



## BUSINESS VISA TO SWITZERLAND

**(Information for Vietnamese citizens and foreigners with a valid work/resident permit who wish to visit Switzerland on a business journey)**

The invited person shall present **in person** the original and a photocopy of each document with translations into French, German, Italian or English.

The applicant is informed that submitting the below documents does not guarantee issuance of the visa and that possession of a visa does not confer a right of entry.

**Please check the boxes below and sign to confirm which documents you have submitted**

All applications for Schengen visa must contain	Submitted	Not submitted	N/A
<b>1. one visa application form</b> duly filled, dated and signed by <b>the applicant</b> (available at the following Internet address) <a href="http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html">http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html</a>			
<b>2. two recent passport-size colour photographs</b> with plain light background			
<b>3. passport or official travel document</b> which must have at least 3 months validity after the visa's expiry date (please provide as well photocopies of the first 7 pages of the passport and of all visa)			
<b>4. Vietnamese resident permits</b> for foreigners			
<b>5. Employment</b> (all documents need to be handed in)			
- Confirmation of the employment			
- Labour contract			
- The last three salary slips			
- Business register, import-export licence of the company in Vietnam			
- Statements of tax payments			
- Original bank account statements of (company or individual) on the turnover during the last three months			
- Other documents which show the existence of trade or/and work relations			
- Entry tickets for fairs and congresses, if applicable			
<i>If the applicant is retired:</i>			
- Pension statement			
<i>If the applicant is a student:</i>			
- Confirmation of school/university enrolment for the current year			
<b>6. Reservation of return airplane ticket</b> (please do not purchase the ticket before obtaining the visa)			
<b>7. Compulsory travel medical insurance</b> valid for all Schengen countries with a coverage of at least CHF 50'000 or EURO 30'000 for the whole duration of the stay in Schengen area. Applicants who travel to Schengen area must bring the original insurance policy together with their passport, as they might be asked to present it on any Schengen border.			
<b>8. Visa application fee:</b> Euro 60 (equivalent in VND) to be paid when submitting the visa application. It covers the visa fee in case of visa approval and procedure fees in case of visa denial. <b>No refund is possible!</b>			
<b>9. Documents from the inviting company in Switzerland:</b>			
<b>Invitation letter sent directly by fax or mail</b> by a company located and			

<p><u>registered</u> in Switzerland, stating the following:</p> <ul style="list-style-type: none"> <li>- Name of the invited person(s), company/employer's name and position of invited person(s)</li> <li>- Purpose, place and duration of stay in Switzerland</li> <li>- Documentation on the program of seminar, conference, training, etc. (if any)</li> <li>- Guarantee that all expenses in relation to the applicant's stay in Switzerland will be covered</li> <li>- Company's responsibility for the departure from Switzerland of the applicant in accordance with the terms stated in the visa.</li> </ul>			
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**The Consulate General reserves the right to request additional documents and/or information if considered necessary.**