



Visa application checklist



General Information

- You may submit your application up to six months before and no later than two weeks before your planned travel date. So applying early (8+ weeks) is crucial, factoring in time for appointment booking and passport return.
- Schengen visa processing takes about 15 calendar days but can extend to 30 days (or more) if extra checks are needed or during high seasons.

How to Apply for a Schengen Visa in two easy steps:

You have to apply for a Schengen Visa at the nearest designated visa application center, VFS Global in Astana or Almaty.

- To schedule an appointment for the submission of your visa application, please fill out the visa application form on <https://visa.vfsglobal.com/kaz/en/che/>
- Prepare the necessary documentation for your visa application using the following checklists

Documents required for all travel purposes:

	Original	Copy
Valid national passport <ol style="list-style-type: none"> Its validity must exceed the duration of the intended stay in the Schengen area by at least 3 months It must contain at least 2 blank pages It must have been issued (not extended!) within the past 10 years 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One recent passport-sized photograph with a white background, not stapled on another paper. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of travel health insurance stating: <ol style="list-style-type: none"> Name of the applicant Coverage of at least 30,000 EUR for any expenses in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death Validity for the entire Schengen area Validity for the entire duration of stay/transit in the Schengen area <p><u>Insurance is not required for the following persons:</u></p> <ol style="list-style-type: none"> Holders of diplomatic passports traveling on official or private business Holders of service passports traveling on official business Family members of Switzerland, Liechtenstein, Iceland, Norway, and EU nationals. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Kazakh nationals Citizens of third countries, living in Kazakhstan, should present a resident ID permit issued by the competent local authority. The residence permit must be valid for at least three months after the date on which the applicant plans to leave the Schengen area. <ol style="list-style-type: none"> 1 copy of the residence permit 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minors <ol style="list-style-type: none"> Birth certificate copy. Only if the minor travels alone or only with one parent: original authorization signed by their parents and copy of passport(s) of parents. 	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>



Business visa on behalf of your employer, e. g. consulting, training, meeting, audit, conference <u>additional required documents:</u>		
	Original	Copy
Formal invitation from your business partner in Switzerland stating: a. Type of business relation with the company in Kazakhstan b. Travel purpose c. Duration of business trip(s) d. If applicable, guarantee to cover travel expenses and cost of stay of the applicant	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Letter from your Kazakh employer stating: a. Type of employment and duration b. Salary (monthly/annually) c. Type of business relations with the company in Switzerland d. Travel purpose e. Duration of the business trip(s) f. Guarantee to cover all travel expenses of the applicant If you are a student: Recent academic certificate such as an enrollment confirmation of your school/university If you are self-employed: Document proving the official registration of the company's business activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of adequate financial means a. Bank statement for the last three months <i>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.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Detailed travel itinerary including: a. Confirmed hotel reservations stating hotel's name, address and telephone number, booking confirmation number and name of the guest b. Confirmed flight (roundtrip)/travel reservations with the name of passenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Tourist visa

Please note, that the application has to be submitted to the Embassy/Consulate of the Schengen country that is your main destination according to the number of days you are spending there. Only if you are spending an equal amount of time in each country can the application be submitted to the Consulate of the country that will be your first entry point to the Schengen area.

additional required documents:

	Original	Copy
Employment Proof stating: a. Type of employment and duration b. Salary (monthly/annually) If you are a student: Recent academic certificate such as an enrollment confirmation of your school/university If you are self-employed: Document proving the official registration of the company's business activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of adequate financial means a. Bank statement for the last three months <i>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.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Detailed travel itinerary including: a. Confirmed hotel reservations stating hotel's name, address and telephone number, booking confirmation number and name of the guest b. Confirmed flight (roundtrip)/travel reservations with the name of passenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Visitor visa		
in order to visit relatives or friends living in Switzerland		
<u>additional required documents:</u>		
	Original	Copy
Invitation a. Invitation letter dated and signed by hosting family or friends b. Copy of host's Swiss ID card/Passport or Foreign Passport with Swiss residence permit The letter is not subject to any particular form and does not have to be authenticated by an authority. In order for the Swiss representation to have the information it needs; the letter must contain at least the following elements: a. The host's declaration that he is expecting the applicant; b. The full contact details (surname, first name, date of birth, address, telephone number, email address) of the host; c. The period of stay. d. When the costs related to travel, accommodation and food are covered by the host, this element can also be mentioned in the invitation letter.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employment Proof stating: a. Type of employment and duration b. Salary (monthly/annually) If you are a student: Recent academic certificate such as an enrollment confirmation of your school/university If you are self-employed: Document proving the official registration of the company's business activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of adequate financial means a. Bank statement for the last three months <i>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.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Detailed travel itinerary including: a. Confirmed hotel reservations stating hotel's name, address and telephone number, booking confirmation number and name of the guest b. Confirmed flight (roundtrip)/travel reservations with the name of passenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Other activities		
Participants in scientific, cultural and artistic activities, sports or religious events, study <u>additional required documents:</u>		
	Original	Copy
Invitation letter a. Invitation to participate, entry tickets, enrolments or programmes stating the name of the host organization in the Member State and the length of stay or any other appropriate document indicating the purpose of the journey. When the costs related to travel, accommodation and food are covered by the host, this element can also be mentioned in the invitation letter.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employment Proof stating: a. Type of employment and duration b. Salary (monthly/annually) If you are a student: Recent academic certificate such as an enrollment confirmation of your school/university If you are self-employed: Document proving the official registration of the company's business activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of adequate financial means a. Bank statement for the last three months <i>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.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Detailed travel itinerary including: a. Confirmed hotel reservations stating hotel's name, address and telephone number, booking confirmation number and name of the guest b. Confirmed flight (roundtrip)/travel reservations with the name of passenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>



more supporting documents on following page(s)



Official Visit

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

additional required documents:

	Original	Copy
Members of official delegations		
a. Verbal Note or order of mission from the relevant ministry or authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Invitation letter or summons from the inviting party (Member State of destination or an International Organization)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schengen visa fees: Free of charge		



Additional Information:

Visa application fee

Processing fee:

Payable in KZT only.

Conversion into KZT is made based on the exchange rate at the time of the application.

Biometry

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, they will be copied, and the application can be filed through a representative duly authorized. (Power of Attorney)

In General

- Documents that are not issued in German, French or English must be submitted together with a translation.
- Each visa application is reviewed individually. The Swiss representation reserves the right to request further documentation.
- Submission of an incomplete application may lead to a refusal of your visa application.
- Once the application has been submitted, no detailed updates are provided and you should not contact the representation by phone or email during the processing period.
- In case of the application is submitted at the Embassy directly, the visa application form can be downloaded from the website:
<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>