



Required Documents for Schengen Visa C: Business (maximum 90 day's)

Gainful activity of more than 8 days per calendar year is subject to authorization by the competent office for migration, even if only temporarily and less than 90 days. The employer must take the necessary steps in Switzerland and apply for the work permit of the visa applicant at the competent office for migration.

The Schengen visa application has to be submitted at VFS Global:

Please submit all documents in following order and do not staple them	☐
Visa application: - Duly completed (German, French, Italian or English) with a blue or black pen - Personally signed in the foreseen box - If your fingerprints are already stored in the Schengen System an authorized person in possession of a dated and signed letter can submit your visa application	☐
Valid Passport: - Issued within the last 10 years - Minimum 2 empty pages - Valid at least 3 month after leaving the Schengen Area - Copies of passport (pages 2-3) and previous visas with entry/exit stamps Non-Turkish nationals: - Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States	☐
1 recent biometric passport picture (not older than 6 month)	☐
Statement of Family register (entire Family) «tam tekmil vukuatlı nüfus kayıt örneği»	☐
Current invitation letter from Swiss/FL company in German, French or Italian on official company head letter document: - Address of company with phone number and E-Mail - Personal data of guest and relation to the company in Switzerland/FL - Reason and duration of visit - Information on the entity to cover the costs of the stay - If visiting fair, entrance ticket must be submitted or proof of participation	☐
Accident and Health Insurance (Original and copy): - Signed and stamped - Minimum coverage of EUR 30.000.- / USD 50.000.- / CHF 50.000.- - Valid for all Schengen countries and the total duration of the intended stay - The insurance must cover the costs of any repatriation for medical reasons, emergency medical care and/or emergency hospitalization	☐
Flight reservation (Roundtrip)	☐
Evidence of financial resources: - Current personal and company bank statement of last 3 months, proving the source of regular income, with stamp and signature of the Bank - Salary proof of last 3 months	☐

Employer and employee: Original: Employment Certificate with Company Letterhead (dated and signed by the person authorised to sign): - Personal details, passport number, date of start of employment and function of the employee - Purpose and duration of stay, length the leave and whether it is paid or unpaid leave Additional: - Copy of company register extract from the Chamber of Commerce (Faaliyet Belgesi), not older than 6 months - Copy of signature circular of person with signature authorization - Copy of statement of trade paper - Copy of current tax table - SGK-Entrance (SGK işe giriş bildirgesi) of the employee as well as - SGK-History (SGK tescil ve hizmet dökümü), both documents must be readable and with QR Code	☐
Lawyer: Admission Bar association (Baro kaydı)	☐
Farmer / Agriculturist: Proof of certificate issued by Chamber of Agriculture	☐
Retirees: Proof of retirement with bank statement which confirms the retirement salary	☐
Visa fee: Payment: Only in Turkish currency and cash: Adult: 90.- €	☐

The Swiss Consulate General reserves the right to request further documents and / or to invite the applicant for a personal interview.