



Checklist for a Business Visa (Schengen Type C)

Submission of visa applications are by appointment only. Applications can be submitted **up to** 6 months to **at least** 15 days prior the intended travel date.

Appointments are made via VFS at <https://visa.vfsglobal.com/hkg/en/che/> or by phone **3018 3030**. The appointment is free of charge. All applicants are required to submit their application **in person** and **on time** at the Consulate General.

Please submit the documents in the order given below, please do not staple any documents:

1 Schengen (type C) visa application form duly completed and signed by the applicant	☐
2 identical passport photos taken in the last 6 months (consult the requirements on the website)	☐
Valid passport or official travel document and one (1) copy thereof (data and signature pages) Passport must be valid at least <u>3 months</u> beyond the intended return date and have at least 2 blank pages	☐
Previous passports or official travel documents and one (1) copy thereof (data and signature pages)	☐
Hong Kong or Macau Identity Card and one (1) copy thereof	☐
Hong Kong or Macau visa with expiration date , if applicable, and one (1) copy thereof The visa must be valid at least <u>2 months</u> beyond the intended return date	☐
Copies of previous Schengen visa(s)	☐
Cover letter of applicant stating purpose and itinerary of the trip	☐
Invitation letter from the company(ies) in Switzerland in German, French or Italian and signed by a person authorised to do so according to the Swiss commercial register. <i>The company must send the letter and attachments at least one day prior to appointment, either by fax (+852 3509 5050) or by email (hongkong.visa@eda.admin.ch). Invitation letter must contain all information as per factsheet</i>	☐
Confirmed round-trip flight reservation between Switzerland and Hong Kong or Macau If visiting other countries within the Schengen Area, flight, train, bus or rental car bookings must also be submitted accordingly	☐
Accommodation reservation(s) for every night spent in the Schengen Area <i>Hotel bookings; rental contract for chalet/apartment; utility or property tax bills if the property is self-owned</i>	☐
Proof of financial means if the business trip is combined with a touristic trip Bank statements of the <u>last 3 months</u> stating your full name and address <i>Credit cards statements or deposits are not accepted as proof of financial means</i>	☐
Proof of employment Leave letter from current employer stating the position in the company, monthly salary, the purpose and duration of intended trip as well as the date of returning to work or Proof of education enrolment Letter from current school or university confirming the enrolment, stating the nature of study, the purpose and duration of intended trip as well as the date of returning to study	☐
Travel health insurance issued by a Hong Kong, Macau or Schengen based company Confirmation, coversheet or policy with schedule of benefits including: • First name, surname and date of birth of applicant • Coverage for <u>all Schengen member states or worldwide</u> and total duration of intended stay • Minimum coverage of equivalent of HKD300,000 for emergency medical expenses and repatriation costs • Letterhead with the address and contact details of the insurance company	☐

Please note that:

- **No guarantee** can be given that the visa will be issued.
- If your documents are not in a Swiss language (German, French, Italian) or English, **they need to be translated in one of the aforementioned languages**.
- **Supporting documents from Mainland China** (e.g., bank statements, proof of employment, travel insurance or itinerary etc.) **will not be accepted** and that applicants with such documents will be referred to a Swiss representation in Mainland China.
- The Consulate General of Switzerland reserves the right to ask for **additional documents**.
- Applications are to be submitted at the Schengen representation of the country of your **main destination**. Business people who spend equal time in several Schengen states are required to apply for the visa at the representation of the country where they enter the Schengen area. If no main destination can be determined, the representation of the Schengen Member State whose external border the applicant intends to cross first, must deal with the application.
- No copies are made on your behalf and **incomplete applications will not be accepted**.
- The **visa fee** has to be paid (either cash or with Visa/Mastercard) when submitting the application. Please check our [website](#) for the current fees in HKD, these are subject to changes at any time and without prior notice in relation to exchange rate fluctuations. The visa is free of charge for spouses and children of EU/EFTA nationals, and children under six years of age.