



## Schengen Airport Transit Visa

Your visa application must be submitted in your country of residence. If you are a UK resident, it must be submitted to the [Visa Application Centre TLScontact](#).

Document dates are calculated in relation to the application date.

This Information sheet is for people travelling through Switzerland to another, non-Schengen State. Please check if you require a Schengen Airport Transit Visa, [here](#)

Please submit all documents in the following order and do not staple them together	
<b>Visa application</b>	<ul style="list-style-type: none"> <li>• <b>One completed <a href="#">application form</a></b> (duly signed by the applicant) <input type="checkbox"/></li> <li>• <b>One <a href="#">photograph passport-size</a></b> (Not more than 6 months old, undamaged, background must be light and plain) <input type="checkbox"/></li> <li>• <b>Passport</b> (original) and <b>copy of passport</b> (including the signature page) <input type="checkbox"/> <ul style="list-style-type: none"> <li>- Issued within the past 10 years</li> <li>- Valid for more than 3 months beyond the validity of the requested visa</li> <li>- Two blank visa pages (the pages do not need to be consecutive)</li> </ul> </li> <li>• <b>UK residence permit</b> (original) and <b>copy of UK residence permit</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>- Valid for more than one month from the day you exit the Schengen area</li> <li>- <u>Share code from the Home Office stating your status in the UK must be provided and is mandatory</u></li> </ul> </li> </ul> <p><b><a href="#">Visa fee</a>: Card payments only (American Express not accepted)</b> <input type="checkbox"/></p>
<b>Travel arrangements</b>	<ul style="list-style-type: none"> <li>• <b>Confirmed reservation of return ticket to the UK or onward travel such as confirmed overseas ticket</b> <input type="checkbox"/></li> <li>• If travelling between Schengen countries, all means of transport and accommodation must be provided during your stay in the Schengen area</li> </ul>
<b>Travel insurance from a UK or Schengen based company</b>	<ul style="list-style-type: none"> <li>- <b>Confirmation or coversheet including:</b> <input type="checkbox"/></li> <li>- First name, surname and date of birth of applicant</li> <li>- Coverage for all Schengen member states and total duration of intended stay (including all Schengen countries!)</li> <li>- Minimum coverage of €30,000 for emergency medical expenses and repatriation costs</li> <li>- Letterhead with the address and contact details of the insurance company</li> <li>- If covered by your bank please provide a recent letter not more than one month old confirming all above-mentioned insurance details</li> </ul>

**IMPORTANT:** It is the applicant's responsibility to ensure that the application is complete when submitted at TLScontact. Failure to present all necessary documents can result in a delay or refusal of the visa application. Please note that this is not an exhaustive list. If necessary, you may be requested to present additional documentation.

**Processing time** is approx. 5 working days from the date of receipt of the visa application. According to Article 22 of the Visa Code of the European Commission, certain third-country nationals are subject to the Schengen consultation. This process usually takes up to 14 working days. List of countries [here](#).

**Appointment:** Visa applications can be submitted to TLScontact at the earliest 6 months and at the latest 15 days before the date of travel, depending on the availability of appointment slots.

**Application:** Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued.