



Checklist for Schengen Visa - Business

If you are a resident (national/foreigner) of Nepal planning to visit Switzerland, Poland, Slovakia, Latvia, Belgium or Liechtenstein for business purposes you can apply for a short stay visa at the Embassy of Switzerland in Kathmandu.

Online application form and appointment.

An appointment is required for submission of application.

All applicants for a Schengen visa have to fill in the online Schengen visa application form AND book their appointment through this link: <https://www.swiss-visa.ch>.

A printed hard copy of the form has to be submitted at the time of application.

Important: At the end of the online visa application process, please don't forget to download and print the form. **No copy of the form will be provided by email.**

If for technical reasons the form is not downloadable, please keep your registration number safely and fill in manually the pdf form available on our website.

Should you require a specific information, our visa service remains available through email kathmandu.consular@eda.admin.ch

Submit the documents in the following order:

Visa application form <ul style="list-style-type: none"> o Duly completed and signed by the applicant In case of minors (under 18 years of age): <ul style="list-style-type: none"> o Both parents must sign the application form and add a copy of their passports. If travelling unaccompanied or with only one parent/legal guardian, a letter of consent from the parents must be submitted. A birth certificate and minor identity card must be provided 	<input type="checkbox"/>
Valid passport <ul style="list-style-type: none"> o Issued within the last 10 years and with at least three months validity beyond the planned stay in the Schengen territory, with at least 2 blank pages o Clear photocopy of personal data o Copy of previous Schengen visas, valid US and UK visas, if any o Previous passport bound together (if any) 	<input type="checkbox"/>
2 passport size pictures <ul style="list-style-type: none"> o Not older than 6 months, 35-40mm in width, white background (for more details please refer to https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf) 	<input type="checkbox"/>
Foreign nationals residing in Nepal <ul style="list-style-type: none"> o Resident permit/visa with validity of at least 3 months beyond the planned stay in Switzerland o For Indian nationals: registration certificate from the Indian Embassy in Nepal 	<input type="checkbox"/>
Invitation letter from the host organization A letter from the company in the country of destination detailing the purpose and duration of your visit. If applicable, confirming expenses are covered by the inviting company. If applicant is attending a conference, confirmation letter of your participation and payment receipt of the registration. This letter must be sent by the host organization to the Embassy by email to kathmandu.consular@eda.admin.ch	<input type="checkbox"/>
Original visa cover letter <ul style="list-style-type: none"> o Mentioning the travel plan with self-introduction o If travelling with family members, letter must contain their names and relationship, a copy of covering letter must be included in each application o Relationship certificate (marriage certificate for spouse, birth certificate for children) 	<input type="checkbox"/>

Proof of occupation <ul style="list-style-type: none"> ○ If you are self-employed: Cover letter on company's letter head, company registration, partnership deed, proof of paid tax (VAT, income tax) ○ If you are employed: Work contract, letter from the employer (no-objection) confirming leave period and returning back to work, copy of staff ID (if any) ○ If you are a student: Letter from the school/college/university confirming your studies, holiday or leave given to you, copy of student ID (If available) ○ If you are retired: Proof of retirement/Pension book (if any) <p style="text-align: right;"><i>Original and 1 photocopy</i></p>	<input type="checkbox"/>
Proof of accommodation in Switzerland / Schengen member states <ul style="list-style-type: none"> ○ Confirmation of hotel/apartment reservation containing the complete name, contact information of the hotel and booking reference ○ Confirmation of package tour and if applicable, advance payments 	<input type="checkbox"/>
Itinerary <ul style="list-style-type: none"> ○ Detailed day-to-day itinerary / travel plan / schedule of activities 	<input type="checkbox"/>
Evidence of financial status - Original bank statement <ul style="list-style-type: none"> ○ Self employed Last 3 to 6 months personal and business bank statements ○ Employed Last 3 months salary slips / 3 month's salary bank statement Last 3 to 6 months personal bank statement ○ Student and unemployed Last 3 to 6 months bank statements of parents or legal guardian ○ Retired Personal pension bank statement for last 3 to 6 months (if any). Proof of regular income generated by ownership of property or business 	<input type="checkbox"/>
Schengen Travel Medical Insurance <ul style="list-style-type: none"> ○ Minimum coverage of 30'000 Euro / 50'000 USD / 50'000 CHF per person, through approved insurance company in a Schengen state or in Nepal ○ The insurance has to cover the entire stay in the Schengen territory, coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment ○ Applicants who wish to apply for a multiple entry visa with a long duration are not obliged to provide a 365 (180) day coverage. It will be sufficient to submit an insurance policy covering the first journey 	<input type="checkbox"/>
Flight reservation <ul style="list-style-type: none"> ○ Booking of a round-trip airline ticket to Switzerland/Schengen member state and back to Nepal, with the name of the traveler ○ If the port of exit of the Schengen Territory is a third country, a proof of valid visa/residence permit for the country to be visited after Switzerland/Schengen member state shall be submitted ○ If applicable proof of intra-Schengen flight, train itinerary or car rental 	<input type="checkbox"/>
Visa application fee Visa application fee (subject to change based on the current exchange rate) can be found here: https://www.eda.admin.ch/countries/nepal/en/home/visa/entry-ch/up-90-days/fees-schengen.html The fee has to be paid in cash at the Embassy against a receipt. In case the visa is refused, visa application fee will not be reimbursed	<input type="checkbox"/>

Additional information

- The Embassy of Switzerland reserves the right to request additional documents
- Visa can be applied minimum 15 days and maximum 180 days before the planned stay, depending on the availability of the consular calendar
- No copies are made on your behalf and incomplete applications will not be accepted