



**INFORMATION SHEET:  
SCHENGEN VISA FOR TOURISM, VISITS, BUSINESS AND MEDICAL TREATMENT**

This information is destined for Armenian citizens as well as for foreign citizens with official residence in Georgia and in Armenia

**Online visa application process**

In order to start the online visa application process, please visit the [Swiss visa](#) website and fill out an online application form with your personal information as well as the information pertaining to your upcoming trip.

- At the end of the process, please open the PDF format document and print, date and sign your application. Then press "send" in order for the application to become active.
- After filling out the application online, an automatic generated e-mail with a link will be sent to the e-mail address you provided.
- Please click on the link and select an available appointment at your convenience. Appointment may be booked exclusively online.

**The day of your appointment, please submit the following documents:**

- ☐ The printed application form
- ☐ Two recent pictures, white background (consult [specifications](#))
- ☐ Passport valid for at least three months after the end of planned stay in Switzerland or another Schengen State, at least two blank pages, and issued within the last 10 years + one copy of the pages with your personal data, your signature and the previous Schengen visas

For Foreign nationals residing in Georgia/Armenia:

- ☐ Valid Residence permit for Georgia or for Armenia + one copy (the validity of your residence permit should exceed your stay in the Schengen area by three (3) months)
- ☐ Confirmed reservation of a round-trip ticket

Travel health **insurance**. (Original + 1 copy)

- ☐ Travel medical insurance for the entire intended stay, including day of arrival + 15 days after the planned return. It must cover up to EUR 30,000 and be valid for all Schengen countries. It has to cover possible costs which may occur during the visa applicant's stay in the Schengen area :
  - Repatriation costs for medical reasons, Emergency medical treatment, Costs of emergency hospital treatment, Costs of death, including the costs of repatriation of the remains

**Evidence of employment/study** containing the following information:

- ☐ Applicant's position within the company
- ☐ Salary statement
- ☐ Duration of applicant's leave
- ☐ In case of business related purpose, indication of who is covering the costs related to the business trip
- ☐ Study/School confirmation if you are a student and you are not working
- ☐ Notarized declaration of sponsorship by the parents with bank statement and proof of salary of parents

Proof of **economic situation**/ Proof of sufficient funds:

- ☐ Bank statement - cash flow - of the last 3 months on which salary is being transferred
- ☐ Any other bank statements, if available

### **Additional documents for the following types of journey**

#### **Visit purposes:**

- ☐ Letter of invitation duly dated and signed by the inviting person(s) with the following information:
  - Surname, name, date of birth of the invited person
  - Duration of stay
  - Explanation of relationship (family member, friend, etc.) with the invited person.
  - If the invitation is submitted by a family member, proof of the family relation between inviting person and invitee (e.g. birth certificate with notarized translation).
  - Confirmation of who will cover the expenses (accommodation, food etc.) during the stay
  - Copy of the inviting person's passport and resident card if applicable

#### **Business purposes:**

- ☐ Written, dated and signed letter of invitation from the company containing the following information:
  - Name, first name, date of birth of the invited person
  - Purpose of the business trip
  - Exact dates of the business trip.
  - Indication of who is going to cover the costs of business trip and accommodation (hotel reservation) during the visit in Switzerland

#### **Tourism purposes:**

- ☐ Confirmed hotel reservation(s) or holiday flat(s), for the entire duration of stay in the Schengen area giving details of the client's name and period of stay
- ☐ Program/Itinerary of the journey & places you intend to visit during the stay, including if applicable the itinerary in other Schengen countries

#### **Medical treatment:**

- ☐ Official signed document from the medical institution with patient's name and name of accompanying person, if applicable, confirming the need to undergo treatment
- ☐ Confirmation that the costs are prepaid or at least a down payment has been made

#### **Applicants, who are minors (<18 years old):**

- ☐ The minor and both parents/legal guardians have to be present in order to sign the application form in front of the visa officer. If one or both parents is/are not present, please submit a notarized consent with notarized translation
- ☐ Birth certificate of the minor with notarized translation
- ☐ Certificate of enrolment in a school, mentioning the vacation period or approved leave of absence, if the minor is school-aged.

#### **Important information:**

- The Embassy reserves the right to request any additional documents
- Processing time: 15 days
- Fees: see [here](#)
- Please make sure that you bring all the relevant documents on the day of submitting your application. Submission of applications that do not show the necessary documentation may be rejected. If the application is not complete, a new appointment will need to be scheduled.