



Visa for Internship at an International Organization / Stay of up to 90 days

General Information:

An application for a visa for an internship at an International Organization must be submitted at the counter of the Swiss Embassy/Consulate in your country of residence. The applicant has to apply personally.

Visa applications can be submitted at the earliest 3 months and not later than 15 days before departure.

Required documents:

1. **Visa application form (please use National visa application form, type D)** duly filled in, dated and signed by the applicant
2. **Passport and one photocopy of the passport in original size of personal data page** with an expiry date not later than three months after expiry date of the visa and containing at least two empty pages
3. **One passport-size photograph** recently taken, size 35 mm x 45 mm, light background, no headgear (with the exception of religious coverings, provided the face is free) – must meet [Schengen requirements](#)
4. **Confirmation letter from the International Organization in Switzerland** original sent by fax or email **directly by the international organization to the Embassy**; confirmation letter must include name as stated in passport, nationality, passport number, dates, duration of your internship.
5. **Proof of financial means**, sufficient for the entire stay in stay in Switzerland
6. **Medical insurance**
Only insurance policies from insurance companies located in Korea or Switzerland will be accepted. Please refer to recommended [insurance companies](#).

Accident/health insurance must cover the minimum amount of EUR 30.000 for each event per person (coverage: emergency treatment, ambulance transportation, repatriation for medical reasons, transportation of the body in case of death back to applicants home country). The insurance has to cover the entire stay in Schengen territory and to be valid in all Schengen states.

The Embassy reserves the right to ask for further documents or information if necessary.

Process:

Internship visas for International Organization in Switzerland are free of charge and will be issued within five (5) working days.

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

Seoul, July 2019