



BUSINESS / CONFERENCE / EXHIBITION / CULTURAL / SPORTS

To schedule an appointment, please visit the website of our external service provider: <https://visa.vfsglobal.com/pak/en/che/book-an-appointment>

The general information of VFS Global Services can be found at the following website: <https://visa.vfsglobal.com/pak/en/che/>

Required Documents:

Schengen visa application form

Fully completed, dated and signed by the applicant himself or the legal guardian. If the applicant is a minor under the age of 18, both parents must sign the form and add a copy of their signed passports.

Invitation letter

The invitation letter (with proper letterhead) has to be signed by an authorized signatory from the Host Company or organization in Switzerland. The invitation letter must include:

- Name and contact details of the signatory (host); name and passport number of the applicant.
- Duration and purpose of the visit
- Guarantee of bearing all the cost during the stay (if intended)
- Assurance that the applicant will return to Pakistan before the expiry of the visa

The invitation letter has to be sent directly to the applicant and has to be submitted together with the application.

Flight ticket

Reservation of the flight ticket incl. travel between Schengen countries

Hotel bookings

Confirmed for the whole trip

Travel insurance

A travel medical insurance covering emergency medical, hospitalization and repatriation (including in case of death). The minimum cover should be of EUR 30'000.00. This insurance must be valid for the entire Schengen area and throughout the duration of the stay.

Holders of diplomatic passports (all travel purposes) and official/service passports (official travel only) are exempt from providing insurance.

We recommend that you purchase an insurance with a validity of 7, 14, 31 ,90 or 365 day insurance (based on your trip duration) that is valid from first entry and that doesn't have a fixed validity. This will give you flexibility in the event of unforeseen changes (change of your plans, flight cancelations, etc).

Passport

- The original valid passport and one copy of all relevant passport pages (data on **pages 2 & 3**; pages containing previous Schengen / UK / USA / Canada visas from the last five years – no photocopies of empty pages).
- In case of previous refusals, please include a photocopy of the negative decisions
- The passport must contain at least two empty pages.
- The passport must be valid for at least 3 months beyond the intended departure date from the Schengen States.



Passport photograph

Recent in colour (**not older than 6 months**), size must be 3.5 x 4.5 cm with a light background, not stapled. Head covers are not permitted except for religious reasons. Full visibility of the face (**1 photo**)

Pakistani Identity Card (CNIC)

For Pakistani nationals
For Foreign nationals, proof of legal residence in Pakistan

Family Registration Certificate (FRC)

Issued in English by NADRA (Pakistan National Database and Registration Authority). Applicant must be marked as "SELF"

Financial

Original **bank statement** in English confirming the current balance on your account/s + activity statement showing the movements over the last 3 months signed and stamped by the bank.

National Tax Number Certificate (or proof of exemption if applicable)

Federal Board of Revenue acknowledgment of tax returns for the last two fiscal years before the application date

Other documents as deemed necessary (title deed, etc.)

Work certificate

• **Company letter of your employer:**

On a proper letterhead in original, duly stamped and with the name and position of the authorized signatory (scanned or electronic signatures are not accepted).

The letter must contain the following information about the visa applicant:

Position, duration of employment, salary, the purpose and the dates of the approved leave. The company has to guarantee the return of the applicant.

Pay slips of previous three (3) months

• **Self-employed applicants:**

Certificate of registration of the company
License for Physicians, Lawyers, etc.

• **Retired applicants**

Pension statements of previous six (6) months

• **Students**

Proof of enrolment at university/school and student's card



Important General Information

- ❖ *Note for children and spouse of Swiss and EU/EFTA nationals: please only provide the following documents: Application form, photographs, original passport, photocopy of passport, photocopy of valid Swiss or EU/EFTA passport (of spouse/parent) and proof of family relation (copy of marriage or birth certificate / Family Registration Certificate).*
- ❖ *Visa applications from non-residents in Pakistan will only be accepted if proof of legal residence can be provided. Pakistani nationals, residing in another country than Pakistan, have to submit their applications to the Swiss representation competent for their place of residence.*
- ❖ *The visa application can only be submitted max. 6 months prior to the departure date.*
- ❖ *The application form has to be filled out in English, German, French or Italian.*
- ❖ *An application without the complete set of documents according to the above-mentioned list may result in a rejection of the visa application.*
- ❖ *This is not a comprehensive list. The Embassy of Switzerland in Islamabad reserves the right to ask for additional supporting documents and/or a personal interview at this Embassy.*
- ❖ *No documents will be returned after submission and verification by this Embassy.*
- ❖ *During the visa application process, questions regarding your visa application may **only** submitted by email to: islamabad.visa@eda.admin.ch, please do allow time for a reply.*
- ❖ *In case of refusal, the visa fees are not refundable.*
- ❖ *Decision on the application will normally take place within 15 calendar days after lodging the application.*
- ❖ *All documents must be in English, translated to English by a sworn-in translator, or in an official Swiss language (German, French, Italian) within the last 6 months.*
- ❖ *All copies must be format A4*
- ❖ **Minors (under the age of 18):** *If travelling unaccompanied or with one parent / legal guardian, a letter of consent from the parent/s issued by a Notary Public. Both parents must sign the visa application form and add a copy of their signed passports.*
- ❖ **Biometric Data:** *If your finger scans were collected within the last 59 months then you won't have to give new fingerprints for your next visa application(s) and personal appearance is not necessary but a written power of attorney must be submitted with the visa application. However, you have to provide a copy of your previously issued Schengen visa sticker. If you are not sure or do not remember whether your fingerprints have been captured for a Schengen visa within the last 59 months, you have to appear in person. You will still have to appear in person to give your fingerprints in case the previously collected fingerprints prove to be of insufficient quality.*

Islamabad, November 2024