Business Schengen Visa for Switzerland

Information for Vietnamese citizens and foreigners living in Vietnam with a valid residence/work permit visiting Switzerland for business purpose

The applicant shall present the application including original and photocopy of each document with translations (not older than six months) into English or one of the Swiss languages (French, German or Italian).

All applications must contain:

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 company in Switzerland (the host):**

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

   - name, position and company of the invited person
   - purpose, place and duration of stay in Switzerland
   - documentation on the program of seminar, conference, training, etc. if applicable
   - guarantee that the host or the third party (if applicable) will cover all expenses concerning the applicant's stay
6. **Reservation of return airplane ticket** (do not purchase the ticket before obtaining the visa)
7. **Hotel reservations for each day of the planned stay in the Schengen area**
8. **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.

9. **Proof of financial means**. Original **bank account statements** (company or individual) of the last three months. And,

   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.

10. **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

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.