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## SWISS SCHENGEN VISA: VISITOR

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:

### 1. Invitation letter from the host in Switzerland

(The invitation must be signed by both spouses in Switzerland)

- The invitation must contain: last name, first name, address, date of birth, telephone number, e-mail addresses of both the invited and the invitee, the duration, the entrance and the departure date of the planned stay and the relation between the host and guest/-s
- Copy of the Swiss residence permit or the Swiss passport
- Copy of the current bank statement or a current bank confirmation from the host
- Copy of the current pay slip or a current work attestation of the host
- Written cost guarantee from the host (Herewith I confirm to cover all costs.....)  
(Sensible documents, such as bank statement and pay slips, can be replaced by the official form "declaration of guarantee". This form can be given only after the Visa Section has checked all the other requested documents of the applicant/-s. Be aware that this procedure takes much longer!)

### 2. Visa application

- Passport, valid at least another 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 the visas and stamps in the passport
- previous passport (original and copies of all visas and stamps)
- business card, if available
- for foreigners: residence permit (original and copy)
- for students: confirmation from the school or the university + translation, as well the student book (original and copy)
- for minors: legal authorization from the parents + translation
- Relevant insurance covering the journey in the Schengen area, valid for the entire duration of the stay, with the 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).
- Letter from the employer with the authorization for holiday, containing name, date of birth and function of the employee, monthly salary, duration of employment, authorization for absence from the employer, full address, e-mail and telephone number of the employer, stamped and signed, with the name and function of the person representing the company (original and translation, if the letter is written in Serbian language)
- Retirement certificate for pensioners + translation or last cheque + copy
- Marriage certificate with translation (original and copy)
- Birth certificate with translation (original and copy)
- Visa fee EUR 60.-- (Only the exact amount is accepted! Not refundable in case of refusal or withdrawal of the application!)

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!