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## Cultural event

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You are going to **Switzerland or Liechtenstein** to participate to a cultural event, and will stay no longer than 90 days.

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

The Embassy may ask additional documents not mentioned on this list or a personal interview during the process.

Spectators to a cultural event please refer to "Tourism", delegates to participate at meetings please refer to "Business".

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.  If application is presented directly at the Embassy or through a representative: one additional, separate passport-sized color photograph not attached to the application form.

<b>Resident ID permit OR Migration card and Work permit, copy</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.
<b>Letter of authorization for the submission by a representative, original</b>	<p>Filled in form "Authorization for Third Party" available on webpage duly completed with coordinate of travel agency.</p> <p>Notarial authorization letter which contains all information according to the above-mentioned form.</p>
<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 host organization 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.
<b>Letter from organization, original</b>	Letter of the organization in Kazakhstan appointing the applicant for this trip. The letter makes clear who is covering the costs of travel, food and accommodation.
<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). if an organization takes over the general costs of the trip: Bank statement to proof the cover of personal expenses
<b>Proof of accommodation, copy</b>	Reservation of hotel or other accommodation. In case of prepayment of accommodation: proof of a prepayment (receipt/bank transfer from bank account) or the inviting party proofs to fully cover the costs of accommodation.
<b>Employment certificate/working certificate/study certificate, original</b>	Certificate of employment with indication of position, beginning of contract and current monthly salary. The certificate of employment should show a proper letterhead including address, telephone, fax and e-mail 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>Sponsorship letter, original</b>	Original or notarized copy.
<b>Medical insurance, original</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>Medical insurance, copy</b>	
<b>Round-trip flight ticket reservation, copy</b>	Flight reservation with confirmed departure and return.
<b>MINORS:</b>	<b>Additional documentation for MINORS (under the age of 18):</b>
<b>SIGNATURE on Visa application Form</b>	Both parents must sign the visa application. If one parent is unable to sign the forms, he/she must submit a letter of agreement together with a copy of his/her passport
<b>Study certification:</b>	Current study certificate is mandatory, original
<b>Birth Certificate, original</b> <b>Birth Certificate, copy</b>	full version of the birth certificate of the child
<b>Passports of both parents</b>	Copy of Passports of both parents  If the application has not been deposited the same time as the parents and they travel with the children, also the copy of the issued visas of the parents must be added to the application.
<b>Notarized consent of parental authority</b>	Notarized consent of parental authority should be provided for minors under 18 travelling with one parent or without the parents (travelling with an accompanying person or alone).
<b>Proof of guardianship</b>	Reference of guardianship for minors with one parent or without parents (legal document, legalized/notarized)  If there is only one guardian please present the legal documentation thereof (divorce papers attributing sole guardianship, birth or death certificate etc.)
<b>Copy of Passport of accompanying person</b>	Page with personal data/picture
<b>Copy of visa of accompanying person (for minors)</b>	Schengen visa should be valid for the period of trip.

<b>Copy of flight of accompanying person (for minors)</b>	Flight reservation with confirmed departure and return.
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Nur-Sultan, 7.11.2019