



## Schengen Visa

### Tourism / Visit / Business

Please note: only foreign residents and foreign students in the United States who have a valid permanent resident card or U.S. visa (e.g. categories F1 (I-20), H1B (I-797), G1, J1, I-512, etc.) may apply for a visa. If you have a B1/B2 visa, you must apply in your country of residence.

**Note for children (dependents) and spouses of Swiss and EU/EFTA nationals:** points 7, 8, 9, 10, 11, 12 and 13 do not apply. Instead, please include the following documents: Notarized copy of valid Swiss or EU passport of spouse/partner/parent and proof of family relation (marriage/birth certificate or partnership contract). Visa will be free of charge.

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

Requested documents		Yes
1	<b>Schengen visa application form, original</b> Duly filled out, dated and signed by the applicant. <a href="#">Click here to submit your application and make an appointment: "Book an appointment" / "Book now"</a> For minors (under 18 years of age), both parents will need to sign and enclose copies of their passports. If one parent has sole custody, custody agreements/orders have to be submitted.	<input type="checkbox"/>
2	<b>Passport photo</b> 1 passport-sized picture (3.5 x 4 cm or U.S. standard-sized passport photo): Color photo on a white background Taken from the front; without obstruction Recent (less than 6 months old) Please find the exact requirements <a href="#">here</a> . Digital files and photocopies will not be accepted.	<input type="checkbox"/>
3	<b>Original passport</b> Valid at least 3 months after departure from the Schengen area Issued within the last 10 years With at least 2 blank visa pages	<input type="checkbox"/>
4	<b>Copy of valid passport</b> 1 photocopy of the passport (personal data page)	<input type="checkbox"/>
5	<b>Proof of residency in the United States</b> Notarized <b>copy of Green Card</b> Copy of <b>H1B / H4 / L1</b> visa + 1 notarized copy of <b>I-797 / I-129S</b> Copy of <b>F1</b> visa + 1 notarized copy of the <b>I-20</b> with valid travel endorsement signature not older than 1 year Copy of <b>J1</b> visa + 1 notarized copy of <b>DS-2019</b> with valid travel endorsement Copy of <b>A or G</b> visa Other proof: _____	<input type="checkbox"/>
6	<b>Copy of any previous Schengen visas (with copy of entry and exit stamps)</b> issued within the past 5 years	<input type="checkbox"/>
7	<b>Copy of confirmed flight reservations</b> in applicant's name If the applicant is traveling to several Schengen countries, proof of <b>intra-Schengen</b> flights, train, or car rental bookings, including a travel itinerary specifying travel within the Schengen area.	<input type="checkbox"/> <input type="checkbox"/>

8	<b><u>Tourism:</u> Accommodation reservation(s)</b> in applicant's name covering every day of the stay in the Schengen area.	<input type="checkbox"/>
	<b><u>Visit:</u> Visiting friends or family</b> Recent letter of invitation signed and dated from the <b>host in Switzerland</b> , indicating your full name, the dates, duration and purpose of the planned stay(s) in Switzerland, the relation to your host (family member, friend, etc.) plus name address and contact information of the host. Copy of host's Swiss passport or valid Swiss residence permit	<input type="checkbox"/>  <input type="checkbox"/>
	<b><u>Business:</u></b> Recent letter of invitation from the <b>host company in Switzerland</b> indicating applicant's full name as well as the dates, duration, and purpose of the planned business trip(s). If applicable, the inviting company should confirm that it will cover all expenses. If attending a <b>conference</b> : nominal invitation from the organizer of the conference, mentioning the dates of the conference.	<input type="checkbox"/>  <input type="checkbox"/>
9	<b>Visa for the country you are visiting after leaving the Schengen area</b> If requested, a valid visa in your travel document for the country you are visiting after leaving the Schengen area.	<input type="checkbox"/>
10	<b><u>Tourism + Visit:</u> Proof of sufficient financial resources</b> Proof of sufficient financial resources: bank statements from last 3 months, listing your full name and address. A minimum of \$ 100 per day you are staying in the Schengen area is required (Students = \$ 30)	<input type="checkbox"/>
11	<b>Proof of employment</b> <b><u>Tourism + Visit:</u></b> Recent letter <b>from your employer</b> (stating your position and salary) or school (confirming enrollment). If self-employed, 1 copy of business licenses and tax return	<input type="checkbox"/>
	<b><u>Business:</u></b> Recent letter from employer in the United States, mentioning position and salary and, if applicable, stating that they guarantee expenses during the stay in the Schengen area.	<input type="checkbox"/>
12	<b>Letter from your insurance company</b> company confirming international coverage of at least € 30,000 (appr. \$ 40,000) including: Emergency medical expenses Emergency hospital treatment Repatriation for medical purposes Repatriation of mortal remains If you do not have insurance or your insurance company cannot provide such a specific letter, you must purchase insurance for the entire duration of your trip and provide proof of purchase.	<input type="checkbox"/>
13	<b>Visa fee (non-refundable)</b> The visa fee is subject to change: please check the website for the <a href="#">current fee</a> .	<input type="checkbox"/> Adult <input type="checkbox"/> Child (6-12)

**Important general information:**

- The visa application must be submitted no more than 6 months prior to departure and no later than 15 calendar days before the intended start of the trip.
- An application without the complete documents as listed above may result in the refusal of the visa application.
- During the visa processing period, the return of the passport is not possible.
- The corresponding Swiss representation cannot be held responsible for any inconvenience caused by delays or refusal of the visa.