



No. 2 Checklist Visa for Business

Check Box	List of required documents	Remarks
	Original application duly completed and signed. The application form can be downloaded at: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html	
	1 recent photo, with light background not older than 6 months, full visibility of facial features	
	Original Passport and Residence Permit (valid 3 month after date of departure from Schengen area and 2 free visa pages) attaching <u>copy</u> of: <u>data page of passport</u> , <u>previous Schengen visas</u> , <u>Residence Permit</u> and <u>ID card</u> (if available)	
	Local travel health insurance, covering at least EUR 30'000.00 valid for the whole Schengen area	
	Copy of confirmed flight ticket - if visiting more than one Schengen country: itinerary including all reservations for transport	
	Confirmed hotel booking or copy of a rental contract or proof of residential property	
	Original invitation of the company in Switzerland containing the name and passport number of the applicant, the exact nature of the business, trade relations, visit, meeting, conference, event (e.g., confirmed registration for trade fairs or congresses) and information who will bear the costs of the stay	
	For non-Kuwaiti nationals: Letter from local employer/sponsor (not older than one month) must include: • Addressed to the Embassy of Switzerland and signed by a legal representative of the company as per Company Registration • Name, address, telephone number and position of employee • Salary • Sufficient information to specify the purpose of the business trip (including confirmation of cost cover during stay if applicable) CR or company registration certificate and signature sheet Proof of sufficient financial means: Bank statement (current and savings) for the last 6 months.	

Please note:

- Apply in person
- Processing time. 15 days
- Documents must be in English, German, French or Italian (or translated into one of these languages)
- The Embassy of Switzerland reserves the right to ask for additional supporting documentation and may invite the applicant for a personal interview at the Embassy
- Some Nationalities undergo a Schengen internal consultation process. This consultation process takes up to 15 calendar days

I understand that any incomplete file or submitting the application less than 15 days prior to my planned travels may lead to a refusal of my visa application by the Embassy of Switzerland in Doha, Qatar.

The applications received by VFS are transferred to the Embassy of Switzerland in Qatar, which has the exclusive responsibility to request additional information and documents and to decide to grant or deny a visa. VFS is therefore not involved in the decision of the visa application, and is not aware of its outcome as passports are returned by the Embassy of Switzerland in sealed envelope.

Date: Signature:.....