



## Checklist for Schengen Visa (type C): Short Stay

No.	Documents Required	Yes	No
	All documents should be translated to English, French or German		
1	<b>Valid national passport, recognized by Switzerland:</b> - Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. - 1 copy of your passport's data page, copies of the Schengen visa.		
2	<b>Visa application form :</b> - Completed, signed by the applicant.  The visa application form is free of charge and can be downloaded from the website: <a href="https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</a>		
3	<b>One recent passport-sized photograph</b> with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.		
4	<b>Travel Insurance:</b> Proof of travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment not excluding COVID-19 infections, or death during the stay. The minimum coverage must be EUR 30'000.00.		
5	<b>Financial statements of the applicant</b> Bank statement for the last three months.  In order to analyze the feasibility of financing your stay, the Embassy requires, among other things, the last 3 months of your bank statement. This will enable us to verify your personal situation, and the consistency and regularity of the income you declare in your application.		
6	<b>Employment Proof:</b> a) Proof of employment stating employment status, position held, date of recruitment and as well as salary b) If you are a student, you can submit your student ID card photocopy.		
7	<b>Round-trip flight ticket reservation:</b> Flight reservation with confirmed departure and return.		
8	<b>Non Kazakh nationals:</b> Citizens of third countries, living in Kazakhstan, should present a resident ID permit issued by the competent local authority (Migration Police), long term visa or a migration card and work permit issued by the Akimat.		
9	<b>Minors:</b> a) Birth certificate. b) Only if the minor travels alone or only with one parent: original authorization signed by their parents and copy of passport(s) of parents.		

## Depending on your visa type:

<p><b>Business/Conference:</b></p> <ul style="list-style-type: none"> <li>- Invitation from a firm or authority in Switzerland to attend meetings, conferences or events connected with trade, industry or work indicating the purpose and duration of stay and whether the travel expenses and/or accommodation are covered by the inviting entity.</li> <li>- Letter from the employer.</li> <li>- For business owners and independent businesspersons: document proving the official registration of the company's business activities.</li> </ul>		
<p><b>Tourism:</b></p> <ul style="list-style-type: none"> <li>- Proof of accommodation during intended stay: hotel reservation or copy of a rental contract in the name of the applicant.</li> </ul>		
<p><b>Family or friends visit:</b></p> <ul style="list-style-type: none"> <li>- Invitation letter signed by the host covering the intended stay. The invitation letter from the host must include the contact details, a full reference address, and a copy of the Swiss passport or Residence Card.</li> </ul>		
<p><b>Participants in scientific, cultural and artistic activities, sports events, study and training:</b></p> <ul style="list-style-type: none"> <li>- Invitation letter to participate, enrolments or programs stating the name of the host organization in Switzerland and the length of stay or any other appropriate document indicating the purpose of the journey.</li> </ul>		
<p><b>Medical treatment:</b></p> <ul style="list-style-type: none"> <li>- Medical report from a local doctor.</li> <li>- Proof of sufficient financial means to pay for the treatment.</li> <li>- Confirmation from the hospital in Switzerland that an appointment has been made and indicating the duration and estimated costs of the treatment, as well as a guarantee that all costs of the envisaged medical treatment will be covered.</li> </ul>		
<p><b>Official visit:</b>  <b>Person or delegation expected in Switzerland for an official mission, regardless of the type of passport. Including accompanying persons, in particular spouses and single children under 25.</b></p> <ul style="list-style-type: none"> <li>- Note verbal from the Ministry of Foreign Affairs, or</li> <li>- Invitation letter from the International Organization.</li> </ul>		

***Personal appearance of the applicant is mandatory to submit a visa application, if the fingerprints have not been captured during the last 59 months. If the fingerprints have been captured during the last 59 months, the application can be sent through a representative***

### **When should you place your visa application?**

It is recommended to place your visa application 6 weeks prior to your intended travel date. Please be aware that it is possible to place your visa application 6 months before your intended trip and at the most 15 days before your planned arrival date to the Schengen area.

### **How much should you wait before you get an answer?**

As a general rule, a decision is taken by the Consulate within 15 days. This period may, in individual cases, be extended.

Some Schengen States require that they be consulted on visa applications submitted to other Schengen States by citizens of certain countries (such as Kazakhstan, Russia, Tajikistan). The consultation process may take up to 14 calendar days.