



Information sheet – Visa Schengen C

Important announcement: As of 1st of August 2018, appointments must be made online via the website of the company TLScontact <https://ch.tlscontact.com/xk/prn/index.php> (Attention: until 30th of July 2018, appointments must be booked through the Embassy's webpage. It will not be possible to book appointments on 31st July 2018). From 3rd of September 2018 on all applicants must submit their visa application personally to the company TLScontact at the following address: TLScontact, Ahmet Krasniqi, Object C1-1, No.145, ground floor, Arberia / Dragodan. Please do not send any documents directly to the Embassy.

REQUIRED DOCUMENTS:

- The person requesting the visa has to appear in person
- Visa application form fully filled-in and signed by the applicant. It has to be filled in online and printed as a PDF file.
- 2 Passport sized colour photo, not older than six months, matching ICAO specifications
- Original Passport which must be valid at least three months after the date when the holder leaves the Schengen space and containing at least two empty pages
- 1 Copy of the passport or travel document (pages with photo, personal data and signature)
- Copies of previous visas (if applicable)
- Civil Status Certificate (Original: Birth certificate, Certificate of Joint Household, Marriage certificate not older than 6 months)
- Evidence of sufficient 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 vacation confirmation from the employer with a translation in a Swiss official language (G,F,I) or in English
 - Evidence of payment of contributions to the Kosovo Pension Saving Trust over the last 6 months or certificate of payment of taxes over the last 6 month
- For owners of company:
 - Certificate of business registration
 - Tax certificate of the Kosovo company from the financial authority
- For pupils / students:
 - Letter of the school / university
 - Student card or copy of the matriculation at the university and student index signed and stamped by the university and the current transcript of records (printout from the electronic system of the University)
 - Proof of solvability of parents (e.g. work contract and bank account statement), or proof of sufficient funds for the entire stay, or the provision of guarantee form.
- For farmer
 - Proof of property ownership
- For retired persons
 - Pension statements over the last 6 months
- Proof of the Accident/health/travel insurance valid for the entire stay and accepted in the whole Schengen space. The insurance must cover the minimum amount of EUR 30'000.00. Terms and conditions of the insurance must be attached
- Payment of the Visa fee in cash (60€ for adults, 35€ for children 6-12 years old and free of charge for children under the age of 6 - please bring the exact amount) & service fees of TLScontact (from 3rd September 2018)
- **If the applicant is a minor/under the age 18 and travelling alone or with one parent or legal guardian only:**
Both parental authorities or legal guardians need to be present when submitting the visa application. Exceptions to this should be made, if the single parent with whom the minor is to travel holds the paternal authority alone. The single parent should submit an official document that proves he/she is the only parental authority e.g. death certificate, divorce agreement or custody agreement.

Family visit visa

- The above mentioned documents
- 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 the following documents must be submitted additionally:

France	- Original of the "Déclaration d'Accueil" (guarantee document)
Austria	- The host must request the "Elektronische Verpflichtungserklärung" at his/her municipality in Austria. For further information: http://www.bmi.gv.at/202/Fremdenpolizei_und_Grenzkontrolle/Einreise/start.aspx#eve The host has to deliver the "Elektronische Verpflichtungserklärung" to the Austrian Authorities not earlier than 30 days before the visa appointment date.
Belgium	- Original "Engagement de Prise en Charge - Verbintenis tot Tenlasteneming 3 bis" it must be stamped by the municipality and have the embossed stamp by the foreign office.
Netherlands	- Original "Bewijs van Garantstelling", three salary sheets / reports and work contract of the inviting person. - If the guarantor is independent: the registration in the trade register of the company, the decision of taxation "down aanslaginkomstenbelastingen", an official document from the tax "Belastingdienst", and its profit and loss account copy.



Luxembourg	- Original of "Engagement de prise en charge" (guarantee document)
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Tourist visa

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

Business visa

- The above mentioned documents
- Written request from the inviting company/organisation, with official stamp and signature of the company, containing the following information:
 - Proof of sponsorship and/or private accommodation (e.g. hotel booking or confirmation from the host)
 - For journalist
 - Certificate issued by a professional organisation
 - Document from the employer stating the purpose of the mission
 - For bus driver (working for a travel company)
 - Detailed certification of the itinerary (timetable, stops and duration, valid license)
 - Proof of business relation (by means of registry certificate, cooperation agreement, statements)

Medical visa

- The above mentioned documents
- Accommodation (if the applicant is not staying in a hospital during the entire treatment):
 - Confirmation from the establishment providing accommodation (e.g. hotel reservation).
 - 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]
- 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
- Certificate from a medical doctor and/or a medical institution in Kosovo that the medical treatment is necessary
- Proof of prepayment of the treatment

Visa for culture, sport, and educational activities

- The above mentioned documents
- 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 of the company/organisation, 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
- 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
- If the applicant is an artist:
 - Proof of qualification (e.g. work samples; proof of membership in a professional association, manager contract etc.)
 - Documentation issued by the organiser concerning the event indicating the date, place and number of performances

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:
 - o request additional documents
 - o transmit the application to authorities in Switzerland for decision/approval
 - o summon the applicant for an interview
 - o changes this regulation without any prior notice