



ALL TRAVELERS must include the following documents in your package to G3:

- Your original valid signed passport, plus a photocopy of the information/photo page. It must have at least two blank pages marked "Visas" side by side and more than six months before expiry.
- Non-U.S. citizens must also submit their original Permanent Resident Card or U.S. Visa and I-94, plus one photocopy of their document. Travelers who entered the US after April 26, 2013 should print the electronic I-94 form from <https://i94.cbp.dhs.gov/>.
- One visa application form (attached), completed and signed with a pen-to-paper signature in blue or black ink. The application must be signed in three places; make sure all signatures match the signature in the passport.
- Two identical passport-style (2"x2") photographs taken within the last 6 months (must be on photo paper and have a plain white background). Do not smile or wear glasses in the photo.
- Copy of confirmed flight itinerary showing applicant's name.
- Proof of international health insurance with a minimum coverage of \$40,000. This must include proof that the insurance covers medical emergencies overseas and repatriation.
- A notarized letter from the applicant's employer addressed to "Consulate General of Switzerland, New York" stating that the applicant will return to work after the trip. The letter must include the applicant's job title, length of time employed and annual salary. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Students should submit a letter from their school or proof of continuing enrollment.
- Applicants who are self-employed must submit copies of their business license, most recent tax return, and a recent bank statement.

BUSINESS and FLIGHT CREW TRAVELERS must also include:

- A letter from their U.S. company explaining the purpose of their trip and providing a financial guarantee. The letter must be on company letterhead and must bear the original pen-to-paper signature of a company representative other than the applicant. Please see the attached sample letter.
- A copy of a letter of invitation from the company to be visited in Switzerland. The letter must be on company letterhead and signed by a representative of the company, and should include the applicant's name and the name, address, and telephone number for a contact person at the overseas company. The company in Switzerland must fax the letter directly to the consulate (fax number 212-599-4266). Please see the attached sample letter.

TOURIST TRAVELERS must also include:

- Proof of accommodations, either:
  - Copy of hotel reservations for every night you will spend in Switzerland and other Schengen countries, or
  - Copy of a letter of invitation from the host in Switzerland, including your name (as listed in your passport, last name in capital letters), length of your stay, relation to your host (friend, family member, etc.), plus name, address and contact information of the person inviting you. This letter, along with a copy of the host's Swiss passport or Swiss residence permit, should be directly faxed to the consulate (fax number 212-599-4266).
- Proof of sufficient financial resources: bank statements from last 3 months, listing your full name and address. A minimum of \$100 per day is required to cover expenses. Account numbers may be blacked out for privacy; do not obscure other information.

G3's Standard of Service

- All visa and passport requests are processed by knowledgeable, experienced associates.
- All calls are answered by a well-informed associate, not a call center or voice mail system.
- All Personally Identifiable Information is protected with safeguards that exceed State Department standards.
- All requests receive email confirmation acknowledging receipt by a G3 associate.
- All application documents will be thoroughly reviewed prior to submission.
- All requests receive email confirmation of the completion and FedEx tracking information.
- All passports are returned via the FedEx service of your choice.

Visa Requirements



VISA NOTES

- US and Canadian citizens do not require visas for tourist, business, or flight crew trips of 90 days or less.
- Switzerland is a member of the Schengen visa agreement. Schengen visas are issued by, and are valid for, the following countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland. You must apply at the consulate of your main destination.
- The Consulate retains the right to request additional documentation or a personal appearance by the applicant.
- These instructions are applicable for residents of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Bermuda, Puerto Rico and the US Virgin Islands. You are required to appear in person if the first 3 digits of your zip code are: Connecticut - 064 or 069; New Jersey - 070, 079, 085 or 089; New York - 090, 098, 100, 109, 110, 119, 124 or 127; Pennsylvania - 180, 191, 193, 196 or 179.
- Visa processing times are approximate and may be extended at consular discretion. The Consulate recommends that tourist, business, and flight crew applications should be submitted at least 15 business days before the date of departure, but will not accept applications more than three months in advance of the entry to Switzerland.

