



**Schengen Visa for a stay less than 90 days: Business / Tourism / Visitor**

An application for a Schengen visa must be submitted in the country of your residence. Applicants must appear in person and children must be accompanied by both parents / legal guardians.

Visa applications can be submitted at the earliest six months and not later than 15 calendar days prior to your departure. Processing the application takes approximately five working days provided the file is complete. Prior to your visit for submission, you are kindly requested to set an appointment with us.

Please submit the documents below depending on your travel purpose:

**General requirements**

<p><b>One <a href="#">Schengen Visa application form</a></b>  duly filled in, dated and signed by the applicant, for minors signatures of parents or legal guardians are required</p>	<input type="checkbox"/>
<p><b>Passport</b> (Original and one photocopy, photo, personal data and signature page only)  valid at least three months beyond the intended stay from the Schengen area, issued within the last 10 years and with at least two blank visa pages</p>	<input type="checkbox"/>
<p><b>Valid Resident permit or ARC</b> (Original and 1 photocopies)  valid at least three months after return</p>	<input type="checkbox"/>
<p><b>One recent passport photo</b> (please consult the requirements on the <a href="#">website</a>)  recently taken, size 35mm x 45mm/1.38 x 1.77 inches, must be glued on visa application form</p>	<input type="checkbox"/>
<p><b>Copies of previous overseas visas</b> in passport</p>	<input type="checkbox"/>
<p><b>Complete Schengen travel itinerary</b> flight and hotel reservations</p>	<input type="checkbox"/>
<p><b>Schengen Travel insurance</b>  Accident health insurance, minimum coverage per person EUR 30'000.-.  The insurance must cover:</p> <ul style="list-style-type: none"> <li>- the entire stay in Schengen territory</li> <li>- to be valid in all Schengen states</li> <li>- emergency medical expenses</li> <li>- emergency hospital treatment</li> <li>- repatriation for medical reasons and mortal remains</li> </ul>	<input type="checkbox"/>

***Check the next pages for additional requirements depending on travel purpose.***

### Additional requirements depending on travel purpose

#### Business Visa (You will meet a business partner or attend a conference/fair)

<b>All documents mentioned under "general requirements"</b>	<input type="checkbox"/>
<b>Certificate of employment</b> confirmation of position, salary and continued employment after your return to Taiwan	<input type="checkbox"/>
<b>Invitation letter from the Swiss company</b> - must be submitted directly by email from the host company to TOSI beforehand - invitation must include name as stated in passport, nationality, passport number, dates and description of purpose of trip	<input type="checkbox"/>
<b>Declaration on Schengen medical travel insurance</b> in case of multiple entry visa, this form will be provided to fill-in and sign upon your visit	<input type="checkbox"/>
<b>Proof of financial means</b> Bank statements for the last three months	<input type="checkbox"/>

#### Tourism Visa (You are travelling for leisure)

<b>All documents mentioned under "general requirements"</b>	<input type="checkbox"/>
<b>For employees</b> <b>Certificate of employment</b> proving employment relations between employer and applicant, income statement and the expiration date mentioned <b>Vacation certificate</b> from employer <b>For self-employed</b> Business license <b>For students</b> Certificate of enrolment	<input type="checkbox"/>
<b>Proof of financial means</b> Bank statements for the last three months	<input type="checkbox"/>
<b>Marriage certificate and a passport copy of your spouse</b> if you are travelling with your spouse <b>Birth Certificate</b> for minors travelling with their parents	<input type="checkbox"/>
<b>Notarized parental authorization for minors travelling alone</b>	<input type="checkbox"/>

**Visitor Visa** (You are visiting family or friends)

<b>All documents mentioned under "general requirements"</b>	<input type="checkbox"/>
<b>For employees</b> <b>Certificate of employment</b> proving employment relations between employer and applicant, income statement and the expiration date mentioned <b>Vacation certificate</b> from employer <b>For self-employed</b> Business license <b>For students</b> Certificate of enrolment	<input type="checkbox"/>
<b>Proof of financial means</b> Bank statements for the last three months	<input type="checkbox"/>
<b>Invitation letter from Swiss host</b> <ul style="list-style-type: none"> <li>- must be submitted directly by email from the host to TOSI beforehand</li> <li>- Invitation must include your name as stated in passport, nationality, passport number, length of your stay, relation to your host and the information of Swiss host, such as the name, address and contact details. The letter must be dated and signed by host. It as well can contain all other information e.g. accommodation and the reason for visiting Switzerland.</li> </ul>	<input type="checkbox"/>
<b>Copy of Swiss passport or residence permit</b> of your host in Switzerland	<input type="checkbox"/>
<b>Marriage certificate and a passport copy of your spouse</b> if you are travelling with your spouse <b>Birth Certificate</b> for minors travelling with their parents	<input type="checkbox"/>
<b>Declaration of sponsorship</b> The Trade Office of Swiss Industries may request for a declaration of sponsorship from the host, for more information please refer to <a href="#">Information on Declaration of Sponsorship</a>	<input type="checkbox"/>

**Please note that:**

The Trade Office of Swiss Industries in Taipei reserves the right to ask for additional documents and/or for a personal interview. All documents must be in English or one of Swiss official languages. No copies are made on your behalf and incomplete applications will not be accepted.

The Schengen visa fee is EUR 80.- for an adult and EUR 40.- for children between 6 to 12 years old and is **due in TWD cash**. Children under 6 years old are free of charge. The fee will be charged upon your submission and is not refundable. If you withdraw the application or it is rejected, the fee will not be returned.

Children and husband/wife of Swiss and EU/EFTA nationals are exempt from visa fees only, if they include a copy of the Swiss or EU passport of parent or husband/wife and proof of family ties (marriage, birth certificate, etc.)

The submission of a complete file does not guarantee the granting of a visa. In case of a refusal, the Trade Office of Swiss Industries in Taipei is not liable for any costs that might have occurred in the application process.