



## Schengen Business Visa

**Notice:** Please also refer to the leaflets "application for working in Switzerland". A work permit may be required depending on the nature and duration of your business activity in Switzerland.

**Appointment:**

**Prior to** submitting your application with this Consulate, **please make an appointment** with the company VFS via the internet address [www.vfsglobal.ch/Switzerland/Hongkong](http://www.vfsglobal.ch/Switzerland/Hongkong) or by phone **3018 3030**.  
The appointment is free of charge.

**The main destination of your visit must be Switzerland**, but the visa issued will permit you to travel to all Schengen countries (unless stated otherwise on the visa).

**After having secured an appointment kindly submit your application in person and on time** at the Consulate General of Switzerland in Hong Kong.

The following documents are required and should be submitted **in the following order:**

- ☐ **1 Schengen visa application form** - duly completed and signed
- ☐ **2 identical passport photos (35x45 mm)**  
in colour, made within last 6 months, bright and plain background, not stapled and not damaged
- ☐ **Current valid passport**
  - must be valid for **more than 3 months beyond your return date to Hong Kong**
  - passport should not be damaged and have **at least 2** blank visa pages left
- ☐ **Previous passport(s)**
- ☐ **Copies of the following passport pages that contain:**
  - full name, photo, signature, expiration date of your passport and family information
  - previous Schengen visa
  - Hong Kong visa (must be valid **at least 2 months** beyond your return date to Hong Kong)
- ☐ **Hong Kong ID card and 1 copy thereof**
- ☐ **Confirmed flight reservation(s) to the Schengen area including return to Hong Kong**
  - If you visit Switzerland **and** other Schengen countries, please submit also flight, car or rail reservations made for traveling **within the Schengen area (complete Schengen itinerary)**
- ☐ **Accommodation reservation for every night you intend to spend in a Schengen country:**
  - Hotel: Bring email or fax reservation confirmation from hotel sent to you
  - Apartment: Bring rental contract or evidence of ownership (utility bill/property tax bill)
  - Staying with friends or family: Invitation letter (see *Visitor Visa* requirements)
- ☐ **Invitation letter from company in Switzerland**
  - either faxed (3509 5050) or scanned & emailed to Consulate General ([hongkong.visa@eda.admin.ch](mailto:hongkong.visa@eda.admin.ch))
  - invitation letter should be dated and signed by **authorised signatories only**, mentioning detailed contact information of the company in Switzerland and purpose/duration of the business trip
- ☐ **Travel health insurance including policy with schedule of benefits should indicate:**
  - full name of applicant
  - destination area (must be valid for **ALL** Schengen countries, recommendation: **worldwide**)

- period of insurance (must be valid for the duration of the requested visa)
- benefits must cover the following benefits:
  - Repatriation for medical reasons
  - Emergency medical expenses
  - Medical emergency treatment at a hospital
  - Death (including repatriation after death occurred)
- minimum coverage of EUR 30,000.- for the above mentioned benefits

☐ **Proof of employment or enrolment (students)**

- Leave letter from current employer (stating your position, salary) or school (confirming your enrolment) also stating the purpose as well as duration of your trip including the date of returning to work or school
- Current employment contract and business card

☐ **Evidence of sufficient financial resources (if travelling for business and tourism)**

- Personal bank statements of last three (3) months stating your full name and address (credit card statements or deposits are **not** evidence of sufficient financial resources)

Please take note that:

- **No guarantee** can be given that a visa will be issued.
- All documents **must** be in English or a Swiss official language.
- **Only** complete applications will be accepted.
- Family members (spouse, child or dependent ascendant) of Swiss, EU-EEA citizens are exempted from payment of the visa fee and from purchase of a travel health insurance. However, proof of the family relationship is required (marriage certificate/birth certificate). Spouses of **Swiss** citizens may submit their visa applications without booking an appointment.
- Additional documents or information may be requested by the Consulate General of Switzerland.
- Supporting documents from Mainland China (e.g. bank statements, proof of employment, travel insurance or itinerary etc.) may not be verified by the Consulate General of Switzerland in Hong Kong.
- There are no express visas available. Visa applicants are advised to submit their application at least **15 days** prior to departure. Processing your application usually takes **7 working days** but might take up to **2 weeks** for certain nationalities.
- A non-refundable visa fee has to be paid when submitting your application. We accept cash and credit cards (Visa/MasterCard) but **no** cheque payments.

Thank you for your interest in Switzerland. Further information: [www.eda.admin.ch/hongkong](http://www.eda.admin.ch/hongkong)