PROCESSING NOTES

- Send all required documents and the completed Visa Order Form to G3 using a service with tracking such as FedEx or UPS.
- Due to submissions deadlines set by consulates and agencies, documents received by G3 after 8:30 am are hand-carried to the appropriate processing facility the next business day. 8:30 am delivery via FedEx or UPS with no signature required is recommended for requests requiring Mission Critical service.
- Requests to expedite visa processing after the application has been submitted to the consulate will result in significant additional charges.
- Consular Fees include a \$5 Money Order fee.
- Credit card payments are subject to a 5% credit card convenience fee unless the physical card is presented in person.
- Complete details of G3's Privacy, Cancellation, Payment, and Shipping Policies are available at [www.g3visas.com/Policies.html](http://www.g3visas.com/Policies.html).
- The issuance of visas, including visa duration and number of entries, is at the discretion of the Consulate. G3 acts on the behalf of the client, and takes no responsibility for the services rendered by Travel Agents, Government Agencies, Consulates or Embassies in connection with issuance of visas and passports. G3 takes no responsibility for delays or loss of passports as may occur through above services or by any delivery service. Damage compensation is not available.

Special Services: ITAS & CLS

G3's International Travel Application Service (ITAS) adds the following benefits:

G3 has created simple questionnaires for you to use instead of confusing application forms, and our experts will create your visa or passport application ensuring it meets the requirements of the consulate or agency, saving you valuable preparation time.

Questionnaires can be requested by contacting [ITAS@g3visas.com](mailto:ITAS@g3visas.com).

Your application will be emailed to you in PDF format to print and sign with a pen-to-paper signature.

G3's Concierge Level Service (CLS) adds the following benefits:

You may utilize our dedicated Concierge email, [CLS@g3visas.com](mailto:CLS@g3visas.com), for a quick response from our experts.

Your G3 associate will thoroughly review your documents via email before you send them to one of our operations centers.

ITAS, as described above, may be requested at no additional charge.

G3 will generate FedEx air bills for you to efficiently ship your documents to our office. (Additional shipping fees will apply.)

Your G3 associate will personally contact you to confirm receipt of your documents and review your request providing a timeline of completion or if any additional information is needed.

If you require more than one visa or passport service, your associate will advise you at each stage of completion ensuring we meet your travel dates.

Upon completion of your request, your associate will contact you to confirm your return delivery information.

Your G3 associate will provide a complimentary return delivery upgrade when your request is complete using Federal Express Priority Overnight service (delivery next business day by 10am), and will track your package to confirm you have received it.

You will have access to our Emergency Concierge Services and Lost Passport Support if you ever need it.

Additional service fees apply to ITAS and CLS requests.



VISAS & PASSPORTS

NEW YORK SWITZERLAND

Applicable Fees

Consular Fees for Visa Processing

Visa Type	Mission Critical 12 Business Days	Priority 14 Business Days	Expedited 16 Business Days
Tourist	<input type="checkbox"/> \$84.00	<input type="checkbox"/> \$84.00	<input type="checkbox"/> \$84.00
Business	<input type="checkbox"/> \$84.00	<input type="checkbox"/> \$84.00	<input type="checkbox"/> \$84.00
Flight Crew	<input type="checkbox"/> \$84.00	<input type="checkbox"/> \$84.00	<input type="checkbox"/> \$84.00

G3 Service Fees

Tourist	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$70.00
Business	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00
Flight Crew	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$80.00

Special Services

- Concierge Level Service (CLS) \$95.00
- International Travel Application Service (ITAS) \$35.00

Return Delivery Fees

<input type="checkbox"/> FedEx Express Saver 3 Business Day Delivery	\$19.00	<input type="checkbox"/> FedEx First Overnight* Delivery Next Business Day by 8:30AM	\$84.00
<input type="checkbox"/> FedEx Standard Overnight Delivery Next Business Day by 3PM	\$29.00	<input type="checkbox"/> FedEx Saturday Delivery* Delivery by 3PM	\$44.00
<input type="checkbox"/> Same Day Delivery* Delivery by FedEx or Commercial Airline	Please Call	<input type="checkbox"/> FedEx International Delivery* including Puerto Rico Delivery Times Vary by Location	Please Call
<input type="checkbox"/> FedEx or UPS Account Number Provided <input style="width: 100px; height: 20px;" type="text"/>	\$5.00	<input type="checkbox"/> FedEx or UPS Return Airbill Included <input style="width: 100px; height: 20px;" type="text"/>	No Charge

\*These services may not be available for all delivery locations.

