



TLSCONTACT VISA APPLICATION CENTRE - RUSSIA

LIST OF DOCUMENTS

OFFICIAL VISIT VISA

For people who are invited to congresses, seminars, workshops and meetings organized by an International Organization (like UNO and their sub-organizations).

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

- *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 visit FAQ page on our website and find more information about Schengen photo requirements.*

Medical insurance policy

- *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 [Links and Downloads](#) page on our website and find more information about List of Insurance companies.

PROOF OF TRIP PURPOSE

Invitation letter

The invitation letter from the International Organization in Switzerland containing the following information of the invited person:

- Name, first name, sex, nationality and date of birth;
- Duration of the conference/event.

EMPLOYMENT AND SOLVENCY PROOF OF APPLICANT

Evidence of employment

Evidence of employment (letter from the employer) with salary information.

Self-employed people/individual entrepreneurs:

- Proof of economic activity (e.g. 2NDFL or 3NDFL form, copy of extract from the trade/fiscal registry or copy of certificate for individual business/entrepreneur) or bank statement covering the last 3 months or bank letter confirming the account's balance.

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 visit Links and Downloads page on our website 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 visit Links and Downloads page on our website 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 following representatives (if biometric data enrolment is not required):

- *A travel agency accredited with the Swiss Embassy - please visit Links and Downloads page on our website and find more information about Travel agencies;*
- *Swiss Business Hub;*
- *Representative of organizations/authority with authorization letter. The authorization letter has to present that the courier is in charge to represent the visa application in the name of the company/organization. This document must be on business paper, stamped and signed by a legal person;*
- *Close relatives (spouse, mother, father, daughter and son). Proof of relationship should be submitted.*

Evidence of representative's employment

- *Evidence of representative's employment must be a confirmation of the company/organization that the representative and the applicant are permanently employed in the same company/organization;*
- *This document must be on business paper, stamped and signed by a legal person. The period of validity is 6 months.*

Representative's ID

- *Copy of representative's ID card issued by the Embassy of Switzerland (if documents are submitted by travel agency);*
- *Copy of representative's internal passport (if documents are submitted with authorization letter or by close relatives).*