

Required documents for a Tourism visa application for Switzerland

You wish to go to Switzerland for a **tourist visit** and will stay no longer than 90 days. You must provide a hotel booking and an itinerary covering the whole stay in Switzerland and Schengen space, stating the dates and place of stay.

Please prepare your visa application documents according to this list. Detailed information on the individual documents can be found in Appendix 1.

Document	Original	Copy
General Application Documents		
Schengen application form	x	
Long stay application form	x	
Passport	x	x
Old passport	x	x
Recent, developed identity photos – ICAO 9303 compliant (not older than six months, background has to be light and plain)	1	
Residence permit	x	x
Insurance	x	
Duly signed invitation letter from the host		x
Travel information		
Round trip itinerary or air-tickets reservation		x
Proof of accommodation		x
Travel itinerary		x
Visa or travel document valid for the main destination		x
Financials		
Bank statement of the applicant covering the last three months (except credit card record)	x	
Working certificate of the person you are financially dependent on (only if you are younger than 18 years)	x	
Bank statement of the person you are financially dependent on (only if you are younger than 18 years)	x	
Employment		
Employment certificate / working certificate (only if you are employed)	x	
Last three months' payslips (only if you are employed)		x
Business papers (only if you are self-employed)		x
Students / Science		
Letter of introduction from applicant's school (if you are a student)	x	x

Document	Original	Copy
Relationship documents		
Birth Certificate or proof of guardianship (only if you are younger than 18 years)	x	x
Parental authority delegation (only if you are younger than 18 years)	x	
Passport copy of both parents (only if you are younger than 18 years)		x
Spouse's passport copy (only if you are unemployed AND married)		x
Swiss residence permit or Swiss passport of the host		x
Proof of family relationship	x	x
Representative		
Declaration of consent for the use of couriers (see Appendix 2)	x	

Appendix 1: Description of supporting documentation

This document provides a description of supporting documentation which you need to submit with your visa application for Switzerland.

Important: this is a general description of supporting documentation for all visa types. Please check carefully the specific list of required documents for your visa type.

Document	Description
General Application Documents	
Schengen application form	The application form can be downloaded from the TLScontakt website. It can be filled out electronically and printed out. The application form has to be signed by the applicant. For minors, the application form must be signed by both parents.
Long stay application form	The "Application for a long stay visa" form can be downloaded from the TLScontakt website. It has to be duly filled in, dated and signed. 1 copy for work permit 3 copies for Student applications
Passport	Original: A national private passport or official travel document valid for at least more than 3 months beyond the validity of the requested visa, with two blank visa pages with the mention "visa" to affix the visa sticker. Should be issued less than 10 years ago. The passport must be signed by its owner with an official signature in all the required places. Please note that passports of applicants who are minors and under 10 years old can, but do not need to be signed. Applicants who are 10 years old or older have to sign their passport by themselves. Please note that passports of applicants who are minors must not be signed by their parents. These rules do not apply for newly issued Chinese passports. Copy: Copy of the first (identity information), the last (signature) page of the passport and all the additional pages which contain visas .
Old passport	Original: If available, please provide your previous passports as well as copies of any Schengen visas you have had. Copy:
Recent, developed identity photos	Size 3.5 cm x 4.5 cm, with white background, taken within 6 months.
Residence Permit	Nationals other than Ghanaians must be able to show a valid residence and re-entry permit

Document	Description
Insurance	To cover the entire period of stay, valid throughout the territory of all the Schengen States, with a minimum coverage of EUR 30,000. The insurance may be concluded in Ghana or abroad. The local insurance companies accepted by Schengen are: Enterprise Insurance Co. Ltd, Phoenix Insurance Co. (Gh) Ltd, Provident Insurance Co. Ltd, Vanguard Assurance Co. Ltd, Star Assurance Co. Ltd, State Insurance Company of Ghana Ltd (SIC), Global Alliance Insurance Ghana, CDH Insurance Company Ltd, Quality Insurance Company Ltd, Unique Insurance Company, Metropolitan Insurance Company Ltd., Donewell Insurance, NSIA, Glico, BUPA, Allianz and Activa. *All applicants who have been granted multiple entries visas are responsible to carry a valid health travel insurance in every subsequent visit to Schengen territory. Failure to do so will result in rejection at the point of entry.
Invitation letter from the inviting company/organisation in Switzerland	The invitation must be signed by an authorized person. It should contain the following information: o name and first name of the person o passport no. of every person who is invited o purpose of visit o date of entry and departure o who will cover the expenses for travelling and accommodation If you apply for a one year multiple entry visa, this has to be explicitly requested by both companies in your country of residence and Switzerland, mentioning the frequency of the foreseen meetings. However, please note, that this is not a guarantee that you will be granted a one year multiple entry visa.
Duly signed invitation letter from the host	If invited by a host in Switzerland. In certain cases a "Declaration of Guarantee" may be required. This form will be given to the applicant, if the financial situation is considered to be insufficient to undertake the trip. The applicant must complete this declaration with his/her personal data and send it to the host in Switzerland. The host has to get it stamped by the municipal authorities at his place of residence. This process will take about one month.
Employment	
Employment certificate / working certificate	Recent original and signed letter of employment from the employer in the country of residence confirming the purpose and duration of the trip to Switzerland and the date of returning to work.
Authorization sent from the company in Switzerland	1 copy of the authorization sent directly to you from the company in Switzerland
Business papers	Such as: business registration certificate, company's code/ form A, tax clearance certificates, proof of active business (bills of lading, import declaration form, invoices, etc.)

