



Applying for a Schengen Visa (C)

1) General requirements/documents:

- The person requesting the visa has to appear **in person**
- Visa C **application form** completely filled-in and signed by the applicant. It has to be filled in online and printed out (signature in original, not digital).
- **1 photograph** in colour, passport size, not older than six months, matching ICAO specifications
- Original **Passport** which must be valid at least three months after the date of return (exit of the Schengen area) and still having at least two empty pages
- **1 Copy** of the passport or travel document: pages with photo, personal data and signature, as well as of the pages with **previous visas** (if applicable)
- Original of the **valid resident permit** (if you are not a national of your residence country) + a copy of it. The permit must be valid at least up to 3 months after your return date.
- **Civil Status Certificates** (Original: Birth certificate, Certificate of Joint Household, Marriage certificate) not older than 6 months
- Evidence of **sufficient financial means** of subsistence (e.g.):
 - Original of Bank account statement showing the transactions (account turnover) of the last six months (or similar)
 - Salary slips or proof of regular income (or similar)
 - For employed persons:
 - Employment contract and confirmation of leave of absence from the employer (with translation)
 - Evidence of payment of contributions to the Pension Fund over the last 6 months or **certificate of payment of taxes** over the last 6 months
 - For owners of company:
 - Certificate of business registration issued less than 6 months
 - Tax certificate of the local company from the financial authority
 - For pupils / students:
 - Student card or copy of the matriculation at the university stamped and signed and ECTS (European Credits Transfer System)
 - Proof of financial means covering the entire stay of parents (e.g., work contract and bank account statement, etc.) or letter of the school / university.
 - For farmer
 - Proof of property ownership
 - For retired persons
 - Pension statements over the last 6 months
- Confirmation of round-trip ticket or itinerary by car
- Proof of the **Health/Accident/ Travel insurance** valid for the entire stay and covering all Schengen countries for a minimum amount of **EUR 30'000**. The insurance must cover all costs of the repatriation in case of death or illness as well as all the treatment costs. Terms and conditions of the insurance must be attached.
- Payment of the **Visa fee** preferably per bank card (**90 €** for adults, **45 €** for children 6-12 years old, 0 € for children under the age of 6) plus the **service fees of TLScontact**.
- **For minors (> 18 year old) travelling alone or with only one parent or one legal guardian:** **Both** parents/legal guardians need to be present when submitting the visa application. Exception is made in case of sole parental authority of the travelling parent/legal guardian, if it is proven by an official document (e.g. death certificate, divorce or custody court decision/agreement with legal stamp confirming its entry in force).



All documents must be translated in a Swiss official language (German, French, Italian) or in English!





2) Specific requirements for following travelling reasons:

• Truck drivers (transport of goods):

- The above-mentioned documents (under point 1).
- Copy of the signed employment contract
- Copy of the social insurance form (p.eg. Trusti (RKS), Form M1/M2 (MKD), Certifikatë Regjistrimi (ALB))
- Copy of the driving license with the authorization to drive trucks
- Copy of driver's permit for international transportation (p.eg. "Certificate of professional Competence of a driver to participate in the international transport of passengers and goods" (MKD))
- Certificate of official registration of the company (employer)
- List of vehicles used and truck registration documents
- List of truck drivers working for the transportation company with copy of their passports
- Written request from the inviting company in the Schengen Area with official stamp and signature of the company, containing following information:
 - Surname, name, address, phone numbers and title/function of the signing company representative
 - Surname, name, date of birth, passport details of the invited person
 - Exact dates of stay and address in the Schengen area
 - Information about the first contact and length of cooperation with the company in the Schengen area
 - Indication of who covers the costs of travel and accommodation during the stay

• For bus drivers (transport of persons):

- The above-mentioned documents (under point 1).
- Copy of the signed employment contract
- Copy of the social insurance form (p.eg. Trusti (RKS), Form M1/M2 (MKD), Certifikatë Regjistrimi (ALB))
- Copy of the driver's license with the authorization to drive buses
- Detailed certification of the itinerary (timetable, stops and times and duration of stay)
- Proof of business relation (commercial registry certificate, cooperation agreement and similar statements).
- concession certificate valid for driving in the Schengen area issued to the transport company

! Attention !:

- for **bus** drivers travelling to Switzerland: the visa must be authorized by SEM (State Secretariat for Migration). **Processing time** will therefore take longer.
- **Bus and truck** drivers working between Kosovo and **Belgium** need to apply for a work visa directly at the Embassy of Belgium in Sofia (Sofia.visa@diplobel.fed.be).

• Family visits:

- The above-mentioned documents (under point 1).
- Proof of **sponsorship and/or private accommodation**: Letter of invitation (in English, French, German or Italian) from the person inviting you, the letter should be signed and dated. In addition, a copy of the inviting person's passport (pages with photo, personal data and signature) or a copy of his/her residence permits.





