



**REQUIREMENTS FOR A VISA FOR TOURISM AS WELL AS VISITING FAMILY AND FRIENDS
Schengen Visa C (up to 90 days)**

The Embassy of Switzerland in Caracas requires the following documents in order to process your visa application:

1.	One application form duly completed and signed https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html	<input type="checkbox"/>
2.	Two recent passport-size photographs (size: 35x45mm), neutral background	<input type="checkbox"/>
3.	Original passport or travel document valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport must contain at least two blank pages and have been issued within the last 10 years.	<input type="checkbox"/>
4.	Photocopy of the passport data page.	<input type="checkbox"/>
5.	Photocopies of all Schengen visas that were issued within the past 3 years and valid USA/UK visas if applicable.	<input type="checkbox"/>
6.	For foreign residents: Proof of legal residence valid at least 3 months beyond the intended date of departure from the Schengen territory.	<input type="checkbox"/>
7.	A flight reservation or printout of your flight itinerary. Please do not purchase a flight ticket before your visa has been granted.	<input type="checkbox"/>
8.	A guarantee letter from the applicant's employer, stating the details of the applicant, employment duration, position in the company, approved duration of travel	<input type="checkbox"/>
9.	Schengen travel/medical insurance with following coverage: <ul style="list-style-type: none"> • Medical expenses and repatriation for at least EUR 30'000; • Valid for the entire Schengen area; • Valid for the entire duration of stay in the Schengen area <u>plus at least 15 days more.</u> The above must be mentioned on the insurance policy submitted, together with the name of the insured party.	<input type="checkbox"/>
10.1	Hotel/apartment reservations for the entire trip in the Schengen area.	<input type="checkbox"/>
10.2	If the applicant intends to stay with family and friends, please submit an invitation letter issued by the host with the following information: personal data, relationship between host and invited person, address, phone number of the host, duration of stay. Please attach a copy of the host's passport and residence permit (if the host is a foreigner residing in Switzerland).	<input type="checkbox"/>
11.	Proof of the applicant's financial circumstances: Please submit a proper bank statement of the last 3 months with bank letterhead and the name of the account holder.	<input type="checkbox"/>

Specific requirements for MINOR TRAVELERS (on top of the above mentioned documents)

12.	For minors (below 18), both parents must sign on the application form. If either one or both parents are not travelling, a consent letter signed by the non-travelling parent is required.	<input type="checkbox"/>
13.	For minor applicants intending to travel without their parents/legal guardians, the application has to be submitted by parents/legal guardians who must present the minor's birth certificate and give their written consent.	<input type="checkbox"/>

Further documentation may be requested after reviewing the application file.