

Schengen Business Visa Options to complete required documents directly at the Centre

Requested documents		Option for requirement to be fulfilled directly at the visa application centre by using our optional services .		
		Yes	No	In case, yes: Service to avail
1	<p>Visa application form, original:</p> <p>Duly filled out, dated and signed by the applicant. The visa application form must be signed by both parents in case of minor child.</p> <p>It is mandatory that the mentioned data information on the Schengen visa application form such as addresses, phone numbers etc. has to be identical with the personal data of the applicant. If this requirement is not fulfilled the visa application will be refused.</p>	X		<p>“Form Filling” or included in “Complete Documentation”</p>
2	<p>Two passport-sized pictures 3.5 cm x 4 cm:</p> <ul style="list-style-type: none"> - Color photo on a white background - Format 3.5 cm x 4 cm - Taken from the front; without obstruction - Recent (less than 6 months old) - Ears and eyebrows must appear on the picture <p>The photo must be a close-up of your head and the top of your shoulders so that your face takes up 70-80% of the photograph.</p>	X		<p>“Photograph Service” or included in “Premium Lounge Service” or included in “Complete Documentation”</p>
3	<p>Passport, original:</p> <p>Valid for at least three months after the end of the planned stay in Switzerland or another Schengen Member State, at least two blank pages. Please present previous passports if available</p>		X	
4	<p>Passport, copies:</p> <ul style="list-style-type: none"> - Two photocopies of the passport (personal data page) - One photocopy of previous Schengen visas 	X		<p>“Photocopying Service” or included in “Premium Lounge Service” or included in “Complete Documentation”</p>
5	<p>Change name and/or surname certificate, if applicable:</p> <p>Show original and submit photocopy</p>		X	
6	<p>Confirmed reservation of the round-trip flight ticket:</p> <p>Applicant's name (same as on passport) must be mentioned on the flight reservation. <i>Remark:</i> Please do not buy the ticket before the visa is issued. The Regional Consular Center Bangkok will not take any responsibility related to the flight ticket.</p>	X		<p>“Complete Documentation”</p>
7	<p>Travel and health insurance:</p> <ul style="list-style-type: none"> - Must cover all period of stay - Must be valid for Schengen area - Minimum coverage of Euro 30,000 for urgent hospitalization or repatriation expenses - The stamp and the signature of the insurance company are mandatory - Show original and submit photocopy <p>Click here for the list of accredited Travel Medical Insurance</p>	X		<p>To be availed at our Travel and Health insurance representative counter.</p>
8	<p>Proof of accommodation:</p> <p>Confirmed hotel reservation/s for the entire duration of stay in the Schengen countries. Applicant's name (same as on passport) must be mentioned on the hotel booking/s. If the applicant intends to travel on as a tourist or visitor, following additional documents have to be submitted: relevant hotel reservation/s or signed invitation letter with photocopy of the passport or the resident permit of the host, if applicable.</p>	X		<p>“Complete Documentation”</p>
9	<p>Detailed itinerary:</p> <p>Itinerary of the planned trip if several countries are visited, providing details on the transport used to move across the Schengen area and any other countries to be visited during this trip.</p>	X		<p>“Complete Documentation”</p>

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10	<p>Employment and financial proof:</p> <p><i>If employed:</i> - Work certificate indicating the number of vacation days granted, the position in the company and the monthly salary</p> <p><i>If student:</i> - Academic certificate such as an enrolment confirmation of the school or university, show original and submit photocopy.</p> <p><i>If self-employed:</i> - Business registration stating the applicant's name</p> <p>To be provided: proof of sufficient funds If the inviting company in Switzerland does not sponsor accommodation and financial support for the visa applicant, the Thai company (employer of the applicant) has to do so, by providing a sponsoring letter and bank statement for the last three months, original with bank stamp; if the trip is not sponsored: bank statement of the employee for the last three months, original with bank stamp</p>		X	
11	<p>Signed invitation letter from the company, containing the following information:</p> <ul style="list-style-type: none"> - Exact description of the nature of the business trip with detailed program - Full name, date of birth and passport number of the invited person - Duration of stay (date of entry and departure) - Indication of who is going to cover the costs of travel, food and accommodation during the visit in Switzerland - Company must take responsibility for the applicant's departure from Switzerland or Schengen territory in accordance with the terms stated in the visa 		X	
12	<p>Participation to an exhibition or trade fair:</p> <p>Trade fair entry ticket or an invitation stating purpose and duration of the exhibition or trade fair stating the applicant's name</p>		X	
13	<p>Foreign national residing in Thailand:</p> <ul style="list-style-type: none"> - Original and copy of work permit (if applicable) - Re-entry stamp from Thai Immigration, valid after coming back from the Schengen states 		X	
00	<p>Documents in Thai language must be translated into English or into one of the Swiss national languages (G, F, I) by a translation office.</p>	X		"Translation Service"
00	<p>If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy or Consulate is required.</p>		X	

Definition of business trips: Business meetings; theoretical education without internship; instruction courses; technical courses organized by a Swiss company for its own personnel or for its foreign customers in connection with the purchase or supply of technical installations; theoretical courses which a Swiss company organizes for its personnel working abroad; participation in scientific, economic, cultural, religious or sport events.

Important notice: If the Regional Consular Center Bangkok has doubts as to the true nature of the business trip, it will submit the application to the competent authority in Switzerland for decision. In such case further documents and/or information can be required. The processing of the visa application may then take up to several weeks.

For more information on our optional additional services, please visit our website at
<https://www.vfsglobal.ch/Switzerland/Thailand/additional-services.html>
or contact our personnel at the centre.