



# Short Term Schengen Visa Requirements

## For Irish Residents of the following countries:

<b>Bangladesh</b>	<b>Cameroon</b>	<b>Democratic Republic of Congo</b>
<b>Eritrea</b>	<b>Guinea</b>	<b>Iraq</b>
<b>Somalia</b>		

*The following leaflet contains information on Tourist, Visit, Business purposes and EU Spouses*

## Schengen Tourist Visa

- 1 completed application form duly signed by the applicant  
The form can be downloaded from the following website:  
<http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/visumantragsformular.html>
- **In case of minors:**  
If travelling unaccompanied or with only one parent, a letter of consent from the parent/s must be submitted.  
Furthermore both parents must sign the form and add a copy of their passports.  
A birth certificate must always be provided.  
If travelling on a school trip a letter from the school is also required.
- 2 passport-size photographs (not older than 6 months, undamaged, background must be light and plain)
- National passport valid for more than 3 months beyond the validity of the requested visa, with at least two blank visa pages (the pages do not need to be consecutive)
- Copy of the passport including the signature page
- Irish multiple re-entry visa, valid for more than 3 months beyond the validity of the requested visa

- Copy of the Irish multiple re-entry visa
- Irish Certificate of Registration (GNIB card, also known as Garda/ Green Card), valid for more than 3 months beyond the validity of the requested visa
- Copy of the Irish Certificate of Registration (GNIB card, also known as Garda/ Green Card)
- Proof of sufficient funds to support yourself during your stay:  
Copy of UK current account bank statements for the last three months. The last balance should not be older than one week. Online statements are accepted, provided the name of the account holder and account details are shown.
- Confirmed hotel booking with applicant's name as guest or package tour confirmation by travel agent
- Copy of transport documentation with applicant's name as passenger:
  - by plane confirmed booking with airline booking reference number
  - by train rail ticket
  - by car ferry ticket, copy of driver's driving license and vehicle insurance
- Travel insurance from a Schengen based company covering the entire period of intended stay. The insurance must comply with the following Schengen requirements:
  - Area of cover must include all Schengen member states and not only Switzerland
  - Emergency medical expenses and repatriation costs must have a minimum coverage of €30,000

If covered by your bank please provide a recent letter not older than 1 month confirming your insurance details

- Copy of the travel insurance and the policy
- Original (hand signed) **employment letter** from the employer in the UK confirming the purpose and duration of the trip to Switzerland

Original (hand signed or with original stamp) **student letter** confirming the purpose and duration of the trip to Switzerland

If **self-employed**, please provide an original (hand signed) letter from your accountant

**Domestic employees:** Please provide an original letter of employment, together with a copy of the employer's passport and a copy of the work contract

**Please note that the above mentioned documents will not be accepted if they hold a digital or scanned signature and if they are older than one month.**

For applicants on **benefits or a pension scheme**, please provide an official letter dated less than one month.

- Visa fee

If you apply at the Regional Consular Centre in London, please collect your passport either in person or provide a prepaid, self-addressed Royal Mail special delivery envelope when you submit your application.

**IMPORTANT:** Please note that this is not an exhaustive list. If necessary, you may be requested to bring additional documentation.

**Processing time** is approx. 7 working days from the date of receipt of documents. Please note that the visa cannot be issued on the same day and that **for the following nationals the visa processing time takes up to 14 working days:** Afghanistan, Algeria, Azerbaijan, Bangladesh, Belarus (applies only to holders of diplomatic or service passports), D.R. Congo, Egypt (does not apply to holders of diplomatic and service passports), Eritrea, Ethiopia, Iran, Iraq, Jordan, Kenya, North Korea, Kyrgyzstan, Lebanon, Libya, Mali, Mauritania, Morocco, Niger, Nigeria, Pakistan, Russian Federation (applies only to holders of service passports), Rwanda, Saudi Arabia (does not apply to holders of diplomatic passports), Somalia, South Sudan, Sri Lanka, Sudan, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan (does not apply to holders of diplomatic passports or soldiers and police officers who travel for the purpose of exercising their duty), Vietnam, Yemen, Palestinians, Refugees, Stateless Persons.

