



Official Business – Visa Requirements

Requirements for Official Business Visa (All original documents must be presented along with a photocopy):

1. A Schengen visa application form, duly completed, dated and signed by the applicant. It is free of charge and can be downloaded from our visa webpage. In case of minors, both parents have to sign the visa application form. Incomplete forms will not be accepted and may result in refusal of your visa. Please indicate your e-mail address as well as your contact phone number in case additional information is required;
2. An original Indonesian diplomatic or service passport that is valid for at least three (3) months beyond your intended stay in the Schengen area with at least two empty pages;
3. Two (2) recent, colour, passport photos taken on a bright background. Please refer to Schengen photo requirements on our visa webpage;
4. Confirmed flight reservation(s) to the Schengen area including return to Indonesia. If you visit Switzerland and other Schengen countries, please submit also flight, car or rail reservations made for traveling within the Schengen area (complete Schengen itinerary);
5. An Invitation letter from the organization or institution in Switzerland. It should state the name and passport number of the invited person as well as the purpose and the duration of stay;
6. A verbal note;
7. A signed vaccination confirmation form, available at VFS Global and the Embassy.

The Embassy of Switzerland reserves the right to request additional documents.

VFS official to tick as appropriate

1. ☐ The applicant has confirmed that s/he has no other documents to submit
2. ☐ The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being refused, but s/he has chosen to proceed with the application.
3. ☐ Applicant in Person/ Representative/ Travel Agent _____
4. ☐ Passport Submitted / Passport Signed
5. ☐ Visa Fee IDR _____ / Free of Charge

Name of VFS official:

Signature:

Date:

Applicant to Tick

I understand that submitting all required documents does not guarantee that my application will be approved.

Name of Applicant:

Signature:

Date: