



Checklist for Schengen Visa: Tourism

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., 30th Floor, The World Center, Sen Gil Puyat Ave., Makati City, Metro Manila

Tel.: +63 2 8790 4914 or E-Mail: 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>Valid national passport:</p> <ul style="list-style-type: none"> With at least 3 months validity from the end of the approved duration stay and must contain at least two blank visa pages. 	
<p>Visa application form:</p> <ul style="list-style-type: none"> Completed, signed twice by the applicant and, if applicable, authorization of third person (write in block letters and use black or blue ink only). 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.) 	
<p>2 Passport sized photographs:</p> <ul style="list-style-type: none"> Photographs must be identical, clear and coloured with a white background and not older than 6 months 1st picture pasted on the application form – 2nd 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: https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf 	
<p>Flight reservation:</p> <ul style="list-style-type: none"> With name(s) of the applicant(s) and passenger registration number or reservation number 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> 	
<p>International travel insurance:</p> <ul style="list-style-type: none"> May be purchased locally or in Switzerland 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) The insurances has to cover the entire stay in the Schengen territory and must be valid for all Schengen member states 	
<p>Proof of accommodation in Switzerland / Schengen member states:</p> <ul style="list-style-type: none"> Booking confirmation/reservation containing the complete name, contact information of the hotel and booking reference. Confirmation of package tour and, if applicable, advance payments 	
<p>Itinerary:</p> <ul style="list-style-type: none"> Detailed day-to-day itinerary / travel plan / schedule of activities 	
<p>Proof of financial status:</p> <p>All documents have to be originals, in format A4, with stamp and signature of the Bank.</p> <ul style="list-style-type: none"> If employed: Certificate of employment (position, date of hiring, salary) Certificate of approved leave of absence (dates must be clearly mentioned) Bank certification, bank books Personal bank statements, credit card statements or balance covering the last six months Income tax return If self-employed and/or company owner: 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 	

If student: Proof of enrolment Copy of the student college ID card Certificate of leave of absence if travelling during school year (dates must be clearly mentioned)	
Travelling with spouse and/or child/children <ul style="list-style-type: none"> Marriage contract and birth certificate(s) of the child/children 	
Minors Affidavit of support and consent of parents (legal guardians) <ul style="list-style-type: none"> Child/Children under 18 years old, not travelling with both parents: Written consent letter of the other, non-travelling parent or legal guardian, certified by public notary Child/Children under 18 years old, travelling alone: Written consent letter of both parents or legal guardian, certified by public notary Department of Social Welfare and Development (DSDW) clearance https://www.dswd.gov.ph In all cases: copies of the passport(s) of both parents (legal guardian) or official legal identification bearing the signature of the holder	
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 obtained first .	
For non-Filipino applicants who have valid residence status in the Philippines: <ul style="list-style-type: none"> Copy of Alien Certificate Registration (ACR) 	
Photocopy of valid passport as well as old passports: <ul style="list-style-type: none"> Front cover containing holder's personal information and photograph Back cover containing important reminders Signature page and other passport information 	
Photocopies of all visas (valid and expired)	
Visa fee: PHP 4600.00 Adults PHP 2300.00 Children between 6 and 12 years old Free of charge, Children under the age of 6 years old	

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 24th Floor BDO Equitable Tower
 8751 Paseo de Roxas, 1226 Makati City,
 Metro Manila, PHILIPPINES
E-Mail manila.visa@eda.admin.ch
Website 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