



## Checklist for the Issuance of a SCHENGEN Visa for TOURISM TO SWITZERLAND

### PLEASE READ CAREFULLY !

- ❖ Visa applications may be lodged **3 months** before the planned date of departure at the **earliest**.
- ❖ Visa applications are accepted on an appointment basis only.
- ❖ Please make sure that you have all the necessary documents and fees when you apply.
- ❖ **Incomplete applications will not be accepted.**

### How to schedule an appointment:

All appointments for the submission of application files must be booked with our external service provider VFS Global via the following website (<http://www.vfsglobal.ch/Switzerland/Philippines/>) or through the Visa Hotline: (02) 790-4914, Mondays – Fridays, from 07.00 am – 04.00 pm (except during public holidays).

Application files have to be submitted to VFS Global on the day of the appointment at the following address:

**VFS Global Services Pvt. Ltd, 30<sup>th</sup> Floor, The World Centre, Sen Gil Puyat Ave., Makati City, Metro Manila**

### Visa requirements:

<b><i>Please bring the <u>original documents</u> and provide the Embassy with <u>clear photocopies</u>. Do not staple the documents together.</i></b>	✓
<b>One (1) visa application form</b> , which must be completely and properly filled-out and signed by the applicant (write in block letters and use black or blue ink only). The form may be obtained for free from the Embassy or downloaded from the following link: <a href="https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</a>	
<b>Two (2) identical, clear and coloured passport-sized photos</b> (With <u>white</u> background; Must be taken within the last six months; <b>Please do not staple the photos on the form</b> ).	
<b>Valid passport</b> (Must be valid at least 3 months from the end of the approved duration stay; Must contain at least 2 blank visa pages.)	
<b>Photocopy of <u>valid</u> passport</b> as well as <u>old</u> passports (Inside front cover containing holder's personal information and photo; Inside back cover containing „Important reminders“, signature and other passport information.)	
<b>Photocopy of <u>all</u> visas</b> (valid and expired)	
<b><i>For spouses or children (below 21 years old) of Swiss / EU / EFTA nationals, the following must also be submitted: photocopy of the <u>marriage contract</u> (spouse), <u>birth certificate</u> (child), <u>family book</u> or any other document proving relationship, which must be issued by a Schengen / EU / EFTA member country. A copy of the family member's passport and/or ID card must also be provided. You are NO longer required to submit the documents enumerated below. In some cases, however, the Embassy still reserves the right to request for additional documentation.</i></b>	
<b>If employed:</b> certificate of employment with leave of absence from the local company or organisation showing position, date of hiring, salary as well as date of return to work.	
<b>If self-employed:</b> proof of business (DTI/SEC registration, income tax return, financial statements)	
<b>If still studying:</b> proof of enrolment, leave of absence from school (if travelling while classes are ongoing)	
<b>If travelling with spouse and/or children:</b> marriage contract and birth certificate of the children	
<b>Proof of financial resources of the applicant:</b> latest bank statements showing cash flow from the last 6 months, bank books, latest international credit card statements (last 6 months), <b>Income tax return</b>	
<b>For foreign nationals who have valid residence status in the Philippines:</b> Submit one (1) copy of the Alien Certificate of Registration (ACR) and Re-Entry permit	
<b>Computer printout of confirmed <u>roundtrip air travel reservation</u></b> (Do not yet buy an airline ticket. The Embassy cannot be held responsible for any financial losses in case you have to return a ticket.)	
<b>Detailed day-to-day itinerary</b> of planned trip / schedule of activities	
<b>Proof of accommodation:</b> booking confirmation / reservation containing the complete name and contact information of the hotel with hotel voucher	
If applicable, valid visa(s) for the country(-ies) of destination after leaving the SCHENGEN territory based on the planned itinerary.	
<b>International travel insurance</b> (May be purchased locally or in Switzerland; must have a coverage of at least <b>EUR 30'000.-- / USD 50'000.-- / PHP 2.5M</b> to cover expenses for personal <b>accident</b> , urgent <b>medical treatment</b> , urgent admission in a <b>hospital</b> or urgent <b>repatriation</b> on medical grounds; with coverage including ALL Schengen member states). The validity period of the insurance coverage must be for the entire duration of the intended stay including entry and exit day of the Schengen area.	

**VISA PROCESSING AND ISSUANCE:** Five to ten working days after filing date

**VISA PROCESSING FEE:** Must be paid in cash. Please prepare the exact amount in Pesos only.  
*There is no Visa fee for children who are below 6 years old.*

**For the current VISA FEE, please check our website.**

*\*Fees are subject to change without prior notice.*

*The requirements listed above are applicable to **Filipino citizens and foreign nationals who have valid residence status in the Philippines and require a visa to enter the SCHENGEN territory.***

**\*If you are in possession of a valid residence card / permit for any **SCHENGEN States**, then you do not need a visa to enter Switzerland / Schengen states.**

**\*If you are in possession of a valid Philippine official or diplomatic passport and your stay in Switzerland does not exceed 90 days, then you do not need a visa. If you are transiting or travelling to other countries, contact the foreign representation competent to issue visas for that country/-ies to check if you need a separate visa from them.**


**\*For other nationalities**, kindly refer to the following link if there is a need for a visa for Switzerland / Schengen states: [https://www.sem.admin.ch/sem/en/home/themen/einreise/merkbblatt\\_einreise.html](https://www.sem.admin.ch/sem/en/home/themen/einreise/merkbblatt_einreise.html) (ID and Visa Provisions according to Nationality).


#### **IMPORTANT INFORMATION**

In particular cases, the Embassy explicitly reserves the right

- to request for more information or additional documents (e.g. DSWD clearance for minors travelling alone)
- to verify the content and truth of the documentation presented
- to send the application to the Swiss Federal authority for decision
- to deny an application; each one will be checked individually. No right of issuance exists. The Embassy will not assume any responsibility should the visa application be rejected
- to immediately deny applications based on incorrect/false declarations or on forged or missing documents

 Please note that **you are not allowed to take up any kind of employment during your stay in the Schengen area.**

 In case your application is finally refused or withdrawn, the fee will not be reimbursed.

 In case your application is refused, the applicant will be given an INFORMATION SHEET (Procedure in case of a formal Refusal – Right to appeal).

#### **Contact information of the Visa Section (Embassy of Switzerland in Manila)**

**Mailing Address** 24<sup>th</sup> Floor BDO Equitable Tower  
8751 Paseo de Roxas, 1226 Makati City,  
Metro Manila, PHILIPPINES

**E-mail** [manila.visa@eda.admin.ch](mailto:manila.visa@eda.admin.ch)

**Website** [www.eda.admin.ch/manila](http://www.eda.admin.ch/manila)

**Visiting Hours** Mondays through Thursdays 09:00 AM until 12:00 NN, Fridays, 09:00 until 11:00 AM

**Visa Section** (632) 845 45 45 (Press 1)

**Visa Section Fax** (632) 845 45 39