It is suggested that you apply at least one month prior to departure, but not more than three months before the planned entry.

Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued.

NOTE: the Regional Consular Centre in London cannot be held responsible for any delay or if the visa is refused.

**Non-compliance with the set guidelines (items not presented/photocopies missing) will lead to the application being rejected without being processed.**

# Schengen Family/Friend Visit Visa

- 1 completed application form duly signed by the applicant  
The form can be downloaded from the following website:  
<http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/visumantragsformular.html>

## **In case of minors:**

If travelling unaccompanied or with only one parent, a letter of consent from the parent/s must be submitted.

Furthermore both parents must sign the form and add a copy of their passports.

A birth certificate must always be provided.

If travelling on a school trip a letter from the school is also required.

- 2 passport-size photographs (not older than 6 months, undamaged, background must be light and plain)
- National passport valid for more than 3 months beyond the validity of the requested visa, with at least two blank visa pages (the pages do not need to be consecutive)
- Copy of the passport including the signature page
- Irish multiple re-entry visa, valid for more than 3 months beyond the validity of the requested visa
- Copy of the Irish multiple re-entry visa
- Irish Certificate of Registration (GNIB card, also known as Garda/ Green Card), valid for more than 3 months beyond the validity of the requested visa
- Copy of the Irish Certificate of Registration (GNIB card, also known as Garda/ Green Card)
- Proof of sufficient funds to support yourself during your stay:  
Copy of UK current account bank statements for the last three months. The last balance should not be older than one week. Online statements are accepted, provided the name of the account holder and account details are shown.
- A signed letter of invitation from the host in Switzerland containing his/her address, phone number and exact dates of stay as well as a copy of the host's passport (photo and signature page) and Swiss residence permit (if the host is not Swiss)
- Copy of transport documentation with applicant's name as passenger:
  - by plane confirmed booking with airline booking reference number
  - by train rail ticket
  - by car ferry ticket, copy of driver's driving license and vehicle insurance

- Travel insurance from a Schengen based company covering the entire period of intended stay. The insurance must comply with the following Schengen requirements:
  - Area of cover must include all Schengen member states and not only Switzerland
  - Emergency medical expenses and repatriation costs must have a minimum coverage of €30,000

If covered by your bank please provide a recent letter not older than 1 month confirming your insurance details

- Copy of the travel insurance and the policy
- Original (hand signed) **employment letter** from the employer in the UK confirming the purpose and duration of the trip to Switzerland

Original (hand signed or with original stamp) **student letter** confirming the purpose and duration of the trip to Switzerland

If **self-employed**, please provide an original (hand signed) letter from your accountant

**Domestic employees:** Please provide an original letter of employment, together with a copy of the employer's passport and a copy of the work contract

**Please note that the above mentioned documents will not be accepted if they hold a digital or scanned signature and if they are older than one month.**

For applicants on **benefits or a pension scheme**, please provide an official letter dated less than one month.

- Visa fee

If you apply at the Regional Consular Centre in London, please collect your passport either in person or provide a prepaid, self-addressed Royal Mail special delivery envelope when you submit your application.

**IMPORTANT:** Please note that this is not an exhaustive list. If necessary, you may be requested to bring additional documentation.

**Processing time** is approx. 7 working days from the date of receipt of documents. Please note that the visa cannot be issued on the same day and that **for the following nationals the visa processing time takes up to 14 working days:**

Afghanistan, Algeria, Azerbaijan, Bangladesh, Belarus (applies only to holders of diplomatic or service passports), D.R. Congo, Egypt (does not apply to holders of diplomatic and service passports), Eritrea, Ethiopia, Iran, Iraq, Jordan, Kenya, North Korea, Kyrgyzstan, Lebanon, Libya, Mali, Mauritania, Morocco, Niger, Nigeria, Pakistan, Russian Federation (applies only to holders of service passports), Rwanda, Saudi Arabia (does not apply to holders of diplomatic passports), Somalia, South Sudan, Sri Lanka, Sudan, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan (does not apply to holders of diplomatic passports or soldiers and police officers who travel for the purpose of exercising their duty), Vietnam, Yemen, Palestinians, Refugees, Stateless Persons.

