



**Updated: 16-Jan-2010**

## **EMBASSY OF SWITZERLAND**

Diplomatic Enclave, Street 6, G-5/4, Islamabad 44000

Phone: +92-51-227 92 91-94, Fax: +92-51-227 92 86

Email: [isl.vertretung@eda.admin.ch](mailto:isl.vertretung@eda.admin.ch)

Website: [www.swissembassy.or.th](http://www.swissembassy.or.th)

**Note: Please note that the Embassy have right to ask for additional / original documents and Embassy reserves the right to call for personal appearance. Passport Submission and Collection copy of I.D card and the Authority Letter required.**

### **General Requirements for all categories**

- Three application forms completely filled in **(by typewriter/computer)** and signed by the applicant
- Three recent (not older than 6 months) passport-sized photographs with white background ears must be visible. Computer printouts are not accepted
- Passport valid for at least three months beyond the intended stay
- One clear photocopy of your passport (pages with info) & Schengen/UK/US visa (if any)
- Previous passports, if any (no copies)
- List of all children (NADRA B Form).
- List of relatives living abroad
- Self-declaration on true statements(Introduction Letter)
- Proof of an existing round trip ticket (booking slip etc)
- Proof of an existing travel health insurance valid for the Schengen states and covering a minimum amount of 30,000 Euros for medical treatment and home repatriation in case of illness or death (plus one photocopy).

### **Additional Documents for Business Visa**

- Letter of invitation from the Swiss business partner, stating duration and purpose of visit.
- Letter of introduction from applicant's company or employer stating his position and duration of employment
- Proof of business activities with a company in Switzerland (agency agreement, etc)
- Certificate from the Chamber of Commerce & Industry
- Hotel reservation and full address of Hotel in case of attending a FAIR/Exhibition.
- Confirmation of flight reservation
- If you have been refused a visa by an Embassy or High Commission in the last 2 years; written explanation about reason for trip refusal.
- If you are Employed
  - - Letter from the employer (non-objection certificate), Original bank statements for the last 3 months.
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- If you are Employed
  - - Provide your company documentation. Ex: company registration, partnership deed, tax registration and Original bank statements for the last 3 months

### **Additional Documents for Visit Visa**

- Letter of invitation by the host in Switzerland mentioning name, duration, guarantee of expenses along with copy of Swiss passport/residence permit
- Proof of sufficient financial means for the planned stay e.g.
- Proof of income (salary certificates, extracts of bank accounts of the last six months etc)
- Proof of property (translated in English)
- Confirmation of flight reservation
- If you have been refused a visa by an Embassy or High Commission in the last 2 years written explanation about reason for trip refusal.

## **Additional Documents for Tourist Visa**

- Proof of sufficient financial means for the planned stay e.g.
- Proof of income (salary certificates, extracts of bank accounts of the last six months etc.)
- Proof of property (translated in English)
- Proof of travel arrangements (hotel booking, flight reservation)
- If you have been refused a visa by an Embassy or High Commission in the last 2 years; written explanation about reason for trip refusal
- Please note that the Embassy might ask for additional documents if found necessary
- NOTE: The following Health Insurance Companies fulfill the requirements of the Schengen States for Travel Health Insurance:
  - ACE in-a-suitcase, ADAMJEE INSURANCE COMPANY LIMITED, AIG New Hampshire Insurance Company, Askari General Insurance Co. Ltd, CENTURY INSURANCE COMPANY LIMITED (CICL), IGI International General Insurance, PICIC Insurance Limited, The Universal Insurance Co. Ltd, UIC United Insurance Company Ltd
- Please note that the Embassy might ask for additional documents if found necessary Applications will only be accepted and processed after the submission of all documents.
- The failure to produce all required documents will result in the REFUSAL of the visa.
- Copy of CNIC

## **Visa Fees**

- Visa Fees : Rs. 7900/-
- FedEx charges: Rs. 2300/-
- Service charges Rs. 500/-

**IMPORTANT** : Please note that this is not an exhaustive list. If necessary, you may be requested to bring additional documentation. Photocopies of all relevant documents must be provided for the Embassy (Please bring along all original documents, they may need to be seen).

Do not submit originals. Once submitted, no document will be returned.  
To avoid disappointment, please submit the completed visa application at least 2 weeks prior to departure.

## **Note:**

1. Visa Case can also be submitted through FedEx. Personal Appearance is exempted.
2. Applicant can submit his / her application directly in Swiss Embassy Islamabad.

**PREMIUM**

Amount in PK

Period / Geographic coverage	Premium	Schengen	Economy
One week	3,000	2,800	690
Two weeks	5,100	4,700	1,190
Three weeks	7,000	6,400	1,590
One month (30 days)	8,900	7,900	1,990
Every additional 30 days upto Max 180 days add	7,500*	6,400*	450*
Annual Multitrip	23,000	18,000	N/A
<b>Family Rate</b>			
One week	5,250	4,200	1,380
Two weeks	8,925	7,050	2,380
Three weeks	12,250	9,600	3,180
One month (30 days)	15,575	11,850	3,980

**Processing time:**

Processing Time:

For all category minim time take one month.

**Visa Office Timings**

**FedEx**

**Submission:** Monday – Thursday 09:00am to 12:30pm,  
Friday 09:00am to 11:30am.

**Passport Collection:** Monday – Friday 02:00pm to 05:00pm

**REQUIRED INFORMATION FOR VISA PROCESSING:**

1. Marital Status
2. Parents Names
3. Spouse’s Name, Date of Birth & Place of Birth
4. Permanent & current place of residence
5. Email Address