



## **SCHENGEN VISA REQUIREMENTS FOR LEISURE TRIPS**

### **YOU ARE TRAVELLING TO SWITZERLAND FOR TOURISM OR TO VISIT FAMILY OR FRIENDS**

#### **Application form**

- One fully completed (preferably typed) [C visa application form](#) with two signatures on last page.
- One recent (less than 3 months old), good quality (no digital prints), passport-sized photographs in colour, NOT glued to the application.

#### **Passport**

- Valid passport with at least two blank visa pages and three months' validity beyond the intended date of exit from the Schengen area.
- Photocopy of the data (picture) page of your current passport, as well as copy of all Schengen/US/UK visas and entry stamps it contains.
- Photocopy of all valid Schengen/US/UK visas in previous passports.
- All previous passport/s, whether used for travel or not. For lost or stolen passports, a police report with English translation.
- Photocopy of the data (picture) page of all the previous passports, as well as copy of all Schengen/US/UK visas and entry stamps they contain
- Valid Pakistani national Identity Card (CNIC) or POC (only for Pakistani nationals).

#### **Personal situation**

- Original signed letter from your company/employer stating name, position, salary, duration of employment, address and contact numbers of the employer, purpose and duration of visit to Switzerland.
- If you are "student", original signed letter from your school/college or University.
- Salary slips for the last three months.
- NADRA FRC (Family Registration Certificate) travelling or not travelling.

#### **Financial situation**

- Your original personal bank statement for the last three months
- If you are being sponsored, letter from the guarantor agreeing to bear the cost of all accommodation and expenses during your stay in Switzerland.
- If you have other proof of financial means that you wish to show, please list them on a signed A4 sheet. Please do not include any documentation with your application. If necessary, the Embassy will tell you which documents must be provided
- Proof of existing travel/health insurance valid for the Schengen states and covering a minimum amount of 30,000 euro. Please refer to the list of insurance companies on our website.

#### **History**

- If you have been refused a visa by an Embassy or High Commission in the last five years: written explanation about reason for trip and refusal, as well as the visa rejection form.

#### **Details of trip (tourism)**

- Valid confirmed flight reservations
- Valid confirmed hotel reservations for every night that you spend in the Schengen area (if you are staying in a hotel)

#### **Details of trip (visit to family or friends)**

- Valid confirmed flight reservations
- Signed and dated invitation letter in which the following information should be mentioned:
  - Name, last name, address and contact phone number (e-mail if existing) of the inviting person
  - Name, last name, date of birth and passport number of the invited person
  - Duration of stay
  - Explanation of relationship with the invited person
- A copy of your host's Swiss passport (page with photo and signature) **or** residence permit (front and back).
- If your host is working for an International Organisation or Diplomatic mission in Geneva or Bern a copy of her/his Carte de Légitimation.
- For relatives: proof of family relationship (for instance: copy of birth certificate, marriage certificate or Swiss family certificate).

**IMPORTANT: All copies of documents must be in A4 format.**