



## TLSCONTACT VISA APPLICATION CENTRE – KIEV

### LIST OF DOCUMENTS

#### Private Visit

***You wish to travel to Switzerland for a private visit and you will not stay more 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.**

- 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.*

**Original request ("letter of invitation") duly dated and signed from the host in Switzerland, in which the following information should be mentioned:**

*a) surname, name, address, phone number (e-mail, if existing) of the inviting person (host);*

*b) surname, name, date of birth and nationality of the invited person (guest*

*c) explanation concerning the relationship with the invited person;*

*d) purpose and duration of the stay in Switzerland;*

*e) confirmation concerning coverage of the costs for travel, accommodation, living expenses and possibly medical treatment.*

*f) if the solvency of the host has been verified in the past: indication of the surname, name and date of birth of the visa applicant that benefited from the "declaration of commitment" (optional information / to be given by the host only if she/he undertakes all related data protection responsibilities).*

**Proof of sufficient financial means**

*All applicants must document that they have the necessary financial means to cover the cost of the planned travel and the return to the home country. Examples of solvency proof: bank account statement showing the movements of the last 3 months (original or copy with stamp of the bank), bank letter confirming the balance of the account (original) or travelers cheques under the name of the applicant and duly signed (original and copies).*

*No translation required for the proofs of solvency.*

**For relatives: proof of family relationship for instance:**

*Copy of birth certificate, marriage certificate or Swiss family certificate) Procedure in case a "declaration of*



*commitment” is required by the Embassy.*

*(See no. 10, proof of sufficient financial means, 2nd possibility, above)*

*In cases where the Embassy estimates that the general requirement for a visa issuance are fulfilled, with the exception that the visa applicant is according to the Embassy not in a position to finance her/his stay in Switzerland by her/his own means, the applicant will receive her/his passport back without a visa, together with a national form of “declaration of commitment” (Verpflichtungserklärung / declaration de prise en charge).*

*The necessary steps to get a visa in those cases are the following:*

- 1. The visa applicant must send the “declaration of commitment” received and containing his file number to the inviting person (host) in Switzerland.*
- 2. The inviting person (host) will have to complete the declaration and submit it to the competent Swiss cantonal migration authorities. The migration authorities may ask for further documents proving the solvency of the inviting person.*
- 3. After the cantonal migration office has checked the solvency of the host and registered the result in the Swiss visa software, the inviting person (host) should inform his/her guest accordingly.*
- 4. Prior to bring the passport in order to get the visa at the Embassy in Kyiv, it is advisable that the applicant checks the status of his/her application by sending an e-mail to the visa section of the Embassy. For any correspondence, please indicate the surname, the name and the date of birth of each visa applicant.*
- 5. After that, the applicant or a duly authorized person must come to the Embassy during the opening times indicated for the “visa applicants with a stamp in their passport” on the web site of the visa section of the Embassy (refer to the chapter “Where to apply for a Schengen visa?”) and present the following documents:  
- original international passport;  
- in case travel dates have changed: new reservation of tickets and new travel medical insurance.*
- 6. The passport with the visa will be available 1 working day after the submission of the documents as indicated under point 5.*

#### **Important remarks**

- Processing time: the procedure of a “declaration of commitment” (Verpflichtungserklärung / declaration de prise en charge) usually takes 3 to 4 weeks or more during visa high seasons. Applicants are therefore advised to submit their visa application form well in advance.*
- Please note: the visa requirements must still be fulfilled at the time of the visa issuance. Therefore, a positive position of the cantonal migration office in Switzerland does not automatically entitle the visa applicant to get a visa. If the circumstances have changed, the Embassy reserves the right to request additional documents or to refuse the visa.*

#### **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)*

#### **Warning: risk of fraud by young Ukrainian women**

*The Embassy regularly receives complaints from Swiss nationals, victims of fraud on the part of young Ukrainian women. The procedure usually respond to the following scheme: after making contact on*



*internet or in a bar, some young dishonest women ask under false pretenses (e.g. advance payment for a flight-ticket or for the preparation of their visa application, accident or sudden illness, professional problems, or death of a relative) financial assistance to their new sentimental relationship. After payment of the amounts requested, these young women end the relationship and “disappear”.*