Document	Description
Evidence of Participation in cultural events	Introductory letter, musician card and proof of musical activities/performances • For recording: studio contract & transfer slip for first instalment of studio fees • For festivals or concerts: detailed concert schedule, contract stating duration and payment • For lessons: contract stating duration and payment
Evidence of Participation in sporting events	Letter of invitation from organizer, inviting company or sports club • Letter of introduction from Ghana Sports Council and respective sports association/federation that they have no objection • Proof of sporting ability
Financials	
Bank statement of the applicant covering the last three months (except credit card record)	Copies of the last 3 months of current bank account statements bearing the name of the applicant and showing sufficient funds will be required. Neither cash nor bank letters are accepted.
Working certificate of the person you are financially dependent on	Mandatory if you are financially dependent. Original certificate of employer of the person you are financially dependent indicating the name and the functions of the interested party, monthly wages, and who will be in charge of the financial support for the duration of the stay. On this document must be reproduced: - the address, phone and fax numbers of the employer -the seal of the company -the signature, the name and the functions of the person in charge who delivered this certificate. The letter should be hand-signed by the company representative. If the person you are financially dependent on is retired, a copy of retirement certificate is also acceptable.
Students	
Letter of introduction from applicant's school	2 Copies. Should be issued by your school or university and contain - your grade and days of leave - school's address, contact and official seal - name, position and signature of the person in charge
Diplomas and/ or School Certificate	2 copies
Curriculum Vitae	2 copies signed by the student
Letters of intention	(or statement of purpose) in which you identify your plans for the future (e.g. professional developments intended by the student after having finished the studies in Switzerland, explanation as to how the student considers his future is going to benefit from these studies, etc). The written letters must be signed by the student.

Document	Description
Detailed plans of study	2 copies of detailed plans of study in Switzerland
Relationship documents	
Birth Certificate or proof of guardianship	A copy of an official Swiss certificate can also be used as proof.
Parental authority delegation	This document should contain parents signature and should define the person in charge for the underage in Schengen area. (Mandatory if the child is traveling alone or with only one of the parents.)
Swiss residence permit or Swiss passport of the host	If invited by a host in Switzerland. If the host is a diplomat, photocopy of his diplomatic card and Verbal Note from the diplomatic representation in Switzerland.
Marriage certificate	Marriage certificate from Switzerland or the EU country of the spouse
Travel information	
Round trip itinerary or air-tickets reservation	It should specify each entry into and exit from the Schengen Area.
Proof of accommodation	Covering the whole period of the stay in Schengen area. For example: Hotel bookings, rental apartment contract etc. Mandatory if you are not staying with your host; if you are staying with your host, please state clearly on invitation letter.
Visa or travel document valid for the main destination	If your main travel destination is not a Schengen country, the visa of the country of destination has to be in your passport before you apply for the Schengen visa.
Itinerary	If visiting more than 1 country
Representative	
Declaration of consent for the use of couriers	The Declaration for the use of courier can be found in Appendix 2 or on the TLScontact website. It has to be signed and submitted with your application at TLScontact.

Appendix 2



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Federal Department of Foreign Affairs FDFA
Consular Directorate CD

Federal Department of Justice and Police FDJP
Federal Office for Migration FOM

Declaration of Consent to a visa-application procedure with employment of internal or external couriers

This visa-application reception centre employs internal or external couriers for the transport of:

- your visa application
- the documents supporting your visa application
- your travel document
- the visa sticker or the visa-application refusal form

between the centre and another visa-application reception centre or the Swiss representation (in both directions).

The use of couriers is permitted only with your consent.

In the event that you do not consent to transport via courier, you are obliged to submit your visa application directly at the Swiss representation (by appointment through TLScontact only).

Please fill in using capital letters:

Personal details of the visa applicant:

Last Name: _____

First Name: _____

If necessary, the data of the person authorized to submit the application:

Last Name: _____

First Name: _____

I hereby declare my consent to sending the above-mentioned documents by courier.

Place and date: _____

Signature of the visa applicant or of the authorized person: _____