

SCHENGEN Visa



THE TRAVEL BUCKET
BUCKET TRAVEL & TOURS



Switzerland

Visiting a Friend or Relative

As Tourist



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2F Metrowalk Complex Ortigas
Pasig City 1604



Checklist for the Issuance of a SCHENGEN Visa for VISIT – Sponsored by a Relative or Friend TO SWITZERLAND

01. **One (1) visa application form**, which must be completely and properly filled-out and signed by the applicant (write in block letters and use black or blue ink only). The form may be obtained for free from the Embassy or download the separate attached file.
02. **Additional Questionnaire**, which will be given to you at the reception during your appointment with the Visa Section. You have to fill-out this form completely and truthfully. Submit this questionnaire together with your requirements when you file your application.
03. **Two (2) identical, clear and coloured passport-sized photos** (With white background; Must be taken within the last six months; Please do not staple the photos on the form.)
04. **Valid passport** (Must be valid at least 3 months from the end of the approved duration stay; Must contain at least 2 blank visa pages.)
05. **Photocopy of valid passport as well as old passports** (Inside front cover containing holder's personal information and photo; Inside back cover containing „Important reminders,“ signature and other passport information.)
06. **One (1) photocopy of all visas (valid and expired)**



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07. **Invitation letter from the host in Switzerland** indicating:
- > general information of the invited person (names, birth date, exact address, family relation),
 - > details of the host-to-be (names and exact address),
 - > confirmation of the invitation,
 - > planned duration of stay and guarantee of accommodation.

The invitation must be signed and handed in together with a **clear copy of host's valid passport / ID-card and / or residence permit in Switzerland** (if applicable, inclusive of copies of the pages with entry and exit stamps from the Philippines). For hosts working for an International Organisation or Diplomatic Mission in Geneva or Berne: **a clear copy of the host's valid "carte de légitimation" and confirmation of employment signed by the International Organisation or Diplomatic Mission must be provided.**

08. **Original + one (1) copy of proof of financial resources of the applicant:** bank statements showing cash flow of last 6 months, bank books, latest international credit card statements (last 6 months)
09. **If employee: certificate of employment with leave of absence** from the local company or organisation showing position, date of hiring, salary and date of return to work; income tax return
10. **If self-employed: proof of business** (DTI/SEC registration, income tax return, financial statements)
11. **If still studying: proof of enrolment, leave of absence from school** (if travelling while classes are ongoing)





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12. **Computer printout of confirmed roundtrip air travel reservation** (Do not yet buy an airline ticket. The Embassy cannot be held responsible for any financial losses in case you have to return a ticket.)
13. For foreign nationals who have valid residence status in the Philippines and need a visa for Switzerland submit also a copy of the Alien Certificate of Registration (ACR) and Re-Entry permit.
14. **International travel insurance** (May be purchased locally or in Switzerland; must have a coverage of at least EUR 30'000.-- / USD 50'000.-- / PHP 2.5M to cover expenses for personal accident, urgent medical treatment, urgent admission in a hospital or urgent repatriation on medical grounds; with coverage including ALL Schengen member Checklist for the Issuance of a SCHENGEN Visa for VISIT – Sponsored by a Relative or Friend TO SWITZERLAND Valid as of November 2018 states). The validity period of the insurance coverage must be for the entire duration of the intended stay including entry and exit day of the Schengen area.

Jump to Fees & Timeline



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Checklist for the Issuance of a SCHENGEN Visa for Tourism

1. **Application form:**

- Duly completed, dated and signed by the applicant or the legal guardian (write in block letters and use only black or blue ink).
- If the applicant is a minor, both parents must sign the form.
- The visa application form to be provided by The Travel Bucket

2. **Passport:**

- The current passport and a copy of all relevant pages (the first two pages with the personal data plus the photograph and signature; the back page with important notes), as well as copies of visas for the Schengen area, the United Kingdom, the United States and Canada for the past 10 years.
- The passport must be valid for at least 6 months after the planned stay abroad.
- The passport must contain at least two sequent empty pages.

3. **Passport photographs:**

- Two identical passport photographs in colour (not older than 6 months) with a light background.
- One photograph must be pasted on the application form; stapled photographs cannot be accepted.
- Head covers are not permitted except for religious reasons; full visibility of the face.

