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## Business Visa

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You are going to **Switzerland or Liechtenstein** for **business purposes** and will stay no longer than 90 days.

For each applicant a complete file is required according to the following list of documents. **All documents not written or issued in French, German, Italian or English, translation in one of those languages mandatory.**

The Embassy may ask additional documents not mentioned on this list or a personal interview during the process. Accompanying family members/minors: please refer to information sheet "TOURISM".

Document	Description
<b>Schengen application form, original</b>	One completed Schengen visa application form duly filled in and well readable. To fill in the visa application form the following languages are accepted: English, French, German, Italian or Spanish. The last page of the application form must be dated and signed by the applicant himself/herself.
<b>Passport, original</b>	Passport, signed by the holder. The passport should not be older than 10 years, valid at least 3 months beyond the exit from the Schengen area and contain at least two empty pages.
<b>Passport &amp; Visas, copy</b>	Copy of the applicant's valid passport (inside front cover containing holder's personal information and photo; inside back cover containing "Important reminders", signature and other passport information; copy of any previous Schengen visa received.
<b>Recent identity photos</b>	One recent passport-sized color photograph. Size 3.5 cm x 4.5 cm, with white background, taken within 6 months and not damaged and stapled. Application directly at the Embassy: 1 additional, separate passport-sized color photograph not attached to the application form.

<b>Letter of authorization for the submission by a representative, original</b>	Filled in form "Authorization for Third Party" available on webpage duly completed with coordinate of travel agency.  Notarial authorization letter which contains all information according to the above-mentioned form.
<b>Representative ID Card or passport, original Representative ID Card or passport, copy</b>	Please pay attention that the copy is well readable and photo visible.
<b>Invitation letter, original</b>	Original invitation letter of the company/host in Switzerland containing the following information: Name and function of the invited person, the purpose of the visit (content) and the dates and duration of stay and number of entries. The invitation letter must be signed by a person authorized to sign (in accordance with the Swiss register of commerce and make it clear who is covering the costs of travel, food and accommodation (booking).
<b>Employment certificate/working certificate, original</b>	Certificate of employment with indication of position, beginning of contract and present monthly salary. The certificate of employment should show a proper letterhead including address, telephone, fax and email address. A copy of the employer's tax number needs to be joined to the certificate if it is not obvious on the certificate.
<b>Order of mission, copy</b>	Order of mission, letter of the company appointing the applicant for this business trip. The letter makes clear who is covering the costs of travel, food and accommodation if the Swiss business partner does not guarantee (can be included in the certificate of employment).
<b>Bank statement of the applicant, original</b>	If the applicant travels on his/her own business purposes: Bank statement over the last 6 months to cover the costs of living in Switzerland (additionally to hotel and transportation costs min. CHF 100.00 per day in Switzerland).
<b>Medical insurance, original Medical insurance, copy</b>	Travel Medical Insurance, which covers the Schengen area with an amount of min. € 30'000.00 for the whole period of the whole travel (or in case of a two entry visa both travels). For multiple visas: the first travel has to be covered. The relevant field on the last page of the application form has to be signed.
<b>Round-trip flight ticket reservation, copy</b>	Flight reservation with confirmed departure and return.

Nur-Sultan, 06.11.2019