods are exempted from proof of solvency. A financial support on the occasion of the stay in Switzerland (food and lodging) is not enough.]

1st possibility: the applicant provides a statement of his bank account showing the movements for the last three months or a bank letter confirming the balance of the account. Each person should have about CHF 100.00 (guideline value) for every day of stay at his/her disposal (or the equivalent amount in another currency). For children and students the value amounts to about CHF 30.00. In case of free room and board at the house or apartment of family members or friends these guide values are reduced.

To show cash money is never requested from our side and will not be accepted!

If the applicant can provide the necessary solvency proof, a minimum 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 deposit and transmission by our Outsourcing-Partner) and **payment of visa fees** is needed for consideration of the visa application.

2nd possibility: if the applicant has no or insufficient financial means, the visa section might provide him/her with the "Declaration of commitment", after having evaluated his/her visa application. This "Declaration of commitment" must be sent by the applicant to the inviting person (host) in Switzerland. The inviting person/host will have to complete the declaration and submit it to the competent Swiss cantonal authorities.

In the case of a "Declaration of commitment" the visa-procedure takes several weeks. Applicants are therefore advised to submit their visa application well in advance.

Please take note that the visa section reserves the right to request a declaration of commitment in any case.

For children under 18 years of age it is needed to additionally provide the following documents:

10. Copy of the birth certificate.
11. If a child travels alone or 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 parents/the parent who is not travelling, is required (original and copy).
12. Copies of the valid Schengen visas of the parents travelling together with the child, if the parents submit their applications not at the same time.

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 in whose passport the child is registered.
14. 2 identical and 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).
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.

If there are no Schengen visas in the passport you are submitting with the application, but you had Schengen visa in the past, 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 together 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 visitor visa must submit their application in person. They can be represented by a travel agency accredited with the Swiss Embassy or by close relatives (spouse, mother, father, daughter, son). If the documents are submitted by close relatives, the "messenger" has to provide proof of the family ties (copy of birth certificate or marriage certificate: does not need to be legalized or translated) and proof of identity.

The Embassy of Switzerland reserves the right to:

- request additional documents (article 21/8 Schengen Visa Code).
- transmit the application to authorities in Switzerland for decision/approval.

- summon the applicant for an interview (article 21/8 Schengen Visa Code).

Moscow, 07.11.2019