4. **Flight reservation:**

- Roundtrip air travel and, if applicable, proof of intra-Schengen flight, train itinerary or car rental.
- Do not purchase an airline ticket yet. The Embassy cannot be held responsible for financial losses if you have to return a ticket.
- If the applicant travels to a third country (e.g. the United Kingdom, the USA, etc.) after leaving the Schengen area, the visa of the subsequent country must be obtained first.





Checklist for the Issuance of a SCHENGEN Visa for Tourism

5. **Travel insurance:**

- The travel insurance must cover medical emergencies, hospitalization and repatriation (including in case of death). The minimum amount of coverage per person must be EUR 30'000.00 or the equivalent value. The insurance must be valid for the entire Schengen area and for the entire duration of the stay.
- The Embassy does not accept insurance policies with sub-limits, exclusions and conditions.

6. **Accommodation and itinerary:**

- Proof of accommodation for each night of the entire planned trip in the Schengen area (e.g. confirmed hotel reservations or copy of rental contract).
- Confirmation of the package tour and advance payments, if any.
- Detailed daily itinerary and schedule of activities.

7. **Financial means:**

- Stamped and signed original bank certificate of current account balance and bank statements showing account activity for the past six months.
- Transfer Certificate of Title.

8. **If employed:**

- Company letter from your employer on proper letterhead in original with contact details including email and phone numbers, duly stamped and with the name and position of the signatory (scanned or electronic signatures are not accepted). The letter must contain the following information about the visa applicant: Position, date of hiring, salary and dates of the approved leave. The company has to confirm the continuation of the employment relationship after the requested stay abroad.
- Income tax return.





Checklist for the Issuance of a SCHENGEN Visa for Tourism

9. If self-employed and/or company owner:

- Department of Trade Industry (DTI)/Securities Exchange Commission (SEC; list of incorporators).
- Income tax return.
- Business financial statement.

10. If student:

- Certificate of enrolment and leave of absence for travel during the school year (dates must be clearly mentioned).
- Copy of student ID.

11. If married:

- Marriage certificate and birth certificate(s) of child(ren), if applicable

12. Minors:

- Child/Children under 18 years old, not travelling with both parents: Notarized consent letter from the non-travelling parent or legal guardian.
- Child/Children under 18 years old, travelling alone: Notarized consent and financial support from both parents or legal guardian.
- Department of Social Welfare and Development (DSDW) clearance <https://www.dswd.gov.ph>
- Copies of both parents' (legal guardians') passports or official identification documents with the holder's signature.





Fees and Timeline

Visa Fee	starts at PHP 5,700 for adults
The Travel Bucket Service Fee Covers: Application Form Completion Documentation Review Itinerary Build Out Flight Dummy Booking Booking an Appointment	PHP 7,500
VFS Application Fee	starts at PHP 1,245
Optional Courier Facility	starts at PHP 350
Optional Service Premium Lounge	PHP 2500

****All fees are non-refundable**

****The applicable visa fee in Philippine Peso is as per the current exchange rate.
It is subject to change without notice.**

Visa processing and issuance: Five (5) working days up to four (4) weeks after filing date**

****In many cases, a "Declaration of Sponsorship" form is considered necessary after checking the documents. This form has to be sent to the host in Switzerland who has then to process it with the cantonal authorities in his/her area of residence. Processing usually takes 3-4 weeks. Please note that a positive "Declaration of Sponsorship" does not guarantee the issuance of a visa. For more information about the Declaration of Sponsorship, you may download the information leaflet available from the following link:
https://www.sem.admin.ch/sem/en/home/themen/einreise/merkblatt_einreise.html**



Bank Details



THE TRAVEL BUCKET
BUCKET TRAVEL & TOURS



Account Name	Bucket Travel & Tours
Account Number	007290142516



Account Name	Palminder Dhutti
Account Number	3809146889

BPI

TRVL BCKT

Account number: xxxxxxxxxxxx889



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Steps on How to Proceed:

1.) Settle the payment for The Travel Bucket Service Fee to avail the services using the bank details provided. We do accept credit card payments, just simply send us an email if you wish to pay through credit card so that we can process the invoice.

2.) Kindly fill out the form:

<https://docs.google.com/forms/d/e/1FAIpQLSfa9MUtoIEWfTaqjxl7tcof0dxqqWGG5oIMVwtuRXSirFf3Q/viewform>



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