



Business Trip (short term Schengen visa, category C)

General Information:

A Schengen visa permits free travel within all member states of the Schengen agreement, if not stated otherwise on the visa. The Schengen countries include:

Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Switzerland.

The maximum duration of stay is 90 days within a period of 180 days. Schengen visas may be issued for the purpose of tourism, business trips or private visits. Visas for stays of more than 90 days or for the purpose of taking up an employment are not covered by the Schengen regulation. An overview of which nationality requires a visa can be found [here](#).

Competent Embassy:

The Embassy of the country of your main travel destination is the competent authority to deal with the application. If a main travel destination cannot be ascertained, the application should be submitted to the Embassy of the country of first entry to the Schengen area.

Appointment:

Please call or send an email to make an appointment.

Arranging appointment by calling is faster than mailing. All appointments are free of charge.

Required documents:

1. [Online visa application form](#)
duly filled in, printed, dated and signed by the applicant, for minors signatures of parents or legal guardians are required. The online application should be printed once you make online application at www.swiss-visa.ch.
2. **Passport and one photocopy of the passport in original size of personal data page and previous Schengen visas** (if applicable)
valid at least three months beyond the date of the planned departure from the Schengen area and with at least two blank pages
3. **One color passport-size photograph**
recently taken, size 35 mm x 45 mm, light background, no headgear (with the exception of religious coverings, provided the face is free) – must meet [Schengen requirements](#)
4. **Korean Alien Registration Card and a copy of the card (front and back)**
must be valid at least three months after the travel dates
5. **Letter of Invitation from the host company in Switzerland (also for conference, exhibition participants)**
Invitation must be sent by email directly by the host company to the Embassy's email address (seoul.visa@eda.admin.ch). It must include name as stated in passport, nationality, passport number, dates and description of purpose of trip

6. **For employees:** employment certificate
For self-employed: business registration and tax return forms
For university and school students: enrollment certificate
7. **Confirmed round-trip flight reservation**
8. **Accommodation booking for the whole stay in Schengen territory**
9. **Proof of financial means**
 - bank books/bank transactions of the last 3 months (3 개월간 입출금내역서) **and**
 - Pay slips of the last 3 months
10. **Travel insurance**

Only insurance policies from insurance companies located in Korea or Switzerland will be accepted. Please refer to recommended [insurance companies](#).

Accident/health insurance must cover the minimum amount of EUR 30.000 for each event per person (coverage: emergency treatment, ambulance transportation, repatriation for medical reasons, transportation of the body in case of death back to applicants home country).

The insurance has to cover the entire stay in Schengen territory and to be valid in all Schengen states.

The Embassy will not accept any application unless the file is complete.

The Embassy reserves the right to ask for further documents or information if necessary.

Visa applications can be submitted at the earliest 6 months and not later than 15 days before departure.

Process

As a general rule, a decision is taken by the Consulate **within 15 days**. This period may, in individual cases, be extended.

Some Schengen States require that they be consulted on visa applications submitted to other Schengen States by citizens of certain countries. The consultation process may take up to 14 calendar days. Such consultation is currently required for nationals of the countries listed here:

[List of countries](#)

Fee

The [visa fee](#) has to be paid in **cash** the local currency **KRW**. It is not refundable and if you withdraw the application or it is rejected the fee will not be returned.

For spouses and children of Swiss or EU/EFTA nationals, and for the children under six years of ages, the visa fee is waived.

The submission of a complete file does not guarantee the granting of a visa. In case of a refusal, the Embassy of Switzerland is not liable for any costs that might have occurred in the application process.

Seoul, May 2024