



SCHENGEN VISA REQUIREMENTS FOR BUSINESS TRIPS YOU ARE TRAVELLING TO SWITZERLAND FOR BUSINESS OR FOR A SHORT TRAINING, FOR A CONFERENCE OR A FAIR, OR FOR A CULTURAL OR SPORT EVENT

Application form

- One fully completed (preferably typed) [C visa application form](#) with two signatures on last page.
- One recent (less than 3 months old), good quality (no digital prints), passport-sized photographs in colour, NOT glued to the application.

Passport

- Valid passport with at least two blank visa pages and three months' validity beyond the intended date of exit from the Schengen area.
- Photocopy of the data (picture) page of the current passport, as well as copy of all Schengen/US/UK visas and entry stamps it contains.
- Photocopy of all valid Schengen/US/UK visas in previous passports.
- All previous passport/s, whether used for travel or not. For lost or stolen passports, a police report with English translation.
- Photocopy of the data (picture) page of all the previous passports, as well as copy of all Schengen/US/UK visas and entry stamps they contain
- Valid Pakistani national Identity Card (CNIC) or POC (only for Pakistani nationals).

Personal situation

- Original signed letter from your company/employer stating name, position, salary, duration of employment, address and contact numbers of the employer, purpose and duration of visit to Switzerland.
- If you are "student", original signed letter from your school/college or University.
- Salary slips for the last three months.
- NADRA FRC (Family Registration Certificate) travelling or not travelling.

Financial situation

- Your original personal bank statement for the last three months
- If you are being sponsored, letter from the guarantor agreeing to bear the cost of all accommodation and expenses during your stay in Switzerland.
- If you have other proof of financial means that you wish to show, please list them on a signed A4 sheet. Please do not include any documentation with your application. If necessary, the Embassy will tell you which documents must be provided
- Proof of existing travel/health insurance valid for the Schengen states and covering a minimum amount of 30,000 euro. Please refer to the list of insurance companies on our website.

History

- If you have been refused a visa by an Embassy or High Commission in the last five years: written explanation about reason for trip and refusal, as well as the visa rejection form.

Details of trip

- Valid confirmed flight reservations
- Valid confirmed hotel reservations for every night that you spend in the Schengen area (if you are staying in a hotel)

Extra document for business or training only

- Letter of invitation from the Swiss business partner, stating duration and purpose of visit.
- Proof of business activities with the inviting company in Switzerland (agency agreement, etc).

Extra documents for conference, fair, cultural or sports event only

- Letter of invitation from the organiser in Switzerland, stating your exact status at the event (attendant, speaker, etc.).

IMPORTANT: All copies of documents must be in A4 format.