



## TLSCONTACT VISA APPLICATION CENTRE - RUSSIA

### LIST OF DOCUMENTS

### ACCREDITED COMPANY

*For the employee or the business partners of Swiss/Russian company accredited at the Swiss Business Hub who wish to go to Switzerland for business.*

### **.MANDATORY DOCUMENTS**

**Passport**

- *Should be signed by the applicant;*
- *Must be valid for at least 3 months from the date on which you intend to leave the SCHENGEN territory, issued within the previous 10 (ten) years;*
- *Should contain at least two empty pages for each applicant (if a child travels with parent in the parent's passport, there should be 2 blank pages (blank front and back), i.e. 4 blank pages);*
- *Without any damages.*

**Old passport**

*If there are no Schengen visa in the passport you are submitting with the application, but you had Schengen visa before, it is recommended to submit either the annulled/old passport or at least copies of the 2 last Schengen visa and the page with the personal data of that passport with your application.*

**Schengen application form**

*Application form requirements:*

- *Duly completed in German, Italian, French or English in the personal account on TLScontact web-site and printed;*
- *Dated and signed by the applicant in person.*

*In case of minors (below the age of 18), the application form needs to be signed **by parents or person exercising legal guardianship.***

*For family members or groups application form must be filled in for each individual.*

**Two identity photos**

*2 identical, recent passport photographs, meeting Schengen photo requirements (one glued on the application form, the other attached). Please check our FAQ page (section Visa document requirement).*



**Medical insurance policy**

*The travel insurance requirements:*

- *Valid for Schengen area if you apply for short stay visa (**only the copy**);*
- *Your travel insurance must be valid with **a minimum coverage of € 30,000** in order to face any expenses that may arise in connection with your repatriation for medical reasons, urgent medical attention, or emergency hospital treatment;*
- *The insurance should cover **the whole period of your stay** in Schengen area. If the visa is requested with a longer validity and multiple entries, the travel insurance only needs to cover the first trip;*
- *List of Insurance companies accredited with the visa section of the Embassy of Switzerland. Please visit our "Links and downloads" page.*

## **PROOF OF TRIP PURPOSE**

**Invitation letter**

*The invitation letter from company in Switzerland containing the following information:*

- *Name, first name, sex, nationality and date of birth of the invited person;*
- *Purpose and duration of the visit;*
- *Number of entries.*

*The letter must be signed by persons authorized to do so according to the Swiss commercial register ("Handelsregister").*

**Dispatch letter from the accredited company**

*Dispatch letter from the accredited company signed by persons authorized to do so according to the signature-example in the accreditation file in the visa section.*

## **OTHER DOCUMENTS**

**Copy of document proving legal residence in Russia**

- *All non-Russian nationals need to present **proof of legal residence** in the Russian Federation in line with federal legislation (e.g. residence permit, long-term visa or FMS registration).*
- *This document should be valid for **at least 3 (three) months** after the planned return from the territory of the Member States or a document proving that the applicant has applied for a renewal of proof of legal residence.*

**Copy of internal passport**

*Copies of pages with any stamps (the applicant's biodata, registration in Russia, marital status, issued international passports, etc.).*

**Consent for processing of personal data**

*Please check our "Links and downloads" page to download the form, complete it according to the internal passport and attach with all your documentation.*



**Declaration of consent for the use of couriers**

*Please check our “Links and downloads” page to download the form, complete it and attach with all your documentation.*

**DHL Declaration**

*For applying documents **by post**, please visit “Links and Downloads” page on our website to download the form, complete it and attach with all your documentation.*

## **SUBMISSION BY REPRESENTATIVE**

**Authorization**

*Documents can be submitted by representative of Swiss Business Hub (if **biometric data enrollment is not required**).*

**Representative’s ID**

*Copy of representative’s ID card issued by the Embassy of Switzerland (if documents are submitted by travel agency).*