



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland
Visa section
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SWISS SCHENGEN VISA: BUSINESS

The Embassy or Consulate-General of the country of the main destination is the competent authority to deal with the application. If the main destination cannot be determined, the application should be made to the embassy of the country in which the longest visit shall be. If the visits in different Schengen countries are of equal length, the first destination shall be the determining factor.

Applicants with official passports (diplomatic passports, service passports, passports "for public affairs") apply for their visas via the competent department for Foreign Affairs of the Chinese Ministry or Commission. Holders of ordinary passports are required to apply in person.

Residents of Shanghai, Jiangsu, Anhui and Zhejiang shall apply at the Consulate General of Switzerland in Shanghai. Residents of Guangdong, Fujian, Guangxi and Hainan shall apply at the Consulate General of Switzerland in Guangzhou. Residents of Hong Kong and Macau shall apply at the Consulate General of Switzerland in Hong Kong.

The Embassy/Consulate General reserves the right to ask for additional documents or to interview applicants.

In order to process the visa application, the following documents in English, French, German or Italian are required:

- passport, valid at least three months after leaving Switzerland
- 2 recent passport photos in colour, according to our instructions published on our homepage, with white background, size 3.5cmx4.5cm
- visa application form, duly filled in, dated and signed: (can be downloaded from; www.eda.admin.ch/beijing)
- photocopies of the first 6 pages and of all visas and stamps in the passport
- if you possess so, old passports (original and copies of all visas and stamps)
- business card
- residence permit (original and copy)
- Hukou (original and copies of all pages, translation of all family related information)
- an invitation letter from the inviting company/organisation in Switzerland with detailed programme, purpose of visit, date of entrance and leave, full name, passport number and date of birth of the invited person, coverage of accommodation and travelling expenses, business address, e-mail address of the Swiss enterprise and direct e-mail address of the official representative, telephone numbers and signature
- detailed programme of the entire trip in the Schengen area
- Relevant insurance covering the journey in the Schengen area, which must be valid for the entire duration of the stay, with cover of at least EUR 30,000.— and covering the cost of any emergency medical treatment and/or repatriation for medical reasons. (original and copy)
- dispatch letter with name, date of birth and function of the employee, monthly salary, duration of employment, authorisation for absence from the employer and explanation on how expenses will be covered, full address, e-mail and telephone number of employer, stamped and signed, name and function of the person representing the company (original and translation, if the letter is written in Chinese language)
- copy of business license of the employer and a translation
- full flight booking in English
- Visa fee EUR 60 the fee with the current exchange rate into CNY is available on our homepage (No change! Only the exact amount is accepted. Not refundable in case of refusal or withdraw!)

After the visa section has approved the visa application and the respective visa fee has been paid, a visa will generally be issued after at least 5 working days after receiving the complete file.