



## Requirements for Schengen Business Visa

Applications for a Schengen visa have to be lodged

- **in the country of residence of the applicant**
- with the competent representation of the country where you will spend the most number of nights. If you are staying for the same number of nights in several countries, it is the country that you enter first and where you stay longest which is in charge to process your visa application.

**VISA APPLICATION FORM:** applications have to be launched on the following site.

[www.swiss-visa.ch](http://www.swiss-visa.ch): **complete, print, sign and press the “send” button. Afterwards you will receive a link inviting you to make an online appointment (please check your spam).** Please be advised that **no appointments are given by email or phone.**

**At our counter, please present the following documents in the required order. Each document is mandatory:**

- Signed application form with one recent photo glued on the first page.
- One additional passport sized photo. Digital files and photocopies will not be accepted.
- Passport (valid for at least three months beyond the stay, with at least two blank pages)
- Copy of your passport (page with your personal data, signature and picture).
- **Proof of Residence in Australia:** Print out of your [Visa Entitlement Verification Online \(VEVO\)](#). **We do not accept a visa grant notice or other similar documents but only the VEVO.** Your residence permit must be valid for at least 3 months upon your return and must show that you are entitled to “multiple entries to and from Australia during the validity of your visa”. Bridging visas: only accepted if your spouse is citizen of Australia or of a Schengen country.
- Proof of international travel insurance issued by an insurance company operating in Australia or within the Schengen area (e.g. AXA Europe Travel) valid in the whole **Schengen area** with a **minimum cover of EUR 30'000.00**, covering **all costs related to Covid-19**, urgent medical treatment or hospitalization, repatriation or costs incurred in the event of your death. **Proof of covered amounts required.**
- Copy of confirmed flight reservations from/to Australia.
- Proof of accommodation.
- Letter of invitation from the host company in Switzerland or another Schengen country, including nature of trip, your name and length of your stay, sent directly to the Consulate by e-mail as pdf-document or you can bring the original when lodging your application.
- Recent letter from your employer confirming your employment (including your position).
- Proof of sufficient financial resources for your planned trip (including recent bank statements listing your full name and address, showing movement of means over the last three months).
- **Visa fee:** at time of the appointment, please provide copy of online e-payment confirmation or pay cash or by card.
- Prepaid, self-addressed registered/express return envelope or a prepaid courier satchel. Please make sure to copy your tracking number.
  
- In case of a minor: application signed by both parents.
- Procedure time: usually 5-10 working days.

Please note that this is not an exhaustive list. If necessary, further documents might be requested. In case of an incomplete application and missing documentation, the Consulate General of Switzerland in Sydney will not be able to process the visa required. The Consulate General of Switzerland cannot, be held responsible for any delay or if the visa is refused.

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