



Checklist for a Schengen-Visa for business purposes

First step: Online visa application form

Visit www.swiss-visa.ch and fill in an application form.

After completing, open the PDF format document and print, date and sign your application. There is no possibility to access the website at a later stage to re-print the form.

Click "next" to complete and validate the application.

An e-mail with a link to select a suitable appointment will arrive in your mailbox (check spam). Please click on the link and select an available appointment at your convenience. Appointment may be booked exclusively online.

Second step: Visit the Swiss Embassy in Tbilisi in person

On the date of your appointment, bring along the following supporting documents in the same order. Should you have provided your fingerprints to any Schengen visa office within the last 59 months, you may send the complete documentation and passport by a third-party. Please send us a copy of your passport and your last Schengen visa by e-mail to confirm whether your personal presence is required.

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| 1 | Passport or official travel document: issued within the last ten years; with at least three months validity after the scheduled return and with at least two blank pages remaining. Original and one copy (photo, personal data and signature page) and copies of your previous Schengen visas with entry/exit stamps. Passport can be returned to you on request. |
| 2 | Foreign nationals residing in Georgia or Armenia: Residence permit with validity of at least three months after the planned stay in Switzerland. Original and one copy. Original will be returned to you. |
| 3 | 2 recent passport photos , white background, according to requirements |
| 4 | Print-out of online-application form (see first step above), duly dated and signed. In case of minors. Please note the remarks on the back of this information sheet. |
| 5 | Airline ticket for round-trip . Reservation is sufficient, do not buy ticket before visa is issued. |
| 6 | Confirmed reservations of hotel or business apartment , for the entire duration of stay in the Schengen area, stating details of guest(s) and period of stay. |
| 7 | Travel health insurance . For the entire intended stay, covering up to EUR 30'000 in case of repatriation for medical reasons, emergency medical treatment and hospitalization and repatriation of remains in case of death. Must be valid for all Schengen countries. |
| 8 | Letter of invitation , dated and signed by the inviting company with following information: <ul style="list-style-type: none"> - Details of inviting company and their contact person, including position and function. - Invitation is signed by authorized signatory according to the Swiss register of commerce. - Extract from the Swiss register of commerce of the inviting company. - Declaration whether hosting or deploying company will cover expenses during the trip. - Purpose and duration of the business trip with detailed program. |
| 9 | Letter of employment , dated and signed by deploying company with following information: <ul style="list-style-type: none"> - Name, position, salary and years of service of the employee. - Confirmation of business trip, clarifying the duration, purpose and who bears the costs. - Full name and position of the signing person (HR or Director). - Copy of certificate of registration and taxpayer identification number of deploying company. |
| 10 | Proof of economic situation . Bank statements showing cash-flow and savings of at least last three months, including inflow of salary payments. Certificate of real estate property or proof of other assets that generate regular income. Proof of pension or any other bank statement, if available. |

Please note that:

The Embassy of Switzerland does not cooperate with external agencies or service providers. Applicants are requested to provide their personal contact details (telephone number and e-mail) and to contact the Embassy of Switzerland in Georgia themselves if they have any questions.

Performing a professional activity in Switzerland, such as giving trainings or providing other services to a company in Switzerland, may it be paid or unpaid, is subject to prior authorization by the labor authorities in Switzerland whenever this activity exceeds eight days per calendar year. If this is the case, please request the host company in Switzerland to get in touch with the [cantonal migration authorities](#) in order to secure a work-permit in your name.

According to the [representation agreement](#) between Poland and Switzerland, Armenian residents are encouraged to apply for a Schengen visa to Switzerland through the Embassy of Poland in Yerevan.

If you are a legal resident (national or foreigner) of Armenia or a foreign national legally residing in Georgia who is [subject to the Schengen Visa obligation](#), you can apply for a Schengen visa at the Embassy of Switzerland in Tbilisi under the condition, that the main destination (longest duration) of your trip to the Schengen area is Switzerland.

In case of minors (under 18 years of age): both parents will need to sign the application form personally in the Swiss Embassy. They will need to submit 2 copies of their passports and a notarized copy of the birth certificate of the minor with its notarized translation.

If the parents cannot attend the appointment in person, they will need to submit either of the below (including one copy):

- Notarized custody agreement / order with notarized translation
- Notarized letter of consent by both parents with notarized translation
- In case of death of one of the parents: Notarized copy of the death certificate with its notarized translation

If you apply for a Schengen visa together with your spouse, please submit a copy of your marriage certificate with notarized translation.

Visa applications can be submitted earliest 6 months and no later than 15 days prior to the travelling date.

If your documents are not in a Swiss national language (German, French, Italian) or English, they need to be attached with a notarized translation in one of the mentioned languages.

No photocopies are made on your behalf at the Embassy. We reserve the right to ask for additional documents after submission of your visa application. Incomplete applications will not be received, and a new appointment must be arranged.

Visa fees must be paid in local currency (GEL) at the current exchange rate by bank cards only at the day of your appointment. Please refer to the publication of [visa fees](#) and other information about visa matters on our [website](#).

Please note that the processing time by the Swiss representation may take up to 15 days from receipt of the application. Applicants are therefore requested to book an appointment as early as possible. If the planned trip takes place earlier, it cannot be guaranteed that a visa can be issued on time.