

Schengen Visitor 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 Embassy will not take any responsibility for any costs concerning the changing or invalidity of the 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>A signed invitation letter:</p> <p>Letter from the host as a confirmation that the host in Switzerland awaits the applicant. If the host is not the guarantor, please provide an explanation. Please find according information regarding the invitation letter and the declaration of sponsorship here</p>		X	

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9	<p>Relationship:</p> <p>Host lives in Switzerland: Applicant and host are related: The relationship must be proven through official documents (such as, marriage certificate, birth certificate, house registration book/Tabienban, etc.), show original submit photocopy. One photocopy of the passport (first page with biometric data) or of the residence permit. Applicant and host are not related: In case of non-official relationships (boyfriend/girlfriend), one photocopy of the passport (first page with biometric data), the travel history of the host and proof of correspondence must be proven (WhatsApp, Line etc.). If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy or Consulate is required.</p> <p>Host lives in Thailand: Applicant and host are related: The relationship must be proven through official documents such as, marriage certificate, birth certificate, house registration book/Tabienban, etc., show original submit photocopy. One photocopy of the passport (first page with biometric data) of the host and one photocopy of the "residence visa" in Thailand. Applicant and host are not related (e.g. boyfriend/girlfriend): one photocopy of the passport of the host (first page with biometric data) and "residence visa".</p>	X	
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 by all applicants: Proof of sufficient funds Bank Statement for the last three months, original with bank stamp; if the applicant is not in the position to provide proof of financial means, a declaration of sponsorship (*) will be handed out.</p>	X	
11	<p>Documents related to minor child:</p> <ul style="list-style-type: none"> - Birth certificate, show original and submit photocopy - Parental consent for the minor child that is either travelling abroad alone or with only one parent: <ul style="list-style-type: none"> a) <i>An official parental consent for the planned travel abroad must be submitted, in case that one of the parents or both of them are not going to travel together with the minor child. This document must be issued by Amphoe. Show original and submit photocopy</i> b) <i>Or the declaration of consent letter signed by the parent/s who is/are not traveling with the minor child (sign at VFS Global Visa Center in person). Show original and submit photocopy.</i> - <i>If the parents are divorced, or</i> - <i>if the parents were not married at the time the child was born,</i> <p>a proof of child custody, issued by the Amphoe, must be submitted (copy).</p> <p><i>In case that one parent has passed away, a death certificate must be submitted.</i></p> <p>Signed authorization letter from the parents in case that both parents cannot appear in person during the submission of the visa application. Photocopies of the parents' passports (personal data page) must also be submitted.</p>	X	
12	<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	

(*) Declaration of sponsorship: The Regional Consular Center in Bangkok may require the issuance of a declaration of sponsorship during the verification of a visa application if the applicant does not have sufficient financial means to support himself in Switzerland, or if the Regional Consular Center in Bangkok has reason to doubt sufficient financial funds exists. The declaration of sponsorship will be provided by the Regional Consular Center's own motion. It is not available online. By handing out a declaration of sponsorship the process can be delayed (slowed down) up to a minimum of 15 days.