Official Schengen Visa for Switzerland

Information for Vietnamese citizens and foreigners living in Vietnam with a valid residence/work permit visiting Switzerland on an official mission

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. For holders of Vietnamese official passports only: **Diplomatic note**, issued by the Ministry of Foreign Affairs
5. **Reservation of return airplane ticket** (do not purchase the ticket before obtaining the visa)
6. For ordinary Vietnamese passport holders only: **Confirmation of residence information** for non-Vietnamese passport holders only: **Vietnamese residence permit**
7. For ordinary passport holders only: **Documents from the inviting institution in Switzerland** **Invitation letter** sent directly by email (hochiminhcity.visa@eda.admin.ch) to the Consulate General by an organization located in Switzerland and recognized by the Swiss authorities, stating the following: - name, position and company/organization 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 a third party (if applicable) will cover all expenses concerning the applicant's stay

8. For ordinary passport holders only**: 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. For ordinary passport holders only: **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. The visa is free of charge

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.

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.