It is suggested that you apply at least one month prior to departure, but not more than three months before the planned entry.

Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued.

NOTE: the Regional Consular Centre in London cannot be held responsible for any delay or if the visa is refused.

**Non-compliance with the set guidelines (items not presented/photocopies missing) will lead to the application being rejected without being processed.**

# Schengen Business Visa

- 1 completed application form duly signed by the applicant  
The form can be downloaded from the following website:  
<http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/visumantragsformular.html>

## **In case of minors:**

If travelling unaccompanied or with only one parent, a letter of consent from the parent/s must be submitted.

Furthermore both parents must sign the form and add a copy of their passports.

A birth certificate must always be provided.

If travelling on a school trip a letter from the school is also required.

- 2 passport-size photographs (not older than 6 months, undamaged, background must be light and plain)
- National passport valid for more than 3 months beyond the validity of the requested visa, with at least two blank visa pages (the pages do not need to be consecutive)
- Copy of the passport including the signature page
- Irish multiple re-entry visa, valid for more than 3 months beyond the validity of the requested visa
- Copy of the Irish multiple re-entry visa
- Irish Certificate of Registration (GNIB card, also known as Garda/ Green Card), valid for more than 3 months beyond the validity of the requested visa
- Copy of the Irish Certificate of Registration (GNIB card, also known as Garda/ Green Card)
- Copy of transport documentation with applicant's name as passenger:
  - by plane confirmed booking with airline booking reference number
  - by train rail ticket
  - by car ferry ticket, copy of driver's driving license and vehicle insurance
- Travel insurance from a Schengen based company covering the entire period of intended stay. The insurance must comply with the following Schengen requirements:
  - Area of cover must include all Schengen member states and not only Switzerland
  - Emergency medical expenses and repatriation costs must have a minimum coverage of €30,000

If covered by your bank please provide a recent letter not older than 1 month confirming your insurance details

- Copy of the travel insurance and the policy
- Original (hand signed) **employment letter** from the employer in the UK confirming the purpose and the exact dates of the trip to Switzerland  
If **self-employed**, please provide an original letter (hand signed) from your accountant

**Please note that the above mentioned documents will not be accepted if it holds a digital or scanned signature and if they are older than one month.**

- Signed invitation letter from the Swiss-based company on company letterhead paper stating exact dates and purpose of the trip to Switzerland
- Visa fee

If you apply at the Regional Consular Centre in London, please collect your passport either in person or provide a prepaid, self-addressed Royal Mail special delivery envelope when you submit your application

**IMPORTANT:** Please note that this is not an exhaustive list. If necessary, you may be requested to bring additional documentation.

**Processing time** is approx. 7 working days from the date of receipt of documents. Please note that the visa cannot be issued on the same day and that **for the following nationals the visa processing time takes up to 14 working days:**

Afghanistan, Algeria, Azerbaijan, Bangladesh, Belarus (applies only to holders of diplomatic or service passports), D.R. Congo, Egypt (does not apply to holders of diplomatic and service passports), Eritrea, Ethiopia, Iran, Iraq, Jordan, Kenya, North Korea, Kyrgyzstan, Lebanon, Libya, Mali, Mauritania, Morocco, Niger, Nigeria, Pakistan, Russian Federation (applies only to holders of service passports), Rwanda, Saudi Arabia (does not apply to holders of diplomatic passports), Somalia, South Sudan, Sri Lanka, Sudan, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan (does not apply to holders of diplomatic passports or soldiers and police officers who travel for the purpose of exercising their duty), Vietnam, Yemen, Palestinians, Refugees, Stateless Persons.

It is suggested that you apply at least one month prior to departure, but not more than three months before the planned entry.

Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued. NOTE: the Regional Consular Centre in London cannot be held responsible for any delay or if the visa is refused.

