



## Welcome to Switzerland Schengen Foreign Domestic Helper (FDH) Visa

**Important Notice:** A visa for a FDH is usually granted **only in exceptional circumstances**. Both employer and FDH are requested to visit this Consulate in person to submit the visa application. Credible evidence is required as to why the employer would deem it necessary to travel with a FDH to Switzerland. FDH and employer have to travel on the same flight to and from Switzerland if the visa is granted. Furthermore the FDH is required to report back in person with his or her passport to this Consulate General within 30 days of returning to Hong Kong.

### **Appointment:**

**Prior to** submitting your application with this Consulate, **please make an appointment** with the company TLScontact via the internet address <https://ch.tlscontact.com/cn/hkg> or by phone **(+852)**

**6515 3879**. 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:

- Motivation letter, dated and signed by the employer** (stating the reasons why the employer would deem it necessary to travel with a FDH to Switzerland) **with supporting documents**
- Guarantee form for domestic helpers: "Declaration for domestic helpers and his/her employer"** (download from the webpage <http://www.eda.admin.ch/eda/en/home/rebs/asia/vchn/cncghk/vishkg.html>)
- 1 Schengen visa application form**  
duly completed and signed by applicant on page 4 (top and bottom of page)
- 2 identical passport photos (35x45 mm)**  
in colour, made within last 6 months, bright and plain background, not stapled and not damaged
- Current passport of FDH, employer and family members of employer traveling with FDH**  
- must be valid for **more than 3 months beyond your return date to Hong Kong**  
- your passport should not be damaged and have at least 2 blank visa pages left
- Previous passport(s) of FDH**
- Copies of the passport pages of the FDH that contain:**
  - full name, photo, signature, expiration date of passport and family information
  - previous Schengen visa
  - Hong Kong visa (must be valid **at least 2 months** beyond return date to Hong Kong)
- Copies of the passport pages of the employer and family members of employer traveling with FDH that contain:**
  - full name, photo, signature, expiration date of passport
- Hong Kong ID card and 1 copy thereof of both FDH and employer**

- Confirmed flight reservation(s) of FDH, employer and all family members travelling with the FDH to the Schengen area including return to Hong Kong**
  - Tickets may be bought after the visa has been issued
  
- Additional documents when visiting Switzerland and other Schengen countries:**
  - Form. Travel Plan for tourist visa applicants
  - Flight or rail or rental car reservation made for traveling within 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 (but no internet booking)
  - Chalet / Apartment: Bring rental contract or evidence of ownership (utility bill, property tax bill)
  - Staying with friends or family: Invitation letter (see visitor visa requirements)
  
- 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 validity 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
  - evidence that fee for travel health insurance has been paid

You may use an online currency converter to determine the minimum coverage in HKD:  
<http://www.oanda.com/currency/converter/>
  
- original FDH employment contract plus copy thereof**
- Evidence of sufficient financial resources of employer of FDH**
  - 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.
- 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. Hence, the processing time for applications submitted with documents from Mainland China is 30 days.
  - 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 2 working days but might take up to 2 weeks for certain nationalities.
  - A non-refundable visa fee has to be paid in cash when submitting your application. We are not in a position to accept credit card or cheque payments.

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