



## Checklist for Schengen Visa: Business, Official Travel, Training, Workshop and Seminar

Application should be submitted at the local Visa Facilitation Centre VFS Global.

Switzerland Visa Application Centre Website: <https://www.vfsglobal.ch/switzerland/philippines/>

VFS Global Services Pvt. Ltd., 30<sup>th</sup> Floor, The World Center, Sen Gil Puyat Ave., Makati City, Metro Manila

Tel.: +63 2 8790 4914 or E-Mail: [info.swissph@vfshelpline.com](mailto:info.swissph@vfshelpline.com)

The visa application form is free of charge and can be downloaded from the website:

<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

Please submit the documents in the exact order given below, please do not staple any document.	
<p><b>Valid national passport:</b></p> <ul style="list-style-type: none"> <li>With at least 3 months validity from the end of the approved duration stay and must contain at least two blank visa pages.</li> </ul>	
<p><b>Visa application form:</b></p> <ul style="list-style-type: none"> <li>Completed, signed twice by the applicant and, if applicable, authorization of third person (write in block letters and use black or blue ink only).</li> <li>If the applicant is a minor: visa application signed twice by legal guardian and if applicable, authorization of third persons. (Proving the custody of minor child, birth certificate, divorce papers, death certificate, etc.)</li> </ul>	
<p><b>2 Passport sized photographs:</b></p> <ul style="list-style-type: none"> <li>Photographs must be identical, clear and coloured with a white background and not older than 6 months</li> <li>1<sup>st</sup> picture pasted on the application form – 2<sup>nd</sup> picture has to be clipped on the last page of the passport, stapled or pinned pictures cannot be accepted. For more details, please refer to: <a href="https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a></li> </ul>	
<p><b>Flight reservation:</b></p> <ul style="list-style-type: none"> <li>With name(s) of the applicant(s) and passenger registration number or reservation number</li> <li>Roundtrip air travel and, if applicable, proof of intra-Schengen flight, train itinerary or car rental <i>Do not buy an airline ticket yet. The Embassy cannot be held responsible for any financial losses in case you have to return a ticket.</i></li> </ul>	
<p><b>International travel insurance:</b></p> <ul style="list-style-type: none"> <li>May be purchased locally or in Switzerland</li> <li>Minimum coverage of EUR 30'000.00 / USD 50'000.00 / PHP 2'500'000.00 per person (including expenses for personal accident, urgent medical treatment, urgent admission in a hospital or urgent repatriation on medical grounds)</li> <li>The insurances has to cover the entire stay in the Schengen territory and must be valid for all Schengen member states</li> </ul>	
<p><b>Certificate from the employer:</b></p> <ul style="list-style-type: none"> <li>Certificate / letter on business letterhead</li> <li>Letter of the Philippine company or organization introducing the person (position, date of hiring, salary), purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.</li> </ul>	
<p><b>Invitation from the visited company or organization:</b></p> <ul style="list-style-type: none"> <li>Certificate / letter on business letterhead</li> <li>Letter of the Swiss company or organization incorporating relevant personal dated of the invited, length of the invitation, reason and activity to develop in Switzerland during the visit.</li> </ul>	
<p><b>Proof of accommodation in Switzerland / Schengen member states:</b></p> <ul style="list-style-type: none"> <li>Booking confirmation/reservation containing the complete name, contact information of the hotel and booking reference.</li> </ul>	

<p><b>Proof of financial status:</b> All documents have to be originals, in format A4, with stamp and signature of the Bank.</p> <ul style="list-style-type: none"> <li>• <b>If employed:</b> Bank certification, bank books Personal bank statements, credit card statements or balance covering the last six months Income tax return</li> <li>• <b>If self-employed and/or company owner:</b> Department of Trade Industry (DTI)/Securities Exchange Commission (SEC) registration of business Income tax return Business financial statement Bank certification, bank books Personal bank statements, credit card statements or balance covering the last six months</li> </ul>	
<p><b>Travelling with spouse and/or child/children</b></p> <ul style="list-style-type: none"> <li>• Marriage contract and birth certificate(s) of the child/children</li> </ul>	
<p>If the applicant continues to travel to a third country (e.g. UK, USA, Canada, Croatia, etc.) after leaving the Schengen Area, the visa of the next country has to be <b>obtained first</b>.</p>	
<p><b>For non-Filipino applicants who have valid residence status in the Philippines:</b></p> <ul style="list-style-type: none"> <li>• Copy of Alien Certificate Registration (ACR)</li> </ul>	
<p><b>Photocopy of valid passport as well as old passports:</b></p> <ul style="list-style-type: none"> <li>• Front cover containing holder's personal information and photograph</li> <li>• Back cover containing important reminders</li> <li>• Signature page and other passport information</li> </ul>	
<p><b>Photocopies of all visas (valid and expired)</b></p>	
<p><b>Visa fee:</b> PHP 4600.00 Adults</p>	

**Please note:**

- The required documents have to be submitted with the visa application (no fax or e-mail to the Embassy is accepted).
- The Embassy of Switzerland reserves the right to ask for additional documents and/or for a personal interview as well as to verify the content and truth of the documentation presented.

**Embassy of Switzerland in the Philippines**

**Visa Section**

**Mailing Address** 24<sup>th</sup> Floor BDO Equitable Tower  
8751 Paseo de Roxas, 1226 Makati City,  
Metro Manila, PHILIPPINES

**E-Mail** [manila.visa@eda.admin.ch](mailto:manila.visa@eda.admin.ch)

**Website** [www.eda.admin.ch/manila](http://www.eda.admin.ch/manila)

**Visiting Hours** Mondays through Thursdays 09:00 AM until 12:00 NN, Fridays, 09:00 until 11:00 AM

**Visa Section** +63 (2) 8845 45 45 (Press 1)

**Visa Section Fax** +63 (2) 8845 45 39