**Non-compliance with the set guidelines (items not presented/photocopies missing) will lead to the application being rejected without being processed.**

# Schengen Visa for EU Spouse/EU Dependant

- 1 completed application form duly signed by the applicant  
The form can be downloaded from the following website:  
<http://www.bfm.admin.ch/content/bfm/en/home/themen/einreise/visumantragsformular.html>

## **In case of minors:**

If travelling unaccompanied or with only one parent, a letter of consent from the parent/s must be submitted.

Furthermore both parents must sign the form and add a copy of their passports.

A birth certificate must always be provided.

If travelling on a school trip a letter from the school is also required.

- 2 passport-size photographs (not older than 6 months, undamaged, background must be light and plain)
- National passport valid for more than 3 months beyond the validity of the requested visa, with at least two blank visa pages (the pages do not need to be consecutive)
- Copy of the passport including the signature page
- Irish multiple re-entry visa, valid for more than 3 months beyond the validity of the requested visa
- Copy of the Irish multiple re-entry visa
- Irish Certificate of Registration (GNIB card, also known as Garda/ Green Card), valid for more than 3 months beyond the validity of the requested visa
- Copy of the Irish Certificate of Registration (GNIB card, also known as Garda/ Green Card)
- Copy of transport documentation with applicant's name as passenger:
  - by plane confirmed booking with airline booking reference number
  - by train rail ticket
  - by car ferry ticket and either confirmed hotel booking or a signed invitation letter with exact dates of stay from host in Switzerland, together with a copy of their passport (showing bearer's signature) and Swiss residence permit (if the host is not Swiss)
- Proof of relationship:
  - **EU Spouse :**
    - Original passport of spouse AND original marriage certificate in original language AND original translation (since documents which are not in English, German, French, Italian or Spanish require a stamped certified translation)
    - Copies of passport of spouse, marriage certificate in original language and original translation

- **EU Dependant:**
  - Original passport of parent/child AND original birth certificate AND original translation (since documents which are not in English, German, French, Italian or Spanish require a stamped certified translation)
  - Copies of passport of parent/child, birth certificates in original language and original translation

The visa application is free of charge.

If you apply at the Regional Consular Centre in London, please collect your passport either in person or provide a prepaid, self-addressed Royal Mail special delivery envelope when you submit your application.

**IMPORTANT:** Please note that this is not an exhaustive list. If necessary, you may be requested to bring additional documentation.

**Processing time** is approx. 7 working days from the date of receipt of documents. Please note that the visa cannot be issued on the same day and that **for the following nationals the visa processing time takes up to 14 working days:**

Afghanistan, Algeria, Azerbaijan, Bangladesh, Belarus (applies only to holders of diplomatic or service passports), D.R. Congo, Egypt (does not apply to holders of diplomatic and service passports), Eritrea, Ethiopia, Iran, Iraq, Jordan, Kenya, North Korea, Kyrgyzstan, Lebanon, Libya, Mali, Mauritania, Morocco, Niger, Nigeria, Pakistan, Russian Federation (applies only to holders of service passports), Rwanda, Saudi Arabia (does not apply to holders of diplomatic passports), Somalia, South Sudan, Sri Lanka, Sudan, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan (does not apply to holders of diplomatic passports or soldiers and police officers who travel for the purpose of exercising their duty), Vietnam, Yemen, Palestinians, Refugees, Stateless Persons.

**When applying with the Regional Consular Centre in London:**

In order to apply for a visa at the Regional Consular Centre, it is necessary to appear in person. The opening hours for spouses of EU nationals are: Monday to Friday 10.00 am – 11.30 am (except UK and Swiss public holidays) without prior appointment. There will be no handling or visa fee.

**When applying with VFS Global:**

Visas can also be applied for at the Swiss Visa Application Centre London, Manchester, Edinburgh or Cardiff see webpage: <http://www.vfsglobal.ch/switzerland/uk/>. Please note the use of this service will incur a handling fee.

It is suggested that you apply at least one month prior to departure, but not more than three months before the planned entry.

Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued. NOTE: the Regional Consular Centre in London cannot be held responsible for any delay or if the visa is refused.

**Non-compliance with the set guidelines (items not presented/photocopies missing) will lead to the application being rejected without being processed.**