

# Schengen Tourist visa

(for the exclusive use of Incentives)

Applicant name: _____		Date of application: _____		
Requested documents		Yes	No	Notes
1	<p><b>Visa application form, original:</b></p> <p>Duly filled out, dated and signed by the applicant. <b>The visa application form must be signed by both parents in case of minor child.</b></p> <p><a href="#">Click here to download the application form.</a></p> <p><b>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.</b></p>			
2	<p><b>One passport-sized picture 3.5 cm x 4 cm:</b></p> <ul style="list-style-type: none"> <li>- Color photo on a white background</li> <li>- Format 3.5 cm x 4 cm</li> <li>- Taken from the front; without obstruction</li> <li>- Recent (less than 6 months old)</li> <li>- Ears and eyebrows must appear on the picture</li> </ul> <p><b>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.</b></p>			
3	<p><b>Passport, original:</b></p> <p>Valid for at least three months after the end of the planned stay in Switzerland or another Schengen Member State, <b>at least two blank pages. Please present previous passports if available</b></p>			
4	<p><b>Passport, copies:</b></p> <ul style="list-style-type: none"> <li>- Two photocopies of the passport (personal data page)</li> <li>- One photocopy of previous Schengen visas</li> </ul>			
5	<p><b>If the applicant continues to travel to a third country (i.e. UK, USA, Canada etc.) after leaving the Schengen area, the visa of the next country has to be obtained first before the submission of the Schengen visa application:</b></p> <p>Photocopy of valid visa for UK, USA or CAN, etc.</p>			
6	<p><b>Change name and/or surname certificate, if applicable:</b></p> <p>Show original and submit photocopy</p>			
7	<p><b>Confirmed reservation of the round-trip flight ticket:</b></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>			
8	<p><b>Travel and health insurance:</b></p> <ul style="list-style-type: none"> <li>- Must cover all period of stay</li> <li>- Must be valid for Schengen area</li> <li>- Minimum coverage of Euro 30,000 for urgent hospitalization or repatriation expenses</li> <li>- The stamp and the signature of the insurance company are mandatory</li> <li>- Show original and submit photocopy</li> </ul> <p><a href="#">Click here for the list of accredited Travel Medical Insurance</a></p>			
9	<p><b>Proof of accommodation:</b></p> <p>Hotel bookings for the entire trip confirmed by each hotel within the Schengen area with a list containing the applicants' names.</p>			
10	<p><b>Detailed Itinerary:</b></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>			
11	<p><b>Employment and financial proof:</b></p> <p><i>If Employed:</i></p> <ul style="list-style-type: none"> <li>- Work certificate indicating the number of vacation days granted, the position in the company and the monthly salary</li> </ul> <p><i>If Student:</i></p> <ul style="list-style-type: none"> <li>- Academic certificate such as an enrolment confirmation of the school or university, show original and submit photocopy.</li> </ul> <p><i>If Self Employed:</i></p> <ul style="list-style-type: none"> <li>- Business registration stating the applicant's name</li> </ul>			

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	<p><b>To be provided by all applicants: Proof of sufficient funds</b> Bank Statement for the last three months, original with bank stamp; if the trip is sponsored: sponsoring letter and bank statement of the sponsor for the last three months, original with bank stamp, copy of sponsor's passport. If relevant: copy of real estate property (title deed)</p>			
12	<p><b>Documents related to minor child:</b></p> <ul style="list-style-type: none"> <li>- Birth certificate, show original and submit photocopy</li> <li>- Parental consent for the minor child that is either travelling abroad alone or with only one parent: <ul style="list-style-type: none"> <li>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></li> <li>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></li> </ul> </li> <li>- If the parents are divorced, or</li> <li>- if the parents were not married at the time the child was born, a proof of child custody, issued by the Amphoe, must be submitted (copy).</li> </ul> <p><i>In case that one parent has passed away, a death certificate must be submitted.</i></p> <p><b>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.</b></p>			
13	<p><b>Foreign national residing in Thailand:</b></p> <ul style="list-style-type: none"> <li>- Original and copy of work permit (if applicable)</li> <li>- Re-entry stamp from Thai Immigration, valid after coming back from the Schengen states</li> </ul>			
14	<p><b>Documents from sponsoring company and travel agency:</b></p> <ul style="list-style-type: none"> <li>- Certificate or voucher from the Travel Agency / Tour Operator confirming the booking of the organized tour.</li> <li>- Introduction letter on company's letterhead, giving details concerning the trip (route, program, hotels, etc.) with complete name list of the group in alphabetical order and confirmation that the trip has been fully paid.</li> <li>- Confirmation letter from the company bearing the costs with name list of the participants; bank statements for the last three months, original with bank stamp, or bank book, show original and submit photocopy</li> </ul>			

**Documents in Thai language must be translated into English or into one of the Swiss national languages (G, F, I) by a translation office.**

**If submitting documents to prove family relationships from countries other than Thailand, legalization from competent Embassy or Consulate is required.**