



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Embassy in Serbia

**Bulevar oslobođenja no. 4
P.O. Box 817
11000 Beograd**

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belgrade.visa@eda.admin.ch

SCHENGEN VISA: BUSINESS

The Embassy or Consulate-General of the country of the main destination is the competent authority to deal with the application. If the main destination cannot be determined, the application should be submitted to the Embassy of the country where the longest visit will be. If the visits in different Schengen countries are of equal length, the first destination shall be the determining factor.

Applicants with official passports (diplomatic or service passports) apply for their visas via the competent department of the Ministry of Foreign Affairs. Applicants with ordinary passports apply in person. Prior appointments must be made by following link: www.swiss-visa.ch. No applications will be accepted without prior appointment.

The Embassy reserves the right to ask for additional documents or to interview applicants.

In order to process the visa application, the following documents in English, French, German or Italian are required:

- Passport, valid at least three months after leaving Switzerland
- 1 recent passport photo according to requirements → [photo quality](#)
- visa application form, duly filled in, dated and signed → [Schengen visa application form](#)
- photocopies of the first two pages and of all visas and stamps in the passport
- old passport (original and copies of all visas and stamps)
- if available, business card
- for foreigners living in Serbia or Montenegro: residence permit (original and copy)
- an invitation letter from the inviting company/organisation in Switzerland with detailed programme, purpose of the visit, date of entrance and leave, full name, passport number and date of birth of the invited person, coverage of accommodation and travelling expenses, business address, e-mail address, telephone and fax numbers of the Swiss enterprise. The invitation must be signed by an authorized person!
- Detailed programme of the entire trip in the Schengen area
- Relevant insurance covering the journey in the Schengen area, valid for the entire duration of the stay, with cover of at least EUR 30'000.-- and covering the cost of any emergency medical treatment and/or repatriation for medical reasons. (original and copy)
- Dispatch letter with name, date of birth and function of the employee, monthly salary, duration of employment, authorization for absence from the employer and explanation who will cover the expenses, full address, e-mail and telephone number of employer, stamped and signed, name and function of the person representing the company (original and translation, if the letter is written in Serbian language)
- Copy of the business license of the employer's company with translation
- Reservation of the airplane ticket for the first trip
- Hotel reservation for the first trip
- Please consult the following page for information about visa fees and payment methods: [Schengen visa fees](#)

Once the visa section has approved the visa application and the respective visa fee has been paid, a visa will generally be issued in no less than 1 week after receiving the complete file.

Request for urgent visa treatment must be done in a written form! Exceptions will be authorized only in cases with high Swiss interest!