



Checklist for a visa for a Foreign Domestic Helper (FDH) (Schengen Type C)

Important notice: a visa for a FDH is usually granted **only in exceptional circumstances**. Please refer to more information on page 2.

Submission of visa applications are by appointment only. Applications can be submitted **up to 6 months to at least 15 days** prior the intended travel date.

Appointments are made via VFS at <https://visa.vfsglobal.com/hkg/en/che/> or by phone **3018 3030**. The appointment is free of charge. All applicants are required to submit their application **in person** and **on time** at the Consulate General. **Both employer and FDH are requested to visit this representation in person to submit the visa application.**

Please submit the documents in the order given, do not staple any documents:

1 Schengen (type C) visa application form duly completed and signed by the applicant.	<input type="checkbox"/>
2 identical passport photos taken in the last 6 months (consult the requirements on the website)	<input type="checkbox"/>
Valid passport or official travel document and one (1) copy thereof (data and signature pages) Passport must be valid at least 3 months beyond the intended return date and have at least 2 blank pages	<input type="checkbox"/>
Previous passports or official travel documents and one (1) copy thereof (data and signature pages)	<input type="checkbox"/>
Hong Kong or Macau Identity Card and one (1) copy thereof	<input type="checkbox"/>
Hong Kong or Macau visa with expiration date , if applicable, and one (1) copy thereof The visa must be valid at least <u>2 months</u> beyond the intended return date	<input type="checkbox"/>
Copies of previous Schengen visa(s)	<input type="checkbox"/>
Confirmed round-trip flight reservation between Switzerland and Hong Kong or Macau If visiting other countries within the Schengen Area, flight, train, bus or rental car bookings must also be submitted accordingly.	<input type="checkbox"/>
Accommodation reservation(s) for every night spent in the Schengen Area <i>Hotel bookings; rental contract for chalet/apartment; utility or property tax bills if the property is owned</i>	<input type="checkbox"/>
Travel health insurance issued by a Hong Kong, Macau or Schengen based company Confirmation, coversheet or policy with schedule of benefits including: <ul style="list-style-type: none"> • First name, surname and date of birth of applicant • Coverage for <u>all Schengen member states or worldwide</u> and total duration of intended stay • Minimum coverage of equivalent of HKD 300,000 for emergency medical expenses and repatriation costs • Letterhead with the address and contact details of the insurance company 	<input type="checkbox"/>
FDH's current employment contract and one (1) copy thereof	<input type="checkbox"/>
<i>From the FDH's employer and their family members:</i>	
Motivation letter of the FDH's employer dated and signed, stating the reasons why it is deemed necessary to travel with a FDH to Switzerland with supporting documents	<input type="checkbox"/>
Guarantee form for domestic helper dated and signed by FDH's employer (see page 3)	<input type="checkbox"/>
Valid passport or official travel document and one (1) copy thereof (data and signature pages) of the FDH's employer and all their family members travelling to the Schengen Area	<input type="checkbox"/>
Hong Kong or Macau Identity Card and one (1) copy thereof of the FDH's employer	<input type="checkbox"/>
Confirmed round-trip flight reservation between Switzerland and Hong Kong or Macau of the FDH's employer and all their family members travelling to the Schengen Area. If visiting other countries within the Schengen Area, flight, train, bus or rental car bookings must also be submitted accordingly.	<input type="checkbox"/>
Proof of financial means of the FDH's employer Bank statements of the <u>last 3 months</u> stating the full name and address.	<input type="checkbox"/>

Information regarding a FDH visiting Switzerland:

- A Schengen visa for a FDH is usually granted **only in exceptional circumstances**. It is the employer's responsibility to demonstrate in their motivation letter the reason it is deemed necessary to travel with a FDH to Switzerland and submit supporting documents if needed.
- FDH **are not allowed to work in Switzerland** with a Schengen visa. Work authorizations are only issued by the competent [cantonal immigration authority](#).
- FDH are required to travel **on the same flights as their employer** into and out of the Schengen area.
- If the visa is issued, it will only cover the one trip in which the exceptional circumstances were demonstrated.
- If the visa is issued, the FDH is required to **report back** to this representation **within 30 days** upon their return in Hong Kong or Macau.

Please note that:

- **No guarantee** can be given that the visa will be issued.
- If your documents are not in a Swiss language (German, French, Italian) or English, **they need to be translated in one of the aforementioned languages**.
- **Supporting documents from Mainland China** (e.g., bank statements, proof of employment, travel insurance or itinerary etc.) **will not be accepted** and that applicants with such documents will be referred to a Swiss representation in Mainland China.
- The Consulate General of Switzerland reserves the right to ask for **additional documents**.
- Applications are to be submitted at the Schengen representation of the country of your **main destination**. FDH who spend equal time in several Schengen states are required to apply for the visa at the representation of the country where they enter the Schengen area. If no main destination can be determined, the representation of the Schengen Member State whose external border the applicant intends to cross first, must deal with the application.
- No copies are made on your behalf and **incomplete applications will not be accepted**.
- The **visa fee** has to be paid (either cash or with Visa/Mastercard) when submitting the application. Please check our [website](#) for the current fees in HKD, these are subject to changes at any time and without prior notice in relation to exchange rate fluctuations. The visa is free of charge for spouses and children of EU/EFTA nationals, and children under six years of age.



Guarantee form for Foreign Domestic Helper (FDH)'s employer

FOREIGN DOMESTIC HELPER	
Last name:	First name:
Date of birth:	Civil status:
Nationality:	Phone number:
Complete address in Hong Kong:	

EMPLOYER	
Last name:	First name:
Date of birth:	Civil status:
Nationality:	Phone number:
Complete address in Hong Kong:	

INTENDED TRIP	
Date of entry in the Schengen Area:	Date of exit from the Schengen Area:
Schengen Member State(s) to be visited:	Purpose of the trip:
Complete address of stay and contact phone number in Switzerland:	

The employer declares and agrees to pay all medical costs which could occur to the domestic helper during the trip in Switzerland and the Schengen Area. Furthermore, employer will be fully responsible that the domestic helper is leaving the Schengen Area according to the expiry date of the visa. Public assistance or deportations costs caused by the domestic helper to Swiss Federal, Cantonal or Communal authorities must be fully refunded by the employer without delay. The employer has the obligation to immediately report to the local authorities in Switzerland any unlawful incident or problem that the domestic helper may cause.

Date and place

Signature of employer

On signing this guarantee form, I confirm that all information is correct and complete. Furthermore, I take notice of the fact that false or deceptive declarations and non-compliance with the conditions on which a visa is issued can lead to police sanctions.