



**(APPENDIX 21.5 2
Status at: 20.03.2023)**

Info sheet and checklist for business Visa

Check Box	List of required documents	Remarks
	Printed Schengen visa application form, fully completed and signed by the applicant.	
	ORIGINAL passport, copy of passport and previous Schengen visas. The passport must be valid at least three months after the intended return and must contain at least two blank pages. Any previous passport must also be included (original only)	
	COPY of the Kyrgyz Residence Permit/Registration (for non-Kyrgyz citizens) NO ORIGINALS	
	1 recent good quality photo (glued to the application form). The photograph must fulfill Schengen standards, Size 3.5 x 4	
	Confirmed roundtrip flight reservation	
	COPY of Travel Medical Insurance, valid throughout the territory and the duration of the stay in the Schengen area. The minimum coverage of the insurance is of EURO 30'000.00. The insurance must mention SHENGEN on the territorial validity. NO ORIGINALS	
	Confirmed hotel booking containing surname and name of the applicant as well as the duration of stay (exact dates of arrival and departure)	
	Invitation letter from the inviting party IN ENGLISH or a Swiss official language containing the following details: <ul style="list-style-type: none"> - Surname and name of the invited person - Detailed purpose of travel with description of the business relation - Exact duration of stay (arrival and departure date) - Indication of who takes financial guarantee for the travel 	
	ORIGINAL - Confirmation letter from the Kyrgyz employer containing position and salary of the employee, dates of his/her vacation and resume of duties after return. Students are required to provide a confirmation of enrollment, indicating whether the travel is during school time. Self-employed applicants must provide a copy of their valid Kyrgyz "patent" and proof of tax payment for the past three years	
	ORIGINAL - Detailed PERSONAL bank statement showing all incoming and outgoing transfers for the last 3 months. A bank confirmation of assets is NOT enough. Bank statements of the concerned companies (host and invited) WILL NOT BE CONSIDERED.	
	COPIES of proof of civil status (marriage, divorce, death certificate) All documents must be translated to English NO ORIGINALS	
	COPY of the spouse's passport NO ORIGINALS	

	COPIES of birth certificates for all children. All documents must be translated to English. NO ORIGINALS	
	A list of personal properties (in English only). PROPERTY DOCUMENTS ARE NOT REQUIRED AND WILL NOT BE ACCEPTED BY VFS.	

Please note:

- VFS will not accept original documents that are not expressly mentioned in this information sheet. The Embassy will request the original if needed
- All documents in Russian or Kyrgyz language have to be translated in English, German, French or Italian
- Documents in another foreign language will not be considered, even if translated
- The Embassy of Switzerland reserves the right to request additional documents at any time
- Incomplete and inaccurate visa applications may result in a rejection of the visa
- Issuance of a visa does not guarantee entry to the Schengen area