



# Schengen business visa for exhibitors at BASELWORLD, March 23.03. – 30.03. 2017

## Documentary requirements

- [Visa application form](#) (“Application for Schengen visa”) duly filled out, dated and signed by the applicant
- **Two passport-sized pictures**  
recently made color pictures, 3.5 - 4 cm in width, neutral light background, head takes up 70-80% of the surface
- **Passport**  
valid at least three months after the end of the planned stay in the Schengen territory, at least two blank pages, for resident foreigners: work permit and/or resident permit & valid exit/re-entry permit in the passport
- **One photocopy of the passport**  
personal data page, official entries and **previous Schengen visas**
- **Confirmed round-trip flight reservation**  
Do not buy the flight ticket before the visa has been issued. The Regional Consular Center Bangkok cannot be held responsible for any delay.
- **Travel and Health Insurance**  
see conditions and important information on the [Common list of recognized Travel Medical Insurance Companies](#)
- **Accommodation booking for the whole stay in Schengen territory**
- **Employment letter**  
stating the applicant’s position in the company, the purpose and duration of trip to Switzerland, the guarantee that all expenses and lodging in relation to the applicant’s stay in Switzerland (and other Schengen Member States, if applicable) are covered and the responsibility for the applicant’s departure from Switzerland or Schengen territory in accordance with the terms stated in the visa.
- **Visa application-handling fee**  
levied by the Regional Consular Center in Bangkok is currently THB 2’300.00

Documents in Thai language must be translated into English or in one of the Swiss national languages by one of the accredited translation [offices](#).

## Important information on procedure and processing time

A visa application must be submitted at least 15 days before the planned travel date. Exhibitors can register and book an appointment online at [TLScontact](#), preferably between January 30, 2017, and March 8, 2017. In case an appointment is not available within the next 48 hours, the exhibitor can contact TLScontact call center on +66 (0)2 696 38 99 from Monday to Friday, 08:00 to 16:30 (passport number or TLScontact reference number must be provided). If the exhibitor and his family members are listed on Baselworld Asia Representative’s attendance list, TLScontact will confirm a priority appointment for the exhibitor and his family members within the next 48 hours.

## Appearance in person at TLScontact

If your fingerprints were collected within the last 59 months, you won't have to give new fingerprints for your next visa application(s) and personal appearance is not necessary. Please provide a copy of your visa sticker issued after the 14.11.2013. If you are not sure or do not remember whether your fingerprints have been captured for a Schengen visa within the last 59 months, you have to appear in person.

## General

Incomplete applications result in a serious delay in the processing of a visa application. It is of utmost importance to submit all documents listed above. Family members submit all documents according to our information sheet for a [Schengen tourism visa](#) available on our website. Complete applications will be processed in six to ten working days. The passport remains at the Regional Consular Center in Bangkok during the whole process, with exception of applications subject to prior consultation of the Schengen Member States (processing time up to three weeks). In this case, the applicant (or an authorized third person) can pick-up the passport at the Regional Consular Center in Bangkok during the [opening hours](#) four days after the submission of the visa application at TLScontact. If the visa can be issued, the applicant is requested to hand in the passport at the visa counter of the Regional Consular Center in Bangkok during the opening hours. The visa will be ready for pick up the next day.

Bangkok, 05.12.2016 / HHU