



Requirements for Schengen Business Visa

Applications for a Schengen visa have to be lodged:

- **in the country of residence of the applicant**
- **with the competent representation of the country where you will spend the most number of nights. If you intend to visit several Schengen States and the stays will be of equal length, you must apply at the Consulate of the country whose external borders you will cross first when entering the Schengen area.**

Submit your visa application and book your appointment online by visiting the website www.swiss-visa.ch. Please **complete, print, sign and press the “send” button**. Afterwards you will **receive a link inviting you to make an online appointment (please check your spam folder)**. Kindly note that no appointments are given out by email or phone.

At the time of your interview, please present the print-out of the application form and mandatory documents listed below. **Incomplete applications will not be accepted nor treated:**

- Signed, dated application form with one recent photo glued on the first page
- One additional passport sized photograph
- Passport (valid for at least three months beyond the stay, with at least two blank pages)
- Copy of your passport (page with your personal data/picture/signature).
- Copy of previous Schengen Visa (if applicable)
- **Proof of Residence in Australia:** Print out of your current [Visa Entitlement Verification Online \(VEVO\)](#). **Visa grant notice or other similar documents are not accepted.** The VEVO must state your name as in your passport, the passport number and must show that your Australian visa is valid for multiple entries to Australia until **at least 3 months after your departure from Switzerland or the Schengen area**. Bridging visas: only accepted with multiple entries to Australia.
- **Proof of International Travel Insurance** covering the entire stay in the Schengen countries (issued in the country of residence Australia or in a Schengen member state). **Minimum insurance coverage: EUR 30'000.** Mandatory coverages: medical expenses (incl. Covid-19), repatriation expenses, death through injury, death through sickness and hospitalization. **Please provide the certificate of insurance as well as the table of benefits.**
- Confirmed **flight reservation from/to Australia**. If you are visiting several countries in Europe, please provide additional proof of transport (e.g. airline reservation, rail ticket, bus tour).
- **Proof of accommodation**
- **Invitation letter from the inviting company in Switzerland** on the company's letterhead confirming the duration and purpose of the visit, date of issue of the invitation letter and signature. Letter must include the applicant's surname, first name, date of birth, address, phone number, email address and nationality. **The invitation letter has to be sent from the host company directly by email to the Consulate (sydney.visa@eda.admin.ch)** and bring the original invitation at the time of the interview.
- **Recent letter on the company's letterhead from your employer** confirming your employment including date of commencement, annual salary and duration of the vacation. For student a letter of the university confirming your enrolment is required. For self-employed please submit ABN Registration Certificate with detailed information of the business.
- **Proof of sufficient funds** to cover your stay in the Schengen area; personal Australian bank statements, which includes the account holders name and information on the account activity (deposit/withdrawal) of at least the last three months. Salary payments must be mentioned.
- [Visa fee](#) can be paid in Cash or by Card at the appointment
- **A prepaid, waterproof plastic envelope/satchel from Australia Post** (with signature on delivery) with your address – unless the passport will be collected directly at the Consulate-General in Sydney. Please make sure to copy your tracking number.
- **Procedure time: usually 15 working days.** This period may be extended in individual cases.

This is not an exhaustive list - if necessary, further documents might be requested. In case of an incomplete application, the Consulate General of Switzerland in Sydney will not be able to process the visa application and cannot, be held responsible for any delay or if the visa is refused.

Last update: March 2025