Visitor Schengen Visa for Switzerland

Information for Vietnamese citizens and foreigners living in Vietnam with a valid residence/work permit traveling to Switzerland to visit relatives or friends

The applicant shall present the application including original and photocopy of each document with translations into English or one of the Swiss languages (French, German or Italian).

All applications must contain the following:

1. **One visa application form duly filled, dated and signed by the applicant**

2. **One recent passport-size color photograph with plain light background**

3. **Passport or official travel document** which must have at least 3 months validity after the visa's expiry date. Please provide photocopies in A4 paper size of the first 7 pages of the passport and of all visas and entry/exit stamps.

4. **Confirmation of residence information** for Vietnamese citizens or **Vietnamese residence permit** for foreigners

5. **Documents from the inviting relative/friend in Switzerland:**

   Invitation letter sent directly by email (hochiminhcity.visa@eda.admin.ch) to the Consulate General by the inviting person living legally in Switzerland, stating the following:

   - first name, family name, exact address, email, and phone number of the host;
   - information regarding the relationship between the visitor and the host;
   - purpose, place and duration of stay in Switzerland;
   - guarantee that the host or a third party (if applicable) will cover all expenses concerning the applicant's stay.
   - passport copy of the host;
   - copy of the Swiss residence permit (both sides) if the host is a foreigner

6. **Documents proving the relationship** between the visitor and the host

7. **Reservation of return airplane ticket** (do not purchase the ticket before obtaining the visa)

8. **Hotel reservations for every day of the intended stay**, if the applicant does not stay with the host

9. **Compulsory travel medical insurance** valid for all Schengen countries with a coverage of at least EUR 30'000 for the whole duration of the stay in the Schengen area plus 15 days after the intended exit date. The applicant has to be able to present the original insurance policy and the passport at all times when travelling, as these documents might be required in any police checks at a border post or during the stay in the Schengen area.

10. **Proof of financial means**. Original **bank account statements** (company or individual) of the last three months. In addition:

if the applicant is employed:
- confirmation of the employment and labor contract
- employer's approval of the leave
- last three salary slips

if the applicant is a company owner or self-employed:
- business register
- statements of tax payments

if the applicant is retired:
- pension statement

if the applicant is a student:
- confirmation of school/university enrolment for the current year and copy of the student card

other means if available:
- remittances, credit cards, regular income generated by property etc.

11. **If the applicant is a minor:**

- and **travels with only one parent:** commitment of the other parent or concerned guardian with the signature legalized by the competent local authority
- and **travels without both parents:** commitment from both parents or concerned guardians with the signatures legalized by the competent local authority
- **birth certificate** of the applicant
- **passports or ID cards** of the parents or of the legal guardians

12. **Visa application fee in cash**: https://www.eda.admin.ch/countries/vietnam/en/home/visa/entry-ch/up-90-days/fees-schengen.html - refund is not possible

During the examination of the visa application and the submitted documents, the Consulate General of Switzerland can require a formal "Declaration of Guarantee" which the visitor has to forward personally to the host in Switzerland. The host shall then follow the instructions delivered with the relevant form.

If deemed necessary, the Consulate General of Switzerland reserves the right to request additional documents and/or information.

The Consulate General of Switzerland in Ho Chi Minh City authorizes VFS Global to receive all Schengen visa applications at their offices in Hanoi and in Ho Chi Minh City.

An appointment for submitting the document shall be required and taken on their website:
www.vfsglobal.ch/Switzerland/Vietnam

VFS charges a service fee additionally to the regular visa fee.

Please note that the Schengen visa process takes normally up to 15 calendar days but can be longer in individual cases. The Consulate General of Switzerland in Ho Chi Minh City is committed to treat all applications as fast as possible. However, any applicants submitting their request late, risk not receiving the visa in time for the intended travel date.