



**INFORMATION SHEET:
SCHENGEN VISA FOR TOURISM, VISITS, BUSINESS AND MEDICAL TREATMENT**

This information is destined for Armenian citizens
as well as for foreign citizens with official residence in Georgia and in Armenia

Online visa application process

In order to start the online visa application process, please visit the [Swiss visa](#) website and fill out an online application form with your personal information as well as the information pertaining to your upcoming trip.

- At the end of the process, please open the PDF format document and print, date and sign your application. Please make sure to click “next” and follow the procedure until the end in order for the application to become active.
- After filling out the application online, an automatic generated e-mail with a link will be sent to the e-mail address you provided.
- Please click on the link and select an available appointment at your convenience. Appointment may be booked exclusively online.

The day of your appointment, please submit the following documents:

- The printed application form duly dated and signed
- Two recent pictures, white background (consult [specifications](#))
- Passport valid for at least three months after the end of planned stay in Switzerland or another Schengen State, at least two blank pages, and issued within the last 10 years + one copy of the pages with your personal data, your signature as well as copies of previous Schengen visas with entry/exit stamps

For Foreign nationals residing in Georgia/Armenia:

- Valid Residence permit for Georgia or for Armenia + one copy (the validity of your residence permit should exceed your stay in the Schengen area by three (3) months)
- Confirmed reservation of a round-trip ticket

Travel health **insurance**. (Original + 1 copy)

- Travel medical insurance for the entire intended stay, including day of arrival + 15 days after the planned return. It must cover up to EUR 30,000 and be valid for all Schengen countries. It has to cover possible costs which may occur during the visa applicant's stay in the Schengen area :
 - Repatriation costs for medical reasons, Emergency medical treatment, Costs of emergency hospital treatment, Costs of death, including the costs of repatriation of the remains

Evidence of employment/study containing the following information:

- Letter from the employer (in English, or in the Armenian/Georgian language with English translation) on official company paper with
 - Stamp, signature, date and clearly mentioning address, landline telephone numbers of the employing company
 - Name of the employee, position, salary and duration of employment
 - Confirmation of business trip with duration, purpose and cost coverage information
 - Countersigning officer's name and position in the company
 - Copy of the certificate on registration (fresh extract from state registry) and Taxpayer Identification Number (TIN) (not older than 6 months)
- School or University confirmation if you are a student and you are not working, together with the ECTS (European Credits Transfer System) issued by the attended university

Proof of economic situation/ Proof of sufficient funds:

- Bank statement - cash flow - of the last 3 months including listed salary payments also for the last 3 months; and/or certificate of real estate property or proof of other assets, that generate regular income; proof of pension; or proof of other regular income
- Any other bank statements, if available

Additional documents for the following types of journeys

Visit purposes:

- Letter of invitation duly dated and signed by the inviting person(s) with the following information:
 - Statement from the host confirming that the applicant is invited
 - Host & Applicant: Surname, name, date of birth, address, phone number, email address, Duration of stay
 - Explanation of relationship (family member, friend, etc.) with the invited person.
 - If the invitation is submitted by a family member, proof of the family relation between inviting person and invitee (e.g. birth certificate with notarized translation into a Swiss national language or in English).
 - Confirmation of who will cover the expenses (accommodation, food, etc.) during the stay.
 - If not hosted by the inviting party: proof of accommodation; voucher or booking from hotel, clearly indicating Name/Surname of applicant, duration of stay; contact details of hotel.
 - Copy of the inviting person's passport and resident card if applicable. In case invitation is issued by a married couple, letter is signed by both and passport copy of both hosts.

Business purposes:

- Written, dated and signed letter of invitation from the company in Switzerland or in Liechtenstein, containing the following information:
 - Full address and contact person of the host company, including email and phone numbers.
 - Name and position of the person who signs the invitation letter (signature rights according to commercial register)
 - Surname, first name, date of birth, address, phone numbers, email, passport details of the invited person
 - Purpose of the business trip with detailed program and duration of the visit
 - Indication of who is going to cover the costs of travel and living costs (hotel reservation) during the visit in Switzerland or in Liechtenstein
- Companies in Switzerland or in Liechtenstein
 - Copy of extract from cantonal trade register to be attached to the invitation letter
- Companies in Georgia and in Armenia
 - Copy of the certificate of registration (extract from state registry) and Taxpayer Identification Number. This document should not be older than 3 months
 - Official letter on legal entity paper (with full address, landline phone numbers), dated, stamped and signed. It contains the following information:
 - Full name and position of the countersigning person;
 - Name, position, salary and years of employment of the employee;
 - Nature of the work contract;
 - Confirmation of business trip with duration, purpose and information on who bears the costs (travel and living) of the visit.

Tourism purposes:

- Confirmed hotel reservation(s) or holiday flat(s), for the entire duration of stay in the Schengen area giving details of the client's name and period of stay
- Program/Itinerary of the journey & places you intend to visit during the stay, including if applicable the itinerary in other Schengen countries
- If you intend to stay in more than one hotel during your stay in the Schengen area, please add all hotels by using the "+" option in the application form

Medical treatment:

- Official signed document from the medical institution with patient's name and name of accompanying person, if applicable, confirming the need to undergo treatment
- Signed letter from the Clinic or Hospital with confirmation that the costs are prepaid or at least a down-payment has been made. Indication of paid amount is necessary.

Applicants, who are minors (<18 years old):

- The minor and both parents/legal guardians have to be present in order to sign the application form in front of the visa officer. If one or both parents is/are not present, please submit a notarized consent with notarized translation
- If one of the parents (or both) is not alive, a copy of the death certificate of the late with the notarized translation
- Birth certificate of the minor with notarized translation
- Certificate of enrolment in a school, mentioning the vacation period or approved leave of absence, if the minor is school-aged.

Important information:

- The Embassy reserves the right to request any additional documents after the first examination of application
- Visa application should be submitted at least 15 calendar days before the planned trip; it can be submitted up to six months before the start of the planned trip
- Fees: see [here](#)
- Please make sure that you bring all the supportive documents on the day of your appointment. Submission of applications that do not show the necessary documentation may be rejected. If the application is not complete, a new appointment will be rescheduled.
- More information on visa related matters is available on the [Embassy's website](#)
- The Embassy **does not cooperate** with external agencies and service providers
- This information sheet, registration and visa application form are provided free of charge.