



Requirements for an Airport Transit Visa

Is your personal appearance at the visa section necessary?

Starting from 15 May 2015, all diplomatic representations of the Schengen member states in Australasia have to capture the biometric data (finger scans and facial image) of persons applying for a Schengen visa. The data will be kept in the Visa Information System (VIS) for 59 months. Please note the following information:

- If your finger scans have not been collected yet, personal appearance is mandatory.
- If your finger scans were collected within the last 59 months, then you won't have to give new fingerprints for your next visa application(s) and personal appearance is not necessary. However, **you have to provide a copy of your previous biometric Schengen visa sticker.**
- If you are not sure or do not remember whether your fingerprints have been captured for a Schengen visa within the last 59 months, you have to appear in person.
- You will still have to appear in person to give your fingerprints in case the previously collected fingerprints prove to be of insufficient quality.
- Personal appearance and fingerprint scan is not necessary for children under the age of 12.
- The Swiss representation still reserves the right to ask the applicant to appear for a personal interview after checking his application.

Procedure

Please submit your application and all supporting documents by email in one PDF file for perusal to wellington@eda.admin.ch. You will then be informed if further documents are required and if your fingerprints were not collected within the last 59 months you will be contacted for an appointment (personal appearance in Wellington is mandatory).

Please submit the documents in the exact order given below:

1. **Printed Schengen Visa application** form fully completed, dated and signed by the applicant. Please fill in and print your online application through the website: www.swiss-visa.ch. Incomplete forms will not be accepted.
2. One recent, colour passport photograph (please submit loose photograph, no staples or paper clips).
3. **Copy of your passport** (personal data page). Please note that your passport:
 - needs to be valid for a minimum of three months *after* the end of your planned stay in Switzerland and the Schengen area, and
 - needs to have at least two empty pages and
 - must have been issued within the last 10 years

The **original passport and passport photograph** needs to be presented during the appointment. Or if personal appearance is not requested, the passport and the photo needs to be posted, so the visa sticker can be added in your passport. Please await further instructions on this regard.

4. **Copy of your current, valid permit** (e.g. residence permit, work permit, study permit or re-entry visa to New Zealand, Fiji, Samoa, Tonga, Tuvalu, Cook Islands or Niue and/or a valid visa for your onward travel after leaving the Schengen area).
5. **Copy of previous Schengen Visa** (if applicable)
6. **Airline ticket (round trip) or an itinerary (flight reservation)** from the travel agency. This itinerary must include the names of all travellers and the travel dates.

7. **The visa fee is subject to change:** please check the website for the [current fee](#).

Please note that there is no refund in case of withdrawal of the application or refusal. The visa fees can be paid cash or by credit card or EFTPOS on the occasion of your appointment. If no personal appearance is required for your visa application, the Embassy will provide you with its bank details for deposit payment.

Please note that this is not an exhaustive list. The Embassy of Switzerland reserves the right to request additional documents.

The submission of a complete file does not guarantee the granting of a visa.

In case of a visa refusal, the Embassy of Switzerland is not liable for any costs that might have occurred in the application process. In case of application being rejected, the applicant will get the refusal notification. The applicant may appeal within 30 days from notification with the Federal Office for Migration FOM, 3003 Bern, after the advance payment of an administrative fee of CHF 200.00 (Art. 63 of the Federal Act on Administrative Procedure APA, SR 172.021). The FOM shall issue a contestable decision.