



## TLSCONTACT VISA APPLICATION CENTRE – KIEV

### LIST OF DOCUMENTS

#### Professional Visit

***You wish to travel to Switzerland on business and will not stay more than 90 days.***

- *Business meetings (max. 3 months stay in a period of 6 months).*
- *Participation in scientific, economic, cultural, religious or sports events (max. 3 months stay in a period of 6 months).*
- *Participation to a professional conference, seminar or meeting, including invitations of international organizations, NGO's or associations (max. 3 months stay in a period of 6 months).*
- *Theoretical meetings without internship (max. 3 months stay in a period of 6 months) such as: instruction course, technical courses which a Swiss company organizes for its own personnel or for its foreign customers in connection with the purchase or supply of technical installation.*
- *Gainful activity without taking employment (max. 8 days per calendar year).*

- One Application for Schengen Visa per person, duly completed in German, French, Italian or English and signed**

*Each visa application form must be signed at 2 places, i.e. 1) field no. 37, 2) bottom of page 4.*

*Visa application forms of minors (below the age of 18) need to be signed by a least one of their parents or the person exercising legal guardianship.*

- Two passport-sized pictures (one glued on the application form, the other attached)**

*you may refer to the information sheet "Visa forms / Photo requirements" on the website of the Embassy.*

- International passport**

*Must be valid at least three months after the date when the holder intends to leave the Schengen space, containing at least two empty pages and issued within the previous 10 years.*

- Copy of the first page of the international passport**

*Page with personal data and photo.*

- Copy of all pages containing a Schengen visa issued within the last 24 months or a valid visa for third countries.**

- Internal passport**

*the applicant must present the original and submit a copy of the internal passport.*

- Travel medical insurance**



*travel medical insurance covering the entire period of the intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be 30'000 EUR. In Accordance with Art. 15.2 of the Visa Code, applicants asking visas for multiple entries need only to present a valid insurance covering the first trip.*

**Minors (people under the age of 18)**

*written consent from the parent / parents not travelling with the child. The written consent must have a stamp of a Notary public and has to be presented in original together with 1 copy. If there is only one custodian, a birth certificate, the court decision on sole custody, death certificate or other document must be presented.*

*A translation of the consent and the further documents into German, French, Italian or English must be provided.*

**Proof of activity and income**

*All applicants should present documentation of how they make a living in the home country. In case of unemployed applicants, a written and signed statement explaining the financial situation of an individual should be presented.*

*- **For employed persons:** employment certificate confirming the position of the employee, the salary gained within the previous period of 6 months, the date of employment, and the duration of the leave of absence. The letter must give the name and position of the person signing and contact information of the company.*

*- **For private entrepreneurs:** license/registration with relevant Ukrainian authorities of the individual company or most recent tax statement.*

*- **For pensioners:** pension certificate.*

*- **For students and pupils:** confirmation from educational establishment or confirmation of leave of absence.*

*- **Additionally as appropriate:** documentation of ownership of property (land, house, car, etc.). if relevant to document applicant's financial situation*

*A translation into German, French, Italian or English must be provided for all documents related to the proofs of activity and income issued in another language.*

**Letter of the employer describing the activity of the Ukrainian company**

**Original written request ("invitation") from the company, organization or legal entity in Switzerland**

***Containing the following information:** name, first name, date of birth, purpose of the trip, duration of stay, confirmation concerning coverage of the costs (travel, accommodation, living expenses). The letter must be signed by persons authorized to do so according to the Swiss commercial register [www.zefix.ch](http://www.zefix.ch).*

**The Embassy of Switzerland reserves the right to:**

- *request additional documents (article 21/8 Schengen Visa Code)*
- *transmit the application to authorities in Switzerland for decision/approval*
- *summon the applicant for an interview (article 21/8 Schengen Visa Code)*