



Schengen Visit Visa

- 1 completed application form duly signed by the applicant
The form can be downloaded from the following website:
<http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/visumantragsformular.html>
Minors if travelling unaccompanied or with one parent only a letter of consent from the parent/s must be submitted. Furthermore both parents must sign the form and add a copy of their passports. A birth certificate must be provided always
If travelling on a school trip a letter from the school is also required
- 2 passport-size photographs (undamaged and of recent date)
Do not staple or damage the photos; background must be light and plain
- National passport or official travel document valid for more than 3 months beyond the validity of the requested visa, with at least two blank visa pages
(pages do not need to be consecutive)
- Copy of the passport including the signature page
- Copy of the UK Residence Permit
The Residence Permit must be valid for more than 3 months the day you return to the UK
- Proof of sufficient funds to support yourself during your stay
UK Bank statements for the last three months (please note that cash and credit card statements are not acceptable proof)
- Copy of bank statements for the last three months
- A **signed** letter of invitation from the host in Switzerland containing his/her address, phone number as well as a copy of the host's passport and residence permit (if the host is not Swiss)
- Transport documentation
 - by plane airline or e-ticket
 - by train rail ticket
 - by car ferry ticket, hotel reservation or invitation letter of host in Switzerland with passport and permit photocopy (if the host is not Swiss), driver's driving license and vehicle insurance
- Copy of the transport documentation

16-18 Montagu Place
London W1H 2BQ

Visa Tel. 0871 3762101
Email: visaswiss.uk@vfshelpline.com
<http://ch.vfsglobal.co.uk/allaboutyourvisas.html>

- Travel insurance covering the entire period of intended stay, valid for all Schengen States covering medical reasons and repatriation costs during (my) stay. The minimum coverage must be EUR 30.000
If covered by your bank please provide a recent letter stating your insurance details
- Copy of the travel insurance and the policy
- Recent original letter of employment from the employer in the UK or recent student letter confirming the purpose and duration of the trip to Switzerland and the date of returning to work or school
If self-employed, please provide a recent letter from your accountant
For applicants on a benefit or pension scheme please provide a recent official letter
- If applied at the Embassy of Switzerland, visa collection either in person or provide a prepaid and self-addressed registered delivery envelope (from the Post Office)
- Visa fee

Processing time is approx. 7 working days from the date of receipt of documents. Please note that visas cannot be issued on the same day.

For the following nationals the visa processing time takes up to 14 working days:

Afghanistan, Algeria, Bangladesh, Belarus (diplomatic and service passport only), Egypt (except diplomatic passport holders), Iraq, Iran, Yemen, Jordan, Kazakhstan (diplomatic passport only), Dem. Rep. of Congo, Lebanon, Libya, Mauritania, Morocco, North Korea, Nigeria, Pakistan, Rwanda, Saudi Arabia (except diplomatic passport holders), Somalia, Sri Lanka, Sudan, Syria, Tunisia, Uzbekistan, Vietnam, Palestine.

Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued. NOTE: the Embassy cannot be held responsible for any delay or if the visa is refused.

Please note that the visa application must be submitted to the Swiss Representation responsible for your place of residence.

It is suggested that you apply at least one month prior to departure, but not more than three months before the planned entry.

Non-compliance with the set guidelines (items not presented/photocopies missing) will lead to the application being rejected without being processed.

Thank you for your cooperation.