



## Documents required for Private Visit

If you are a foreign resident in Japan, you can apply for a visa at the Embassy of Switzerland in Tokyo.

You may submit your visa application and book your appointment online by visiting the website [www.swiss-visa.ch](http://www.swiss-visa.ch). Please bring the print-out together with the other documents to the appointment at the Embassy.

If your documents are not in a Swiss language (German, French, Italian) or English, they need to be translated in one of the beforehand mentioned languages.

Please submit the documents in the exact order given below, please do not staple any documents:

- **Print-out of your online application form:** fully filled out in a **Swiss or English language**, dated and signed.
- **1 colored passport photo:** (please consult the requirements on the following [website](#) from the European Commission).
- **Passport:** issued within 10 years with at least 2 blank visa pages, must be valid at least 3 months after your scheduled departure from the Schengen area. **Please attach a copy.**
- **Residence card** or special permanent resident certificate: must be valid at least 3 months after your scheduled departure from the Schengen area. **Please attach a copy.**
- **Overseas Travel Insurance** covering the entire stay in the Schengen countries (**issued generally in the country of residency Japan**). Minimum insurance coverage: 30'000 EURO. Mandatory coverages: medical expenses, repatriation expenses, death through injury, death through sickness and hospitalization. **Please attach a copy.**
- **Schedule** (daily program)
- **Reservation for flight tickets** (and, if applicable, proof of other means of transportations)
- **Invitation letter from the host in a Swiss language** with housing arrangements, passport copy if Swiss or Swiss residence permit copy if non-Swiss. (Must include Surname, First name, Date of Birth, Address, Phone number, E-Mail address and nationality from both the host and applicant. Must also include length of stay, date of issue of the invitation letter and signature from the host. **The letter needs to be sent as a scanned copy directly per e-mail to the embassy by the host company).**
- **Employment certificate** on the company's letterhead including date of commencement, annual salary and duration of the vacation / **Company registry** if self-employed / **Enrolment certificate** if you are a student.
- **Sufficient funds** to cover your stay in the Schengen area, e.g. bank book or print-out of internet banking, which includes the information on your account activity (deposit/withdrawal) of at least the last three months. **Please attach a copy.** A guarantee declaration from a guarantor as an additional document is also accepted (Must include Surname, First name, Date of Birth, Address, Phone number, E-Mail address and nationality from both the guarantor and applicant. Must also include length of stay, date of issue of the declaration letter and signature from the guarantor), along with the guarantor's bank statement and passport copy.
- For minors (up to 18 years) a parents' declaration of consent of travel, certified by notary public and a copy of the parents' passports.

No copies are made on your behalf and incomplete applications will not be accepted.

The Embassy of Switzerland reserves the right to ask for additional documents.

\* If you wish to receive your passport back by post, please submit a prepaid, self-addressed return envelope with a tracking number of a secure carrier ([letterpack](#)). Applicants must indicate their name and address as recipient. The Swiss representation doesn't assume any liability for lost documents returned by mail.