



Checklist for Schengen Visa: Visitor Visa for unmarried couples for a stay of up to 90 days (COVID-19)

Application should be submitted at the local Visa Facilitation Centre VFS Global.
Switzerland Visa Application Centre Website: <https://www.vfsglobal.ch/switzerland/philippines/>
VFS Global Services Pvt. Ltd., 30th Floor, The World Center, Sen Gil Puyat Ave., Makati City, Metro Manila
Tel.: +63 2 8790 4914 or E-Mail: info.swissph@vfshelpline.com

The visa application form is free of charge and can be downloaded from the website:
<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

Please submit the documents in the exact order given below, please do not staple any document.	
Valid national passport:	
<ul style="list-style-type: none"> With at least 3 months validity from the end of the approved duration stay and must contain at least two blank visa pages. 	
Visa application form:	
<ul style="list-style-type: none"> Completed, signed twice by the applicant and, if applicable, authorization of third person (write in block letters and use black or blue ink only). If the applicant is a minor: visa application signed twice by legal guardian and if applicable, authorization of third persons. (Proving the custody of minor child, birth certificate, divorce papers, death certificate, etc.) 	
2 Passport sized photographs:	
<ul style="list-style-type: none"> Photographs must be identical, clear and coloured with a white background and not older than 6 months 1st picture pasted on the application form – 2nd picture has to be clipped on the last page of the passport, stapled or pinned pictures cannot be accepted. For more details, please refer to: https://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf 	
Photocopy of valid passport as well as old passports:	
<ul style="list-style-type: none"> Front cover containing holder's personal information and photograph Back cover containing important reminders Signature page and other passport information 	
Photocopies of all visas (valid and expired)	
Flight reservation:	
<ul style="list-style-type: none"> With name(s) of the applicant(s) and passenger registration number or reservation number Roundtrip air travel <i><u>Do not buy an airline ticket yet. The Embassy cannot be held responsible for any financial losses in case you have to return a ticket.</u></i> 	
International travel insurance – complete policy:	
<ul style="list-style-type: none"> May be purchased locally or in Switzerland Minimum coverage of EUR 30'000.00 / USD 50'000.00 / PHP 2'500'000.00 per person (including expenses for personal accident, urgent medical treatment, urgent admission in a hospital or urgent repatriation on medical grounds) The insurances has to cover the entire stay in the Schengen territory and must be valid for all Schengen member states Insurance policy must clearly and explicitly state coverage of expenses due to the Pandemic/COVID-19/Coronavirus. 	
Invitation letter from the host(s) in Switzerland:	
<ul style="list-style-type: none"> Duly signed letter indicating general information of the invited person (names, date of birth, exact address, relation), details of the host (names and exact address), confirmation of the invitation, planned duration of stay and guarantee of accommodation. Clear copy of host's valid passport / ID card and/or residence permit in Switzerland Host(s) working for an International Organisation or Diplomatic Mission in Switzerland: clear copy of the valid "Carte de Légitimation" and confirmation of employment signed by the International Organisation or Diplomatic Mission 	
Certificate of residence from the municipality of the partner residing in Switzerland	
(Swiss or foreign national with a valid residence permit)	

Confirmation of the partnership signed by both partners	
Documents confirming that the partnership has existed for some time <ul style="list-style-type: none"> Correspondence via post or e-mail, social media exchanges, telephone bills, air tickets, photos, etc. 	
Proof that the couple met at least once in Switzerland or abroad before the entry restrictions were introduced <ul style="list-style-type: none"> Copy of the passport containing entry and departure stamps from both parties (applicant and host) 	
Additional Questionnaire: <ul style="list-style-type: none"> Document will be handed out during your appointment at VFS Global Services Pvt. Ltd. Please fill in the form completely and truthfully. Please submit the questionnaire together with your requirements when you file your application. 	
Proof of financial status: All documents have to be originals, in format A4, with stamp and signature of the Bank. - If employed: Certificate of employment (position, date of hiring, salary) Certificate of approved leave of absence (dates must be clearly mentioned) Bank certification, bank books Personal bank statements, credit card statements or balance covering the last six months Income tax return - If self-employed and/or company owner: Department of Trade Industry (DTI)/Securities Exchange Commission (SEC) registration of business Income tax return Business financial statement Bank certification, bank books Personal bank statements, credit card statements or balance covering the last six months If student: Proof of enrolment Copy of the student college ID card Certificate of leave of absence if travelling during school year (dates must be clearly mentioned)	
For non-Filipino applicants who have valid residence status in the Philippines: - Copy of Alien Certificate Registration (ACR)	
Visa fee: PHP 4600.00 adults	

Please note:

- The required documents have to be submitted with the visa application (no fax or e-mail to the Embassy is accepted).
- The Embassy of Switzerland reserves the right to ask for additional documents and/or for a personal interview as well as to verify the content and truth of the documentation presented.
- Declaration of sponsorship: The Embassy may require the issuance of a declaration of sponsorship during the verification of the visa application, if the applicant does not have sufficient financial means to support herself/himself in Switzerland or if the Embassy has reason to doubt sufficient financial funds exist. The declaration of sponsorship will only be provided once the Embassy has received a complete application according to the checklist. The document is not available online. By handing out a declaration of sponsorship the process will be delayed.

Embassy of Switzerland in the Philippines

Visa Section

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8751 Paseo de Roxas, 1226 Makati City,
Metro Manila, PHILIPPINES

E-Mail manila.visa@eda.admin.ch

Website www.eda.admin.ch/manila

Visiting Hours Mondays through Thursdays 09:00 AM until 12:00 NN, Fridays, 09:00 until 11:00 AM

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