



## VISA FOR BUSINESS

**Incomplete application files and files not allowing a minimum of 15 business days for processing will not be accepted.**

**Note for spouses of Swiss and EU/EFTA nationals:** points 8, 9, 10, 11 and 12 do not apply. Instead, please include the following documents: Copy of valid Swiss or EU passport of applicant's spouse/partner/parent and proof of family relation (marriage/birth certificate, confirmation of registered partnership).

### File requirements:

1. Printed Schengen visa application form, fully completed, dated and signed by the applicant.  
Please fill in and **print** your online application as well as **book your appointment** on:  
[www.swiss-visa.ch](http://www.swiss-visa.ch).
2. Two identical recent passport sized photographs. Please consult the list of [photo requirements](#). Digital photo files and photocopies will not be accepted.
3. Original valid passport or travel document.  
(Passport must be valid for at least three months beyond the planned stay, been issued within the previous ten years and have at least two blank visa pages.)
4. Copy of valid passport or travel document (photo, data and signature pages only).
5. Proof of legal residency in Israel, e.g. valid Israeli resident/work visa, Israeli ID
6. If applicable, all previous Schengen visas issued within the past 5 years.
7. If applicable, a valid, issued visa for the country visited after leaving the Schengen territory.
8. Copy of flight reservation.
9. Letter of invitation from the host company in Switzerland indicating applicant's full name, passport number, date of birth as well as dates, duration and purpose of the planned business trip.  
The letter must be signed by a person authorized to do so according to the Swiss commercial register ("Handelsregister).
10. A recent letter from the applicant's employer stating position, salary as well as statement of guarantee for all travel related expenses.  
Self-employed applicants: Copy of business license, 3 months business account bank statement.
11. Copy of travel insurance policy (in English), issued for the Schengen territory and confirming a minimum coverage of EUR 30'000 for each of the following occurrences:
  - Emergency medical expenses
  - Emergency hospital treatment
  - Repatriation for medical reasons
  - Repatriation of mortal remains
12. Visa fee: please check the [website](#) for current fees. Visa fees are payable in exact cash or by Visa or Diners credit card.  
No fees apply for spouses and children of Swiss and EU/EFTA citizen and for children under the age of six.

### Please be aware that the Embassy of Switzerland:

- Does not accept incomplete application files or files that do not allow a minimum of 10 – 15 business days for processing.
- Does not accept applications for business visas of applicants not legally residing in Israel.
- Does not give information on pending files.
- May request additional documentation at any time.