



TRADE OFFICE OF SWISS INDUSTRIES (TOSI)

Application for a business visa

Please submit your application in person at the Trade Office of Swiss Industries in Taipei. The main destination visited in the Schengen area must be Switzerland. The following documents are required:

- q **1 Schengen visa application form (duly completed and signed)**
- q **2 recent passport photos (35x45 mm)**
- q **valid passport and 1 copy of biodata pages in passport (validity of at least three months after return)**
- q **copies of previous overseas visas in passport**
- q **valid ARC residence permit and 1 copy thereof (validity of at least three months after return)**
- q **complete Schengen travel itinerary (including copy of flight and hotel reservations)**
- q **employment certificate of Taiwanese company**
- q **invitation letter from the Swiss company (faxed directly to the TOSI beforehand: +866 2 2757 6984)**
- q **medical travel insurance by recognized company (min. coverage EUR 30'000.-- for the whole Schengen area and the whole stay)**

All documents must be in English or a Swiss official language. Please be aware that only complete applications will be accepted. Additional documents may be requested by the TOSI at any time (such as marriage certificates, birth certificates, tax statements etc).

There are no express visas available. Visa applicants are asked to submit their application at least three weeks prior to departure. Processing your application usually takes three working days but might take longer for certain nationalities.

A non-refundable charge has to be paid in cash when applying.

Thank you for your interest in Switzerland.