



TLSCONTACT VISA APPLICATION CENTRE – KIEV

LIST OF DOCUMENTS

Official Visit Visa

You wish to go to Switzerland for an official visit and will stay less than 90 days.

- 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.**
- 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.
- Original verbal note of the Ministry of Foreign Affairs or of a further Ukrainian Ministry in charge of the organization of the official visit**
Groups (10 persons or more)
Large delegations travelling together with identical travel dates and official purpose are kindly required to make a special appointment with TLS prior applying at the TLS visa application center.

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)*