



## Business – Visa Requirements

Please note that only Indonesian citizens or foreign residents (KITAS holders) in Indonesia may apply for a Schengen visa with the Embassy of Switzerland in Indonesia.

If you have a short-term visa (e.g. Social/Cultural Visit Visa) for Indonesia, you must apply for the Schengen visa in your country of residence.

**Requirements for Business Visa** (All original documents must be presented along with a photocopy):

1. A Schengen visa application form, duly completed, dated and signed by the applicant. It is free of charge and can be downloaded from our visa webpage. Incomplete forms will not be accepted and may result in refusal of your visa. Please indicate your e-mail address as well as your contact phone number in case additional information is required;
2. Duly signed passport, which is valid for at least three (3) months beyond your intended stay in the Schengen area and with at least two empty pages. If available, please provide your previous passports as well;
3. Two (2) recent, colour, passport photos taken on a bright background. Please refer to Schengen photo requirements on our visa webpage;
4. Declaration of consent to a visa-application procedure with employment of internal or external couriers. It can be downloaded from our visa webpage and must be duly filled in and signed;
5. Confirmed flight reservation(s) to the Schengen area including return to Indonesia. 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).
6. Medical insurance with a minimum coverage of EUR 30,000 covering the whole period of stay in the Schengen area with an additional 'period of grace' of 15 days. It should cover emergency medical expenses, emergency hospital treatment as well as repatriation for medical reasons. Please refer to the accepted list of travel insurance on our visa webpage;
7. Prior to your application a signed invitation letter from the Swiss business partner(s) must be e-mailed or faxed directly to the Embassy of Switzerland. It should state the name and passport number of the invited person as well as the purpose and the duration of the stay. Should the Swiss company cover any costs, it should be confirmed in this invitation letter;
8. Mission order in English indicating the authorized business trip, signed by the employer. This letter must mention the purpose and the duration of the business trip and mention who will cover the costs. In case the trip is financed by the company in Indonesia, please present company bank statements;
9. Work statement mentioning the starting date and duration of employment within the company and the applicant's position and salary. This statement must be in English and must be signed by the employer; Please provide business card and current employment contract.
10. For self-employed: copy of the business registration excerpt and copy of the last tax declaration;
11. Accommodation: reservation for every night you intend to spend in a Schengen countries;
  - Hotel: Bring e-mail or fax reservation confirmation from hotel sent to you (but no internet booking)
  - Apartment: Bring rental contract or evidence of ownership (utility bill, property tax bill)
  - Staying with friends or family: invitation letter (see visitor visa requirements)
12. Last three (3) months' salary slips;
13. Original bank statements of the last 3 months and one (1) copy for the visa application file;

14. Depending on your itinerary, a valid visa in your travel document for the country you are visiting after leaving the Schengen area;
15. One (1) photocopy of the passport (pages with the personal data and copies of any previous Schengen/USA/UK visa only);
16. For foreigners: photocopy of the residence permit in the country of residence and a valid exit and re-entry permit;
17. Visa fees (please refer to our visa webpage).

The Embassy of Switzerland reserves the right to request additional documents.

The submission of a complete file does not guarantee the granting of a visa.

In case of a visa refusal, the Embassy of Switzerland is not liable for any costs that might have occurred in the application process.

In case of the application being rejected, the applicant will get a refusal notification. The applicant may appeal within 30 days from notification with the State Secretariat for Migration SEM, 3003 Bern, after the advance payment of an administrative fee of CHF 200.00 (Art. 63 of the Federal Act on Administrative Procedure APA, SR 172.021. The SEM shall issue a contestable decision.

**VFS official to tick as appropriate**

1.  The applicant has confirmed that s/he has no other documents to submit
2.  The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.
3.  Applicant in Person/ Representative/ Travel Agent \_\_\_\_\_
4.  Passport Submitted / Passport Signed
5.  Visa Fee IDR \_\_\_\_\_ / Free of Charge

Name of VFS official:

Signature:

Date:

**Applicant to Tick**

I understand that submitting all required documents does not guarantee that my application will be approved.

Name of Applicant:

Signature:

Date: