Checklist for Business visa

Admissibility Criteria

To schedule an appointment, please visit the website of our external service provider:
https://visa.vfsglobal.com/pak/en/che/book-an-appointment

The general information of VFS Global Services can be found at the following website:
https://visa.vfsglobal.com/pak/en/che/

Please note: If the admissibility criteria outlined below are not fully met, your visa application will be deemed inadmissible. In such cases, the Embassy of Switzerland will according to Art. 9(3) Visacode:

- Return your application form and any documents you submitted;
- Destroy any biometric data collected during the application process;
- Reimburse the visa fee; and
- Cease further examination of your application.

		✓	✖
1.	**Admissible submission period** Applications shall be lodged no more than six months, and for seafarers in the performance of their duties no more than nine months, before the start of the intended visit, and, as a rule, no later than 15 calendar days before the start of the intended visit.	☐	☐
2.	**Duly filled out and signed application form** https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html	☐	☐
3.	**Travel Document** • its validity shall extend at least three months (3) after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States. However, in a justified case of emergency, this obligation may be waived; • it shall contain at least two blank pages; • it shall have been issued within the previous 10 years. **The following documents must be enclosed with the application:** • The original valid passport and one copy of all relevant passport pages (data on **pages 2 & 3**; • pages containing previous Schengen / UK / USA / Canada visas from the last five years – (no photocopies of empty pages). • In case of previous refusals, please include a photocopy of the negative decisions • The passport must contain at least two empty pages. • The passport must be valid for at least 3 months beyond the intended departure date from the Schengen States.	☐	☐
4.	**Photograph** • One recent (taken within the last 6 months) ICAO-compliant photo. • White or light background, in colour, with no shadows. • Size: 35mm x 45mm (standard ICAO dimensions).	☐	☐
5.	**Biometric data (fingerprints)** • Biometric data have to be collected for first time travellers or travellers whose biometric data was collected more than 59 months ago. • Travellers with valid biometric data (taken less than 59 months ago) are exempted of lodging the application in person. A representative may be appointed if duly authorized.	☐	☐
6.	**Payment of visa fee** • For adults: Euro 90.00 • For children 6 to 12 years: Euro 45.00	☐	☐

Embassy of Switzerland in Pakistan
Street 6, G-5/4, Diplomatic Enclave, Islamabad
Tel.: +92 51 209 88 00
islamabad.visa@eda.admin.ch
www.eda.admin.ch/islamabad

	• For children below 6 years: free of charge *Please prepare the exact amount in **local currency**, which has to be paid in cash at the time of lodging the application. For the amount in **local currency** Rupees, refer to VFS website, frequently asked questions. In case of application being refused or withdrawn the fee is not reimbursed.*		

Required Supporting Documents for all categories of applicants

		✓	✖	n/a
1.	**Proof of financial situation** Personal bank statement of the last three months with balance confirmation letter from the bank. The monthly salary payments should be evident from the bank statement.	☐	☐	☐
2.	**Proof of professional status:** • **employees:** contract of employment, pay slips for the last 3 months, documentary proof of your EPF contribution, confirmation of approved paid or unpaid leave; • **self-employed:** business registration, company's bank statements for the last three months; • **students:** letter of school or university confirming permitted leave	☐	☐	☐
3.	**Proof of real estate property or residence:** Gramasevaka letter certified by the divisional secretary.	☐	☐	☐
4.	**Proof of family ties (Family Registration Certificate FRC):** Issued in English by NADRA (National Database and Registration Authority) Applicant must be marked as "SELF".	☐	☐	☐
5.	**Travel Itinerary:** Arrival and departure flight information and if applicable travel dates to other Schengen countries. Do not purchase the tickets before obtaining the visa.	☐	☐	☐
6.	**Travel health insurance:** The insurance has to cover the entire period of stay in the Schengen area. Medical and hospital coverage must be at least Euro 30'000 and has to include repatriation in case of emergency or for medical reason. Credit Card insurances are not accepted.	☐	☐	☐

Additional Required Supporting Documents

		✓	✖	n/a
1.	**Invitation letter** Original invitation from a firm or an authority in the Schengen State to attend meetings, conferences or events connected with trade, industry or work indicating purpose and duration of stay and including a declaration of sponsorship, if the travel expenses and/or accommodation are covered by them.	☐	☐	☐
2.	**Existence of business relations** Documents which show the existence of trade relations or relations for work purposes	☐	☐	☐
3.	**Entry tickets / Registration** for fairs and congresses, if appropriate.	☐	☐	☐
4.	**Letter from company or employer in Pakistan** indicating purpose and duration of visit as well as who is to cover the costs.	☐	☐	☐
5.	**Payslips** of the last 3 months			
6.	Documents proving the business activities of the company or employer in Pakistan.	☐	☐	☐
7.	**Hotel Booking** • Proof of accommodation for the entire stay (booking confirmation / reservation containing the complete name and contact information of the hotel) or • Confirmation of the booking of an organised trip. **Note: if the visa is granted, you might be asked to submit a hotel voucher.**	☐	☐	☐

Additional General Information

- ***Note for children and spouse of Swiss and EU/EFTA nationals**: Please only provide the following documents: Application form, photographs, original passport, photocopy of passport, photocopy of valid Swiss or EU/EFTA passport (of spouse/parent) and proof of family relation (copy of marriage or birth certificate / Family Registration Certificate).*
- *Visa applications from non-residents in Pakistan will only be accepted if proof of legal residence can be provided. Pakistani nationals, residing in another country than Pakistan, have to submit their applications to the Swiss representation competent for their place of residence.*
- *No documents will be returned after submission and verification by this Embassy.*
- *During the visa application process, questions regarding your visa application may **only** submitted by email to: islamabad.visa@eda.admin.ch, please do allow time for a reply.*
- *In case of refusal, the visa fees are not refundable.*
- *Decision on the application will normally take place within 15 calendar days after lodging the application.*
- *All documents must be in English, translated to English by a sworn-in translator, or in an official Swiss language (German, French, Italian) within the last 6 months.*
- *All copies must be format A4*

Important Information

The Embassy of Switzerland explicitly reserves the right

- to request more information or additional documents.
- to verify the contents and authenticity of the documents presented.
- to send the application to the Swiss Federal Authority for decision.
- to refuse a visa based on incorrect/false/incomplete declarations or on forged documents.

Passing the border:
The border authorities are obliged to examine whether the conditions for the traveller's entry still apply. If the prerequisites for entry no longer apply or if you are unable to provide the relevant evidence, you may be refused entry although you are in possession of a valid visa. **It is therefore strongly recommended that you carry copies of the documents which you supplied with your visa application.**