

# SWITZERLAND VISA REQUIREMENTS

## BUSINESS, OFFICIAL TRAVEL, TRAINING, CONFERENCE, EXHIBITION, SEMINAR

- **Application Form**

Duly completed, dated and signed by the applicant or the legal guardian (write in block letters and use only black or blue ink. If the applicant is a minor, both parents must sign the form).

- **Passport photographs (35-40 mm in width)**

Two identical passport photographs in color (not older than 6 months) with a light background.

One photograph must be pasted on the application form; stapled photographs cannot be accepted.

Head covers are not permitted except for religious reasons; full visibility of the face.

- **Passport**

The first two pages with the personal data plus the photograph and signature; the back page with important notes), as well as copies of visas for the Schengen area, the United Kingdom, the United States and Canada for the past 10 years.

The passport must be valid for at least 6 months after the planned stay abroad.

The passport must contain at least two sequent empty pages.

- **Birth Certificate** (original issued PSA issued within 1 year).

- **Marriage Certificate** (if married) (original issued PSA issued within 1 year, and birth certificate(s) of child(ren), if applicable).

- **Transfer Certificate of Title** (cars, land, etc., *if applicable*).

- **Flight Reservation**

- **Accommodation** (Proof of accommodation for each night of the entire planned trip in the Schengen area (e.g. confirmed hotel reservations).

- **Travel Insurance**

The travel insurance must cover medical emergencies, hospitalization and repatriation (including in case of death). The minimum amount of coverage per person must be **EUR 30'000.00** or the equivalent value. The insurance must be valid for the entire Schengen area and for the entire duration of the stay.

The Embassy does not accept insurance policies with sub-limits, exclusions and conditions.

- **For Company's Sponsorship**

**Invitation Letter** (Signed invitation letter (on proper letterhead) of the host company or organization in Switzerland. The invitation letter must contain the following: Name and contact details such as email and phone number of the signatory (inviting person), name and passport number of the applicant, nature and duration of the visit/business, guarantee to cover all expenses during the stay (if applicable).

The invitation letter must be signed by persons authorized to do so according to the commercial register. Please attach a current copy of the extract from the Swiss Commercial Register of the company in Switzerland.

**Letter from the employer** (Letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.).

**Guarantee Letter** (*must be notarized*).

**Original Bank Certificate** (must be addressed to the Embassy).

**Bank Statements** (showing account activity for the past six months).

**Income Tax Return**

- **For Employees**

**Certificate of Employment** (in original with contact details including email and phone numbers, duly stamped and with the name and position of the signatory (*scanned or electronic signatures are not accepted*)).

The letter must contain the following information about the visa applicant: Position, date of hiring, salary and dates of the approved leave. The company has to confirm the continuation of the employment relationship after the requested stay abroad.

**Original Bank Certificate** (must be addressed to the Embassy).

**Bank Statements** (showing account activity for the past six months).

**Income Tax Return**

**Company ID** (photocopy - back-to-back)

- **If professional** (photocopy of PRC/IBP ID)

- **If self-employed and/or company owner**

Department of Trade Industry (DTI)/Securities Exchange Commission (SEC; list of incorporators).

Income tax return.

Business financial statement.

- **If student**

Certificate of enrolment and leave of absence for travel during the school year (dates must be clearly mentioned).

Copy of student ID.

- **Non-Filipino applicants who have valid residency status in the Philippines**

Copy of Philippines residence permit.

**Note:**

- Please be advised all documents should be printed in A4 paper.
- Additional required documents may be asked to the applicant depending on the category of visa applying for.
- Please send us an email at [documentations@inflightmenuph.com](mailto:documentations@inflightmenuph.com) for queries and/or information in submitting the requirements.