



Schengen Visa (Tourism, Business, Visits)

(Visa questions are answered by email only)

These requirements are valid for legal residents (PR card, work or study permit) of

- **BC, AB, SK, YT & NT** whose main destination is **Switzerland, Austria, Finland, Germany, Liechtenstein, Slovenia or Spain**.
The visa application has to be submitted to the Consulate General of Switzerland in Vancouver.
- **QC, MB, NB, NL, NS, ON, PE & NU** whose main destination is **Switzerland, Finland or Liechtenstein**.
The visa application has to be submitted to the Consulate General of Switzerland in Montreal.
- **The Bahamas** whose main destination is **Switzerland**.
The visa application has to be submitted to the Consulate of Switzerland in Nassau nassau@honrep.ch who will then forward it to the Consulate General of Switzerland in Montreal for processing.

Diplomatic / service passport holders stationed in Ottawa and whose main destination is **Switzerland or Finland**, or stationed in the Bahamas and whose main destination is **Switzerland** please contact the Embassy of Switzerland in Ottawa ottawa@eda.admin.ch to receive further information.

Applicants who are not legal residents of Canada must apply in their country of residence.

You may apply up to **six** months before your planned entry into the Schengen area.

Applicants must appear in person for a personal interview and for registering their fingerprints.

Exceptions:

- Children under the age of 12.
- If your fingerprints were registered within the last 59 months for another Schengen visa application.

These applicants apply for their visa by postal mail (if it is not possible to copy your fingerprints, you will, nevertheless, be contacted to appear in person. Please note: if it is not possible to copy your fingerprints, you will, nevertheless, have to appear in person.

Vancouver
Consulate General of Switzerland
790 - 999 Canada Place
Vancouver, BC, V6C 3E1

Montreal
Consulate General of Switzerland
1572 Av. du Docteur-Penfield
Montreal, QC, H3G 1C4

Important information for minors (under the age of 18)

Both parents must sign the visa application form and the following additional documents are required:

- a) The legalized birth certificate of the minor (containing father's and mother's name). If the document is not in German, English, French or Italian, a translation by an official translator in one of those languages is needed.
- b) Copies of passports from both parents
- c) [Consent letter](#) of parents who do not travel with minor, certified by a Canadian authority.
- d) The relevant court documents, if only one parent has guardianship.
- e) Death certificate, if one of the parents passed away.



General requirements for applications

(all documents must be in English, German, French or Italian)

1. Printed Schengen visa application form fully completed and signed by the applicant. Please fill in and **print** your application online www.swiss-visa.ch. Printing the application will allow you to access the appointment booking system (if personal appearance is required).
2. Your original passport valid at least three months beyond the intended stay, issued within the previous ten years. The passport must have at least two blank visa pages.
3. A photocopy of your passport (photo, data and signature pages only).
4. One **loose** European size passport **color** photo according to [requirements](#).
5. If you are not a Canadian citizen, a **photocopy of your proof of residency** in Canada (PR card, both sides copied on one sheet OR Canadian work or study permit and visa in your passport) valid for at least three months after the date of re-entry to Canada.
6. A copy of your **confirmed** flight reservations / train tickets showing how you get to the Schengen area, travel around in the Schengen area and how you exit the Schengen area. The applicant's name and airline reservation / train ticket number must be visible.
7. A valid visa or residency permit for your final destination (if it is not Canada or your home country).
8. A recent letter signed by your employer, confirming position, salary and **continued employment after your return to Canada (work contract/offer is not accepted)**.
For **students**, a confirmation of enrollment and a copy of the student card (both sides copied on one sheet).
For **self-employed**, a registration or incorporation of your business, business license or business notice of articles showing your name.
For all others (retirees, pensioners etc.), documents proving ties in Canada, such as a property (copies of invoices and Property Tax Notice), investments, financial commitments (Notice of Assessment) in Canada as well as proof of family responsibilities.
9. If applicable, a copy of your previous Schengen visas, including related entry/exit stamps.
10. A confirmation that you hold sufficient travel insurance containing all of the following information:
 - Your full name and duration of coverage
 - The geographical coverage (usually "out of province" or "worldwide"): your coverage must be valid for all Schengen countries
 - The covered amount must be a minimum of CAD 50'000 / Euro 30'000 for emergency medical expenses, hospital treatment and repatriation for medical reasons.Generic information, such as policy descriptive or insurance booklets, is not accepted.
11. **Visa fee:** Please refer to our [website](#) for the current fee and methods of payment.

