SCHENGEN VISA REQUIREMENTS FOR VISIT (FAMILY AND FRIENDS)

GENERAL DOCUMENTS

- One visa application form completed (preferably typed) and signed with complementary page.
- Two recent clear passport-sized photographs in colour with white background.
- Valid passport with at least two blank visa pages and three months’ validity beyond the intended stay.
- All previous passport/s used for travel or not. For lost passports, if not mentioned, then police report.
- Proof of existing travel arrangements i.e. flight reservation/hotel booking etc.
- Proof of existing travel/health insurance valid for the Schengen states and covering a minimum amount of 30,000 euros. Please refer to the list of insurance companies on our website.
- Original signed letter from the applicant’s company/employer stating name, position, salary, duration of employment, address and contact numbers of the employer, purpose and duration of visit to Switzerland. If the applicant is a “student”, original signed letter from the applicant’s school/college or University.
- Salary slips for the last three months.
- Guarantee to bear cost of all accommodation and expenses during the stay in Switzerland.
- List of all children (NADRA family certificate) travelling or not travelling.
- One photocopy of passport pages with information and previous Schengen/UK/US visa copy.
- If you have been refused a visa by an Embassy or High Commission in the last two years: written explanation about reason for trip and refusal.

REQUIRED DOCUMENTS

- Signed and dated invitation letter in which the following information should be mentioned:
  - Name, last name, address and contact phone number (e-mail if existing) of the inviting person
  - Name, last name, date of birth and passport number of the invited person
  - Duration of stay
  - Explanation of relationship with the invited person
  - Guarantee of expenses if host is paying
- A copy of the host’s Swiss passport (page with photo and signature) or a copy of the residence permit.
- If the host is working for an International Organisation or Diplomatic mission in Geneva or Bern a copy of the carte de légitimation and confirmation of employment signed by the International Organisation or Diplomatic Mission.
- For relatives: proof of family relationship (for instance: copy of birth certificate, marriage certificate or Swiss family certificate).
- Proof of sufficient financial means for the planned stay in Switzerland.
- Proof of income e.g. (original bank statement last three months, salary certificates/slips etc).
- Proof of property (Urdu copy and translated in English).