



BUSINESS VISA

VISA REQUIREMENTS FOR SWITZERLAND AND LIECHTENSTEIN

Please note that the visa application must be submitted to the Swiss Representation competent for your place of residence. A visa application not submitted to the competent Swiss Representation may be turned down

Submission time

Travel Agents : 8:15am to 9:30am
Individuals : 9:30am to 11:00am

Required documents:

- Visa application (completed and signed by the holder of the passport submitted)
- National passport valid at least 3 months beyond the date of return, with available pages for visa sticker and of "standard" quality (not damaged, torn, faded, etc.)
- Your previous passport if available
- Clear photocopy of the first and last page of the passport
- 2 new passport sized photographs (size 35-40mm in width, no copy or scanned photograph). One photograph should be pasted on the form and the other photo to be given alongwith the application. Stapled or pinned photographs would not be accepted.
- A letter from your employer stating your position, you length of service, the reason for your visit and, if your expenses are being covered by your employer
- Invitation from the company in Switzerland, (on its business letterhead), to be faxed directly to the Consulate General
- If you have been refused a visa by an Embassy or High Commission in the last 5 years: Written explanation about reason for trip and refusal
- Overseas Medical Insurance policy
 - Minimum coverage of 30,000 Euro per person
 - Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and / or emergency hospital treatment
 - The insurance has to cover the entire stay in Schengen territory
 - Applicants who wish to apply for a six months or one year multiple entry visa are not obliged to provide a 365 (180) day coverage. It will be sufficient to submit an insurance policy covering the first journey. In addition to that a declaration for covering further journeys accordingly needs to be filled and signed by the applicant.
- Confirmed return ticket to India or confirmation of reservation & one photocopy.

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Mumbai - 400 021

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mum.vertretung@eda.admin.ch,
www.eda.admin.ch/mumbai

For first time travellers to Europe:

- Personal Interview
- Income Tax (of the last 3 years) and banking statements
- Business correspondence
- Qualification certificates, salary slips, etc.

GENERAL

Nationals holding a valid authorisation to live in Schengen Countries or EFTA States, Andorra, Monaco, San Marino do not require a Schengen visa.

Visa fees*

To be paid by Pay Order / DD, in favour of "Consulate General of Switzerland, Mumbai".
Visa fees for all categories of visas, i.e. single, double, multiple entries or transit visa are:

Adults	INR 3900
Children below 6 years	No visa Fees

The visa fee can vary due to the fluctuations in exchange rate

Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued. In case of a refusal, the visa fees will NOT BE REFUNDED

Applications by persons who do not fulfil the above conditions will be referred to the Swiss authorities for approval (6-8 weeks).

For tourist information – please log onto www.MySwitzerland.com

IMPORTANT:

Photocopies of all relevant documents must be provided for the Embassy.
Do not submit originals. Once submitted, no document will be returned.
Please note that this is not exhaustive list. If necessary, you may be requested to bring additional documentation or to appear for a personal interview.