



SWITZERLAND VISA APPLICATION CENTRE – TURKEY

LIST OF DOCUMENTS CHAMBER OF COMMERCE VISA

☐ **Schengen application form, original**

One application form duly completed: in German, French, Italian, Spanish or English; personally signed by the applicant. Signed by both parents for minor applications.

☐ **Recent, developed identity photos**

Two recent and identical, biometric passport-size pictures.

☐ **Passport, original**

Signed passport, issued within ten preceding years, valid at least three months beyond the planned stay in the Schengen states and containing at least two empty pages.

☐ **Residency permit**

Residency permit or Residency permit application proof.

☐ **Invitation letter, original et copy**

Invitation letter of the company or organization in Switzerland mentioning personal data of the invited person, purpose of stay, duration of stay, number of entries required, who is paying for the travel expenses.

☐ **Insurance, copy**

Travel / health insurance; minimum coverage EUR 30.000, valid for all Schengen states for the whole period of the intended stay. The insurance policy must cover the costs for repatriation in case of disease, urgent medical expenses and/or hospitalization.

☐ **Salary pay roll for the last three months**

Original

☐ **Employment certificate, original**

Official support letter including a confirmation that the employee will travel to Switzerland on business.



☐ **Company registration in the chamber of commerce, copy**

Not older than 6 months.

☐ **Bulletin of the trade register**

Copy

☐ **Tax scale, copy**

Shall be yearly up to date.

☐ **SGK-insurance confirmation and SGK “hizmet dökümü”, original**

The sequence number on each document shall be identical and the extract should come directly from the SGK website.

☐ **Entry card or documents about participation, original**

If attending a fair.

☐ **Certificate issued by a chamber of agriculture, original**

For farmers only

☐ **Passport, copy**

Pages 1–4; last page; all pages showing extension of validity; all pages with previously obtained visas.

☐ **Letter of authorization for the submission by a representative, original**

Mandatory if your application is submitted by a representative.

☐ **Representative ID Card or passport, original and copy**

Mandatory if your application is submitted by a representative.

☐ **Applicant’s ID, copy**

Mandatory if your application is submitted by a representative.