



Checklist for Schengen Visa (type C, Short Stay)

| No. | Documents Required | Yes | No |
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| | All documents should be translated to English, French or German | | |
| 1 | Valid national passport, recognized by Switzerland <ul style="list-style-type: none"> - Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. - 1 copy of your passport's data page, copies of the Schengen visa. | | |
| 2 | Visa application form <ul style="list-style-type: none"> - Completed, signed by the applicant. <p>The visa application form is free of charge and can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</p> | | |
| 3 | One recent passport-sized photograph with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features. | | |
| 4 | Travel medical insurance <p>Applicants for a uniform visa shall prove that they are in possession of adequate and valid travel medical insurance to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during their stay(s) on the territory of the Member States.</p> <p>The insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay. The minimum coverage shall be EUR 30 000.</p> | | |
| 5 | Proof of sufficient means of subsistence <p>Bank statement for the last three months.</p> <p><i>In order to analyze the feasibility of financing your stay, the Embassy requires, among other things, the last 3 months of your bank statement. This will enable us to verify your personal situation, and the consistency and regularity of the income you declare in your application.</i></p> | | |
| 6 | Employment Proof <ul style="list-style-type: none"> a) Proof of employment stating employment status and as well as salary. b) If you are a student, you can submit your student ID card photocopy. | | |
| 7 | Round-Trip Travel Itinerary <p>Provide a round-trip reservation or travel itinerary including flight numbers and dates showing your entry and exit from the Schengen Area.</p> | | |
| 8 | Proof of Accommodation <p>You will need to submit documents showing where you will stay throughout your trip. This can be one of the following:</p> <ul style="list-style-type: none"> - Hotel or hostel bookings, - Rental agreements, or - Invitation letter from a friend or family member you'll be staying with. | | |
| 9 | Non Kazakh nationals <p>Citizens of third countries, living in Kazakhstan, should present a resident ID permit issued by the competent local authority. The residence permit must be valid for at least three months after the date on which the applicant plans to leave the Schengen area.</p> | | |

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| 10 | Minors a) Birth certificate. b) Only if the minor travels alone or only with one parent: original authorization signed by their parents and copy of passport(s) of parents. | | |
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Additional documents to be submitted relating to the purpose of the journey:

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| Work-related travel/Conference - Invitation from a firm or authority in Switzerland to attend meetings, conferences or events connected with trade, industry or work indicating the purpose and duration of stay and whether the travel expenses and/or accommodation are covered by the inviting entity. - Letter from the employer indicating the purpose of the trip. - For business owners and independent businesspersons: document proving the official registration of the company's business activities. | | |
| Tourism - Documents relating to accommodation and itinerary as listed in points 7 and 8. | | |
| Family or friends visit - Invitation letter dated and signed by hosting family or friends and copy of the ID card/Passport of the host. The letter is not subject to any particular form and does not have to be authenticated by an authority. In order for the Swiss representation to have the information it needs; the letter must contain at least the following elements: - the host's declaration that he is expecting the applicant; - the full contact details (surname, first name, date of birth, address, telephone number, email address) of the host; the period of stay. When the costs related to travel, accommodation and food are covered by the host, this element can also be mentioned in the invitation letter. | | |
| Study or training, events or other activities Participants in scientific, cultural and artistic activities, sports or religious events; study and training: - Invitation to participate, entry tickets, enrolments or programmes stating the name of the host organization in the Member State and the length of stay or any other appropriate document indicating the purpose of the journey. | | |
| Medical treatment - Medical report from a local doctor or hospital in Kazakhstan. - Proof of sufficient financial means to pay for the treatment. - Confirmation from the hospital in Switzerland that an appointment has been made and indicating the duration and estimated costs of the treatment, as well as a guarantee that all costs of the envisaged medical treatment will be covered. | | |
| Official visit Person or delegation expected in Switzerland for an official mission, regardless of the type of passport. Including accompanying persons, in particular spouses and single children under 25. - Verbal Note or order of mission from the relevant ministry or authority. - Copy of the official invitation from the Swiss authority or an international organization. | | |

Personal appearance of the applicant is mandatory to submit a visa application, if the fingerprints have not been captured during the last 59 months. If the fingerprints have been captured during the last 59 months, the application can be filed through a representative duly authorized. (Power of Attorney)

When should you place your visa application?

Please be aware that it is possible to place your visa application 6 months before your intended trip and at the most 15 days before your planned arrival date to the Schengen area.

Decision on the application

Applications shall be decided on within 15 calendar days. This period may, in individual cases, be extended. The deadlines only start to run when the file is transmitted to the Swiss representation in Astana and not when the application is submitted to the service provider VFS Global.