➤ **For the following countries additionally following documents:**

France	- Original of the “Declaration d’Accueil” (declaration of guarantee), signed and legalized by the municipality of the place of residence, indicating the positive verification of the financial means of the host.
Austria	- Original of “Elektronische Verpflichtungserklärung“, signed and legalized by the municipality of the host’s place of residence in Austria and is sent to the Austrian Embassy in Skopje for verification. For further information see: http://www.bmi.gv.at/202/Fremdenpolizei_und_Grenzkontrolle/Einreise/start.aspx#eve The host has to send the form “Elektronische Verpflichtungserklärung“ to his Austrian municipality not earlier than 30 days before the visa appointment date.
Belgium	- Original “Engagement de Prise en Charge - Verbintenis tot Tenlasteneming 3bis”, signed and stamped by the municipality of the host’s residence as well as by the Office of Migration
Netherlands	- Original “Bewijs van garantstelling (3b)”, signed and legalized by the municipality of the place of residence, as well as copy of the last three salary sheets, the work contract and of the passport of the host. - If the host is independent: copy of the company’s trade register registration, the latest decision of taxation, the annual official tax document “Belastingdienst”, copy of his/her profit and loss account and copy of the host’s passport.
Luxembourg	- Original of “Engagement de prise en charge” (guarantee document), signed and legalized 1) by the municipality of the place of residence of the host and 2) by the Ministry of Foreign Affairs of Luxembourg

• **Tourism:**

- The above-mentioned documents (under point 1).
- **Proof of accommodation** (e.g. hotel booking confirmation) and booking details (e.g. travel plan)

• **Business meetings:**

- The above-mentioned documents (under point 1).
- Written request from the inviting company/organisation containing:
 - Full address and contact person of the host company, including email and phone numbers.
 - Name and position of the person who signs the invitation letter (signature rights according to commercial register)
 - Surname, first name, date of birth, address, passport details of the invited person
 - Purpose of the business trip with detailed program and duration of the visit
 - Indication of who covers the costs (travel and accommodation) during the visit
- For journalist: additional document:
 - Certificate issued by a professional organisation

• **Medical treatments:**

- The above-mentioned documents (under point 1).
- Accommodation confirmation (if the applicant is not staying at an hospital during the entire treatment):
 - Reservation confirmation from e.g. hotel, AirBnB, aparthotel, etc., **or**
 - if you will be staying at a friend’s/relative’s private accommodation, the invitation letter and copy of passport of the host **[See table ▲ family visits]**
- Official **confirmation of the treatment appointment** by the receiving medical institution
- Proof of **sufficient financial means** to pay for the medical treatment and related expenses resp. proof of prepayment of the treatment
- **Medical certificate** from a doctor and/or a medical institution in Kosovo/Albania/North Macedonia confirming the necessity of these treatments





• **Culture, sport, and educational activities**

- The above-mentioned documents (under point 1).
- Written request from the hosting organisation
- Proof of accommodation (e.g. hotel booking confirmation).
- If accommodation is provided by a private person: an invitation letter of the private person and copy of passport of the host [**See table ▲ family visit**]

- **For artistic, cultural and educational activities:** nominative written request from the inviting company/organisation, with official stamp and signature, containing the following information:
 - Exact dates of the intended stay and address of residence in the hosting country
 - Certificate of the organisation registration in the hosting country
 - Specification of who covers the costs that arise from the visit
- **If the applicant is an artist additionally:**
 - Proof of qualification (e.g. manager contract, work samples, proof of membership in a professional association, etc.)
 - Documentation of the organiser concerning the event indicating the date, place and number of performances

- **For participation in sport activities**
 - Copy of the federation matriculation card
 - Invitation letter from the organising club/federation in the host country
 - Confirmation of participation from his/her actual club/federation
 - Proof of financial means or sponsorship for the event

3) **Please be aware that the Embassy of Switzerland:**

- Does not accept an application without previous appointment
- Does not give information about pending cases by email or phone
- Reserves the right to:
 - request additional documents
 - transmit the application to authorities in Switzerland for decision/approval
 - summon the applicant for an interview
 - changes this regulation without any prior notice

4) **Processing time:**

Visa decision is taken within 15 days. Processing time will be longer in case of doubts or missing documents.

Some Schengen States require to be consulted for visa applications submitted to other Schengen States by citizens of **Albania, Kosovo** and other countries ([see list](#)). The consultation process can take up to 14 additional days.

It is therefore recommended to submit the visa application early: **min. 30-45 days in advance**, but not earlier than 6 months before the planned trip.

Pristina, September 2024

