



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Schweizerische Botschaft in Serbien

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## SWISS SCHENGEN VISA: BUSINESS

The Embassy or Consulate-General of the country of the main destination is the competent authority to deal with the application. If the main destination cannot be determined, the application should be submitted to the Embassy of the country where the longest visit will be. If the visits in different Schengen countries are of equal length, the first destination shall be the determining factor.

Applicants with official passports (diplomatic or service passports) apply for their visas via the competent department of the Ministry of Foreign Affairs. Holders of ordinary passports are required to apply in person during our opening hours, from Tuesday to Thursday between 9 and 12 AM! (except on official holidays which will be indicated in advance.)

The Embassy reserves the right to ask for additional documents or to interview applicants.

In order to process the visa application, the following documents in English, French, German or Italian are required:

- Passport, valid at least three month after leaving Switzerland
- 1 recent passport photo in colour with white background, size 3.5cm x 4.5cm
- visa application form, duly filled in, dated and signed (Download: [www.eda.admin.ch/belgrade](http://www.eda.admin.ch/belgrade))
- photocopies of the first two pages and of all visas and stamps in the passport
- old passport (original and copies of all visas and stamps)
- if available, business card
- for foreigners: residence permit (original and copy)
- an invitation letter from the inviting company/organisation in Switzerland with detailed programme, purpose of the visit, date of entrance and leave, full name, passport number and date of birth of the invited person, coverage of accommodation and travelling expenses, business address, e-mail address, telephone and fax numbers of the Swiss enterprise. The invitation must be signed by an authorized person!
- Detailed programme of the entire trip in the Schengen area
- Relevant insurance covering the journey in the Schengen area, valid for the entire duration of the stay, with cover of at least EUR 30'000.-- and covering the cost of any emergency medical treatment and/or repatriation for medical reasons. (original and copy)
- Dispatch letter with name, date of birth and function of the employee, monthly salary, duration of employment, authorization for absence from the employer and explanation who will cover the expenses, full address, e-mail and telephone number of employer, stamped and signed, name and function of the person representing the company (original and translation, if the letter is written in Serbian language)
- Copy of the business license of the employer's company with translation
- Marriage certificate with translation (original and copy)
- Reservation of the airplane ticket for the first trip
- Hotel reservation for the first trip
- Visa fee EUR 60.-- (Only the exact amount is accepted! No refundable in case of refusal or withdraw!)

Once the visa section has approved the visa application and the respective visa fee has been paid, a visa will generally be issued in no less than 1 week after receiving the complete file.

Request for urgent visa treatment must be done in a written form! Exceptions will be authorized only in cases with high Swiss interest!