



## Checklist for a Schengen-Visa for private- or family visit purposes

### First step: Online visa application form

Visit [www.swiss-visa.ch](http://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   | <b>Passport</b> or official travel document:<br>issued within the last ten years; with at least three months validity after the scheduled return and with at least two blank pages remaining.<br>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:<br><b>Residence permit</b> with validity of at least three months after the planned stay in Switzerland<br>Original and one copy. Original will be returned to you.   |
| 3   | 2 recent <b>passport photos</b> , white background, according to <a href="#">requirements</a>   |
| 4   | Print-out of <b>online-application form</b> (see first step above), duly dated and signed.<br>In case of minors: Please note the remarks on the back of this information sheet.   |
| 5   | Airline <b>ticket for round-trip</b> . Reservation is sufficient, do not buy ticket before visa is issued.  |
| 6   | Travel health <b>insurance</b> . 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.   |
| 7   | <b>Letter of invitation</b> duly dated and signed by the inviting person with the following information: <ul style="list-style-type: none"> <li>- Details of host and guest including names, date of birth, address and phone number.</li> <li>- Explanation and proof of the relationship (friend, family member etc.).</li> <li>- Declaration on the duration of the visit at the host's address.</li> <li>- Declaration whether host will cover expenses for accommodation, food and transport.</li> <li>- If not hosted by the inviting party at their address, submit hotel reservations.</li> <li>- Copy of inviting party's Swiss passport <b>or</b> their Swiss resident permit and national passport.</li> </ul> In case the invitation is issued by a married couple, the letter is signed by both, and passport copy as well as residence permit (if applicable) of both hosts is necessary. |
| 8   | Evidence of employment or studies. <b>Letter from employer</b> in English, on official company paper, with date, signature, stamp, address, telephone and e-mail contact details stating the name of employee, position, salary and duration of employment. Countersigning officer's name and position in company is required. Copy of certificate on registration (extract from state registry) and Taxpayer Identification Number (TIN), not older than six months.   |
| <i>Please refer to the back page for further information and documents required</i> |   |

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|   | If applicable, <b>School or University confirmation</b> with mention of the expected graduation date together with the ECTS statement issued by the attended university. Not older than six months.   |
| 9 | Proof of <b>economic situation</b> . 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.

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.

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.

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 six months and no later than 15 days prior to the travelling date. The process can be expedited for humanitarian or medical reasons (urgent medical treatment, serious accident, loss in the family, etc.). In such cases, please contact us by e-mail.

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.