



Visa for Internship at an International Organization / Stay up to 90 days / (Schengen visa, category C)

General Information:

An application for a visa for an internship at an International Organization must be submitted at the counter of the Swiss Embassy/Consulate in your country of residence. The applicant has to apply personally.

Required documents:

1. [Online visa application form](#) **duly filled in, printed, dated and signed by the applicant.** The online application should be printed once you make online application at www.swiss-visa.ch.
2. **Original passport and one photocopy**
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. **Confirmation letter from the International Organization in Switzerland** original sent **by email directly by the international organization to the Embassy**; confirmation letter must include name as stated in passport, nationality, passport number, dates, duration of your internship, fact that you will receive “carte de legitimisation” upon your arrival in Switzerland.
5. **Proof of flight reservation**
6. **Proof of financial means**, sufficient for the entire stay in Switzerland
7. **Medical insurance (if the organization is not covering for the applicant)**
Minimum coverage for **each** below expense has to be EUR 30.000 or equivalent to KRW 50 million:
 - accident medical expense
 - sickness (disease) medical expense
 - medical repatriation or evacuation (mostly covered under special expense)

The insurance must be valid in all Schengen states or worldwide for the entire duration of the planned journey. Recommended insurance companies can be found [here](#).

Process:

Visa fees are free of charge and as a general rule, a decision is taken by the Consulate **within 15 days**. This period may, in individual cases, be extended.

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