



## Welcome to Switzerland Schengen Tourist Visa

### **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:

- 1 Schengen visa application form**  
duly completed and signed by applicant on page 4 (top and bottom of page)  
**Minors (below age 18):**
  - Both parents must sign the application and add a copy of their passport
  - Letter of consent of parent(s) if children are travelling unaccompanied or with one parent only
  - Birth certificate, name and address of school, if applicable: child custody court documents
- 2 identical passport photos (35x45 mm)**  
in colour, made within last 6 months, bright and plain background, not stapled and not damaged
- Current passport**
  - 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)**
- Copies of the following passport pages that contain:**
  - **your full name, photo, signature, expiration date of your passport and family information**
  - **your previous Schengen visa**
  - **your 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**
  - 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/>

- Evidence of sufficient financial resources**
  - 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)
- Proof of employment or enrolment (students)**
  - Leave letter from current employer (stating your position, salary) or university (confirming your enrolment) also stating the purpose as well as duration of your trip including the date of returning to work or school
  - Business card
  - Current employment contract

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.
  - Families traveling together should note that each family member is required to submit all of the above mentioned documents together with his or her application.
  - 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. 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)