



**REQUIREMENTS FOR A VISA FOR BUSINESS VISIT OR SHORT BUSINESS TRAINING
Schengen Visa C (up to 90 days)**

The Embassy of Switzerland in Caracas requires the following documents in order to process your visa application:

1.	One application form duly completed and signed https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html	<input type="checkbox"/>
2.	Two recent passport-size photographs (size: 35x45mm), neutral background	<input type="checkbox"/>
3.	Original passport valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport must contain at least two blank pages and have been issued within the last 10 years.	<input type="checkbox"/>
4.	Photocopy of the passport	<input type="checkbox"/>
5.	Photocopies of all Schengen visas that were issued within the past 3 years and valid USA/UK visas if applicable.	<input type="checkbox"/>
6.	For foreign residents: Proof of legal residence valid at least 3 months beyond the intended date of departure from the Schengen territory.	<input type="checkbox"/>
7.	A flight reservation or detailed flight itinerary. Please do not purchase a flight ticket before your visa has been granted.	<input type="checkbox"/>
8.	A guarantee letter from the applicant's employer, stating the details of the applicant, employment duration, position in the company, purpose and duration of travel. If applicable, the company should confirm taking full responsibility for all your expenses, including medical care and repatriation if applicable.	<input type="checkbox"/>
9.	Schengen travel/medical insurance with following coverage: <ul style="list-style-type: none"> • Medical expenses and repatriation for at least EUR 30'000; • Valid for the entire Schengen area; • Valid for the entire duration of stay in the Schengen area <u>plus at least 15 days more.</u> The above must be mentioned on the insurance policy submitted, together with the name of the insured person	<input type="checkbox"/>
10.	Hotel/apartment reservations for the entire trip in the Schengen area.	<input type="checkbox"/>
11.	A letter of invitation from the applicant's business partner in Switzerland stating the purpose and duration of the visit. If applicable, confirming expenses are covered by the company in Switzerland. If the applicant is attending a conference: confirmation letter of your participation.	<input type="checkbox"/>

Further documentation may be requested after reviewing the application.