



Documents required for Business/Conference

The following original documents are required in German, French, Italian or English:

- [Application form](#): fully completed, dated and signed.
- 2 coloured passport photo: must be less than 6 months old, length 47 mm, width 36 mm, with the head length 32-36 mm, taken with a plain light-coloured background.
- Passport: must be valid at least 3 months after your scheduled depart from the Schengen countries. must be issued within 10 years. (Please be aware that visa sticker requires at least 2 blank visa pages and the sticker cannot be attached in the added pages of the passport.) Please attach a copy.
- Residence card or special permanent resident certificate: must be valid at least 3 months after you scheduled return to Japan. Please attach a copy.
- Travel insurance policy or certificate, which covers the entire stay in the Schengen countries (issued in Japan or in a Schengen country). Minimum insurance coverage of 30'000 EURO each for e.g. medical expenses and repatriation expenses due to sickness and accident. Please attach a copy.
- Scheduled program
- Reservation for travel tickets
- Hotel reservation
- Certificate of employment
- Invitation letter from your partner company on the company's letterhead confirming the duration and purpose of the visit
- Statement of your employer on the company's letterhead certifying the purpose of the visit
- For minors (up to 18 years) parents declaration of consent of travel, certified by notary public and a copy of their passports
- Visa for the final destination if the purpose of travel in Switzerland is a transit

In some cases further documents may be requested.

* Passport with issued visas can be mailed back. Please provide in this case a prepaid, self-addressed return envelope with a tracking number of a secure carrier. Applicants must indicate their name and address as both sender and recipient. The Swiss representation does not assume any liability for loss of documents returned by mail.