



TOURIST VISAS THROUGH VIETNAMESE TOUR OPERATORS

(Information for Vietnamese citizens and foreigners with a valid work/resident permit who wish to visit Switzerland on a tourism journey)

The invited person shall present **in person** the original and a photocopy of each document with translations into French, German, Italian or English.

The applicant is informed that submitting the below documents does not guarantee issuance of the visa and that possession of a visa does not confer a right of entry.

Please check the boxes below and sign to confirm which documents you have submitted

All applications for Schengen visa must contain	Submitted	Not submitted	N/A
1. one visa application form duly filled, dated and signed by the visitor (available at the following Internet address); if children in the passport of the parents are also travelling, an application has to be filled for each of them. http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html			
2. two recent passport-size colour photographs with plain light background			
3. passport or official travel document which must have at least 3 months validity after the visa's expiry date (please provide as well photocopies of the first 7 pages of the passport and of all visa)			
4. Vietnamese resident permits for foreigners			
5. Proof of financial means. Original bank account statements (company or individual) on the turnover during the last three months. In addition:			
<i>If the applicant is employed:</i>			
- Confirmation of the employment and labour contract			
- Employer's approval of the leave			
- The last three salary slips			
<i>If the applicant is a company owner or self-employed:</i>			
- Business register			
- Statements of tax payments			
<i>If the applicant is retired:</i>			
- Pension statements			
<i>If the applicant is a student:</i>			
- Confirmation of school/university enrolment for the current year			
<i>Other means:</i>			
- Remittances			
- Credits cards			
- Regular incomes generated by property			
6. ID card, family register and certificate of the civil status			
7. If the applicant is a <i>minor</i>:			
- If the minor travels with one parent only, written consent of the other parent or concerned guardians with the signature legalized by the competent local authority			
- If the minor travels alone (without parents), written consent of both parents or concerned guardians with the signatures legalized by the competent local authority			

- Birth certificate of the applicant			
- The ID cards of the parents or of the concerned guardians			
8. Reservation of return airplane ticket (please do not purchase the ticket before obtaining the visa)			
9. Compulsory travel medical insurance valid for all Schengen countries with a coverage of at least CHF 50'000 or EURO 30'000 for the whole duration of the stay in Schengen area. Applicants who travel to Schengen area must bring the original insurance policy together with their passport, as they might be asked to present it on any Schengen border.			
11. Visa application fee: Euro 60 (equivalent in VND) to be paid when submitting the visa application. It covers the visa fee in case of visa approval and procedure fees in case of visa denial. No refund is possible!			
12. An original letter (or directly faxed) of a recognised travel organisation in Switzerland stating the full names, exact addresses, e-mail, phone/fax number and occupations of all participants.			
13. Detailed package tour with programme and itinerary - names and addresses of hotels, and full payment confirmation of the tour issued by the operator.			
14. Hotel reservations.			
15. Business Register of the Tour Operator in Vietnam			

IMPORTANT

It is responsibility of each operator to sell package tours only to genuine visitors to Switzerland and Europe. Problems arising with participants who do not return to Vietnam after their stay as scheduled will have the tour operator blacklisted.

The Consulate General reserves the right to request additional documents and/or information if considered necessary.