



Checklist business visa

1.	Application form Duly filled in (English, German, French, Italian) and completed, dated and signed by the applicant himself or the legal guardian. If the applicant is a minor under the age of 18, both parents must sign the form and add a copy of their passports. If one of the parents is unable to sign the form, he/she must submit a letter of agreement together with a copy of his/her passport. The application form can be downloaded from the website: https://www.sem.admin.ch/dam/data/sem/einreise/visumantragsformulare/visumantrag-schen-ar-en.pdf	
2.	All documents must be in English, translated to English, or in an official Swiss language.	
3.	One recent passport photograph (not older than 6 months), size must be 3.5 x 4.5 cm with a light background. Photo glued on application form Head covers are not permitted except for religious reasons. Full visibility of the face. https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/docs/icao_photograph_guidelines_en.pdf	
4.	Passport <ul style="list-style-type: none"> • The original passport and one copy of all relevant passport pages (data page, pages containing previous Schengen visa and United Arab Emirates/Bahrain resident permit). • The passport must contain the signature of the passport holder. • The passport must contain at least two sequent empty pages. • The passport issued within the last 10 years. • The passport must be valid for at least 3 months beyond the intended departure date from the Schengen States. 	
5.	Flight ticket Copy of flight reservation (incl. return flight).	
6.	Travel insurance A travel medical insurance covering emergency medical, hospitalization and repatriation (including in case of death). The minimum cover should be of 30.000 EUR. This insurance must be valid for the entire Schengen area and throughout the duration of the stay.	
7.	Invitation letter Signed invitation letter (with proper letterhead) of the host company or organization in Switzerland: The invitation letter must include: Name and contact details as email and phone number of the signatory (inviting person), name and passport number of the applicant, the nature of the visit/business, guarantee of bearing all the accommodation and medical expenses (if applicable). In addition, the inviting company/organization confirms compliance with the applicable Schengen rules. The invitation letter must be signed by persons authorized to do so according to the Swiss commercial register 'Handelsregister'. Please join a recent copy of the extract from the Swiss commercial register of the company in Switzerland (only the first page and the page with the names of the signatory / signatories on the invitation).	
8.	Company letter of your employer and trade license OR NOC letter spouse/children <ul style="list-style-type: none"> • <u>For the company letter:</u> on a proper letterhead in original with contact details incl. email and phone numbers, duly stamped and with the name and position of the signatory (scanned or electronic signatures are not accepted). Please note that also the company's owner requires such letter however, not signed by him/herself. The letter must contain the following information about the visa applicant: the company, position, joining date, salary and the dates of the approved leave. The company has to assure/confirm the continuation of the employment after the desired trip abroad. <u>If your sponsor is not a commonly known Swiss or multi-national company, also hotel confirmation(s), trade license and bank statements (last 6 months) is required.</u> • <u>For applicants under spouse's or parent's visa:</u> NOC letter from the (resident visa) sponsor. • Self-employed persons: need to submit the original trade license. 	
9.	United Arab Emirates or Bahrain resident permit Has to be valid for another three month (3) after the intended departure from the Schengen States. GCC citizens shall submit a copy of their valid United Arab Emirates/Bahrain resident permit card.	

Note for children and spouses of Swiss and EU/EFTA nationals: Points 5, 6, 7, 8, 9 do not apply. Instead, please include the following documents: Copy of valid Swiss or EU/EFTA passport (of spouse/parent) and proof of family relation (copy of marriage or birth certificate, legalized by the competent UAE / Bahrain authorities).

- **For all types of Schengen visas, the process time takes in general 14 days**
- **During the visa processing time, no passport withdrawal is possible**
- **The Embassy of Switzerland in Abu Dhabi reserves the right to ask for additional supporting documents and/or a personal interview**

With my signature, I confirm to have taken notice about the above-mentioned information.

Date

Applicant's acknowledge

VFS Staff

Despite of missing documents and/or disrespect of the visa processing time, I insist to submit my application.

Date

Applicant's acknowledge