



Schengen Business Visa

Your visa application must be submitted in your country of residence. If you are a UK resident, it must be submitted to the [Visa Application Centre TLScontact](#).

Please submit all documents in the following order and do not staple them together	
Visa application	<ul style="list-style-type: none"> • One completed application form (duly signed by the applicant) <input type="checkbox"/> • One photograph passport-size (not more than 6 months old, undamaged, background must be light and plain) <input type="checkbox"/> • Passport (original) and copy of passport (including the signature page) <input type="checkbox"/> <ul style="list-style-type: none"> - Issued within the past 10 years - Valid for more than 3 months beyond the validity of the requested visa - Two blank visa pages (the pages do not need to be consecutive) • UK residence permit (original) and copy of UK residence permit <input type="checkbox"/> <ul style="list-style-type: none"> - Valid for more than one month from the day you exit the Schengen area • Visa fee: Card payments only (American Express not accepted) <input type="checkbox"/>
Proof of sufficient funds	<ul style="list-style-type: none"> • UK bank account statements <input type="checkbox"/> <ul style="list-style-type: none"> - Not more than one week old, covering at least the past 3 months - Online statements are accepted, provided the name of the account holder and account details are shown • If the applicant is financially supported by a third party <input type="checkbox"/> <ul style="list-style-type: none"> - Sponsor's bank account statements - Employment letter of sponsor - A statement of willingness to support the applicant (including travel dates) - Copy of passport of sponsor - Proof of relationship (e.g. marriage certificate or birth certificate)
Travel arrangements	<ul style="list-style-type: none"> • Transport documentation (with applicant's name as passenger) <input type="checkbox"/> <ul style="list-style-type: none"> - by plane: confirmed reservation with booking reference number - by train: rail ticket - by car: ferry ticket, copy of driver's driving licence and vehicle insurance • Confirmed reservation of return ticket to the UK or onward travel such as confirmed overseas ticket <input type="checkbox"/>
Business invitation	<ul style="list-style-type: none"> • Signed invitation letter from the Swiss-based company on company letterhead paper including: <input type="checkbox"/> <ul style="list-style-type: none"> - Purpose and exact dates of business travel to Switzerland and who will cover the expenses
Travel insurance from a UK or Schengen based company	<ul style="list-style-type: none"> • Confirmation or coversheet including: <input type="checkbox"/> <ul style="list-style-type: none"> - First name, surname and date of birth of applicant - Coverage for all Schengen member states and total duration of intended stay - Minimum coverage of €30,000 for emergency medical expenses and repatriation costs - Letterhead with the address and contact details of the insurance company - If covered by your bank please provide a recent letter not more than one month old confirming your insurance details
Proof of status in UK	<ul style="list-style-type: none"> • Employed: Letter of employment (dated, not more than one week old) including: <input type="checkbox"/> <ul style="list-style-type: none"> - Company letterhead - Original wet signature (it must be clearly stated if the letter cannot be signed by hand) - Name and address of applicant - Purpose and exact dates of business travel to Switzerland and who will cover the expenses

	<ul style="list-style-type: none"> • Self-employed: Letter from accountant, banker or solicitor (dated, not more than one week old) including: <input type="checkbox"/> <ul style="list-style-type: none"> - Original wet signature (it must be clearly stated if the letter cannot be signed by hand) - Name and address of applicant - Nature of self-employment or business ownership in the UK - Bank account statement for the past 3 months - Position of signatory - Self-assessment form edited by HM Revenue & Customs
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IMPORTANT: Please note that this is not an exhaustive list. If necessary, you may be requested to present additional documentation.

Processing time is approx. 7 working days from the date of receipt of the visa application. Some Schengen States require that they be consulted on visa applications submitted to other Schengen States by citizens of certain countries. In these cases, the processing time may be up to 14 working days.

Please note that the visa cannot be issued on the same day that the application is submitted.

Appointment:

The visa application can be submitted to the Visa Application Centre TLScontact 6 months at the earliest, and 15 days at the latest, before the planned travel date. It is the applicant's responsibility to ensure that this deadline is met during the appointment process.

Application:

Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued.

NOTE: The Regional Consular Centre in London cannot be held responsible for any delay or decision to refuse a visa.

Non-compliance with the set guidelines (items not submitted/photocopies missing) will result in the application being rejected without being processed.