Children and spouses of Swiss and EU/EFTA nationals are exempt from visa fees only if they include a copy of the Swiss or EU passport of parent or spouse and proof of family relation (marriage/birth certificate).

12. A prepaid, self-addressed return envelope with a tracking number (Xpress Post or Courier) if you wish to have your passport returned by mail. Keep the customer receipt for tracking the envelope. **All applications submitted to the Consulate in Vancouver are returned by post only.**

IMPORTANT:

Check the next pages for additional requirements and documents to provide depending on travel purpose.

The visa process may take up to 15 business days for Canada and 20 business days for the Bahamas.



Please note that this is not an exhaustive list. If necessary, you may be requested to present additional documents.



Additional requirements depending on travel purpose

Tourism visa (you are travelling for leisure)

- ☐ All documents mentioned under “general requirements”.
 - ☐ Proof of sufficient financial resources: A personal Canadian bank statement for the past three months, showing your name and all transactions on your account. A minimum of CAD 145 per day is required (CAD 50 for students).
 - ☐ A detailed itinerary for the whole duration of the trip including the cities you are visiting and means of transport if visiting various countries.
 - ☐ A hotel reservation (with a reservation number) for every night that you intend to spend in a Schengen country.
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Visitor visa (you are visiting family or friends)

- ☐ All documents mentioned under “general requirements”.
- ☐ An invitation letter signed by the host, mentioning your full name (according to your passport), and the details of your stay (dates and duration), as well as the host's personal details (name, address, email, and phone number) and relationship to you. The letter and a copy of your host's passport or residency permit must be **included** in your application.
- ☐ Proof of sufficient financial resources: A personal **Canadian bank** statement for the past three months, **showing your name** and all transactions on your account. A minimum of CAD 145 per day is required (CAD 50 for students). If you do not fulfil this requirement, you have the following option:

Visa for Switzerland: The Consulate can provide you with an official declaration of sponsorship, which you must send to your host in Switzerland. Your host must fill out the form and have it reviewed by the immigration office in his/her Canton of residence. The process takes generally 3-6 weeks.

Visa for Austria: Your host may get in touch with the “Landespolizeidirektion” of his/her residence in Austria and ask for an “Elektronische Verpflichtungserklärung EVE”. For more information please visit this [website](#).

Visa for Germany: Your host may sign a Formal Obligation form (“Verpflichtungserklärung”). He/she can procure the form from the “Ausländerbehörde” in the jurisdiction of his residence. The original as well as a photocopy are needed.

Visa for Slovenia: Your host may sign a Letter of Guarantee. For more information please visit this [website](#).



Business visa (you will meet a business partner or attend a fair/conference)

- ☐ All documents mentioned under “general requirements”
- ☐ A letter of invitation signed by the host company or a confirmation of participation to the fair or conference. The letter/confirmation has to state:
 - your full name
 - dates and duration of your stay
 - whether the trip is fully sponsored by the inviting company or fair/conference organizer **or not**.

The letter/confirmation must be included in your application.

If you cannot submit such a letter/confirmation or if the host company does not sponsor your trip:

- ☐ Proof of sufficient financial resources: A personal **Canadian bank** statement for the past three months, **showing your name** and all transactions on your account. A minimum of CAD 145 per day is required (CAD 50 for students).
- ☐ A hotel reservation (with a reservation number) or a confirmation of accommodation for the duration of your stay.

Short-term stay for studies (less than 90 days)

- ☐ All documents mentioned under “general requirements”.
- ☐ A confirmation of participation/registration to the course or seminar including confirmation of payment of any applicable fees.
- ☐ Proof of sufficient financial resources: A personal **Canadian bank** statement for the past three months, **showing your name** and all transactions on your account. A minimum of CAD 145 per day is required (CAD 50 for students).
- ☐ A hotel reservation (with a reservation number) or a confirmation of accommodation for the duration of your stay.