



Requirements for a Schengen Business Visa (< 90 days): Business

The Embassy of Switzerland in Wellington is responsible to issue Schengen visas if your **main destination is Switzerland, Liechtenstein or Hungary.**

Main Destination

Please note that you must lodge the application for a Schengen visa at the Consulate of the country that you intend to visit, or – if you intend to visit more than one Schengen State, the Consulate of the country **where you will spend the longest period.** If you intend to visit several Schengen States and the stays will be of equal length, you must apply at the Consulate of the country whose external borders you will cross first when entering the Schengen area. Please read the information on the European Commission website: [Where and how to apply for a Schengen 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. **Invitation letter from the organizer** of the event/training/meeting mentioning clearly the purpose of the visit and the detailed program.
8. **Support letter from your employer** indicating the authorized business trip, signed by the employer. This letter must mention your position, the purpose and the duration of the business trip and who will cover the costs. If you are self-employed, please include a copy of your business license, tax return and bank statement.
9. **Proof of international medical travel insurance** (e.g. AXA)
The policy of your medical insurance must mention the following information:
 - minimum coverage of EUR 30'000.00 for all costs related to Covid-19, urgent medical treatment or hospitalization, repatriation or costs incurred in the event of your death;
 - coverage for your entire stay in Schengen territory (counting from the day of entry into Schengen for the foreseen number of day);
 - coverage for the whole Schengen area (policy must be valid for all Schengen countries regardless of which Schengen country/countries you will actually visit)
10. **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. A work permit may be

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.