



## Schengen Visa: Business / Tourism / Visitor

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### General Information

An application for a Schengen visa must be submitted in the country of your residence. Applicants must appear **in person** and children must be accompanied by both parents / legal guardians.

Visa applications can be submitted at the earliest six months and not later than 15 calendar days prior to your departure. Processing the application takes approximately five working days provided the file is complete.

Prior to your visit, you are kindly requested to set an appointment for the submission.

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### General requirements

1. **One Schengen Visa application form**  
duly filled in, dated and signed by the applicant, for minors signatures of parents or legal guardians are required
2. **Passport (original and one copy)**  
valid at least three months beyond the intended stay from the Schengen area, issued within the last 10 years and with at least two blank visa pages  
The copy of the passport must content photo, biodata and signature pages
3. **One recent passport photo**  
recently taken, size 35 x 45mm/1.38 x 1.77 inches, must meet [Schengen requirements](#)
4. **Copies of previous overseas visas in passport**
5. **ARC or residence permit (original and one copy)** valid at least three months after return
6. **Complete Schengen travel itinerary** flight and hotel reservations
7. **Travel insurance** accident-health insurance, minimum coverage per person EUR 30'000.-  
the insurance must cover:
  - the entire stay in Schengen territory
  - to be valid in all Schengen states
  - emergency medical expenses
  - emergency hospital treatment
  - repatriation for medical reasons and mortal remains

***Check the next pages for additional requirements depending on travel purpose***

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## Additional requirements depending on travel purpose

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### **Business Visa** (You will meet a business partner or attend a conference/fair)

1. **All documents mentioned under "general requirements"**
2. **Certificate of employment**  
confirmation of position, salary and continued employment after your return to Taiwan
3. **Invitation letter from the Swiss company**
  - must be submitted directly by email from the host company to TOSI beforehand
  - invitation must include name as stated in passport, nationality, passport number, dates and description of purpose of trip
4. **Declaration on Schengen medical travel insurance**  
in case of multiple entry visa, this form will be provided to fill-in and sign from TOSI upon your visit
5. **Proof of financial means** Bank statements for the last three months
6. **Marriage certificate and a passport copy of your spouse**  
if you are travelling with your spouse

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### **Tourism Visa** (You are travelling for leisure)

1. **All documents mentioned under "general requirements"**
2. **For employees**      **Certificate of employment**  
proving employment relations between employer and applicant, income statement and the expiration date mentioned  
**Vacation certificate** from employer  
**For self-employed**    Business license  
**For students**          Certificate of enrolment
3. **Proof of financial means** Bank statements for the last three months
4. **Marriage certificate and a passport copy of your spouse**  
if you are travelling with your spouse
5. **Birth Certificate** for minors travelling with their parents
6. **Notarized parental authorization for minors travelling alone**

## **Visitor Visa** (You are visiting family or friends)

1. **All documents mentioned under "general requirements"**
2. **For employees**      **Certificate of employment**  
proving employment relations between employer and applicant, income statement and the expiration date mentioned  
**Vacation certificate** from employer  
**For self-employed**    Business license  
**For students**          Certificate of enrolment
3. **Proof of financial means** Bank statements for the last three months
4. **Invitation letter from Swiss host**
  - must be submitted directly by email from the host to TOSI beforehand
  - invitation must include your name as stated in passport, nationality, passport number, length of your stay, relation to your host and the information of Swiss host, such as the name, address and contact details. The letter must be dated and signed by host. It as well can contain all other information e.g. accommodation and the reason for visiting Switzerland.
5. **Copy of Swiss passport or residence permit of your host in Switzerland**
6. **Marriage certificate and a passport copy of your spouse**  
if you are travelling with your spouse
7. **Birth Certificate** for minors travelling with their parents
8. **Notarized parental authorization for minors travelling alone**
9. **Declaration of sponsorship**  
The Trade Office of Swiss Industries may request for a declaration of sponsorship from the host, for more information please refer to [Information on Declaration of Sponsorship](#)

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

All documents must be in English or one of Swiss official languages. Please be aware that only complete applications will be accepted.

The Schengen visa fee is EUR 80.- for an adult and EUR 40.- for children between 6 to 12 years old and is **due in TWD in cash**. Children under 6 years old are free of charge. The fee will be charged upon your submission and is not refundable. If you withdraw the application or it is rejected, the fee will not be returned.

Children and husband/wife of Swiss and EU/EFTA nationals are exempt from visa fees only, if they include a copy of the Swiss or EU passport of parent or husband/wife and proof of family ties (marriage, birth certificate, etc.)

The submission of a complete file does not guarantee the granting of a visa. In case of a refusal, the Trade Office of Swiss Industries in Taipei is not liable for any costs that might have occurred in the application process.