Send Completed Order Form and All Required Documents To:

G3 Visas & Passports, Attn: Visa Department, 60 E. 42nd Street, 4th Floor, Suite 457, New York, NY 10165

212.433.1356 Phone | 888.448.4727 Toll Free | 646.666.7670 Fax | NYC@g3visas.com

www.g3visas.com



Send to: G3 Visas & Passports  
 Attn: Visa Department  
 60 East 42nd Street, 4th Floor, Suite 457  
 New York, NY 10165  
 888.448.4727 | NYC@g3visas.com

NEW YORK  
**SWITZERLAND**

VisaOrderForm

Your invoice will be sent to your contact email.  Check here if you require a hard copy included with your return delivery.

Traveler Names			
1		3	
2		4	

Visa Service	
Visa Type: <input type="checkbox"/> Tourist <input type="checkbox"/> Business <input type="checkbox"/> Flight Crew <input type="checkbox"/> Other _____	Processing Speed: <input type="checkbox"/> Mission Critical <input type="checkbox"/> Priority <input type="checkbox"/> Expedited

Travel Details	
Date of US Departure:	I must have my passport no later than:
Other visa or passport services requested:	
Notes:	

Contact Information <small>Who should G3 contact about this request?</small>	
Name:	Company:
Contact Email (required):	
Daytime Phone:	Mobile Phone:
G3 Customer Number:	<input type="checkbox"/> N/A

Return Delivery Address <small>This must be a physical address for FedEx delivery; no P.O. Boxes.</small>		
Name:	Company:	
Street Address:		
City:	State:	Zip Code:
Daytime Phone:	Mobile Phone:	

Payment Information																									
<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Approved Billing Terms																									
Billing, P.O., Project or Reference Code# <input type="text"/>																									
<b>For Payment Via Credit Card:</b>																									
Visa/MasterCard: <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>																									
Exp. Date: ___ / ___ Security Code: <input type="text"/>																									
<i>OR</i>																									
American Express: <input type="text"/> - <input type="text"/> - <input type="text"/>																									
Exp. Date: ___ / ___ Security Code: <input type="text"/>																									
Name as it appears on the card: <input type="text"/>																									
Billing Address: <input type="text"/>																									
City: <input type="text"/> State <input type="text"/> Zip: <input type="text"/>																									
Signature: _____																									
<b>Total Fees from Applicable Fees Page</b>																									
	<table border="1"> <thead> <tr> <th>FEE</th> <th># Travelers</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Consular Fee</td> <td><input type="text"/> X <input type="text"/></td> <td>= <input type="text"/></td> </tr> <tr> <td>G3 Service Fee</td> <td><input type="text"/> X <input type="text"/></td> <td>= <input type="text"/></td> </tr> <tr> <td>CLS/ITAS Fee</td> <td><input type="text"/> X <input type="text"/></td> <td>= <input type="text"/></td> </tr> <tr> <td colspan="2">Return Delivery Fee</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Subtotal</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Add 5% for credit card convenience fee</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Total Payment Enclosed</td> <td><input type="text"/></td> </tr> </tbody> </table>	FEE	# Travelers	TOTAL	Consular Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>	G3 Service Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>	CLS/ITAS Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>	Return Delivery Fee		<input type="text"/>	Subtotal		<input type="text"/>	Add 5% for credit card convenience fee		<input type="text"/>	Total Payment Enclosed		<input type="text"/>
FEE	# Travelers	TOTAL																							
Consular Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>																							
G3 Service Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>																							
CLS/ITAS Fee	<input type="text"/> X <input type="text"/>	= <input type="text"/>																							
Return Delivery Fee		<input type="text"/>																							
Subtotal		<input type="text"/>																							
Add 5% for credit card convenience fee		<input type="text"/>																							
Total Payment Enclosed		<input type="text"/>																							



PHOTO

## Application for Schengen Visa Antrag auf Erteilung eines Schengen-Visums

**This application form is free  
Dieses Antragsformular ist unentgeltlich**

1. Surname (Family name) / Name (Familiennamen) (x)			RESERVIERT FÜR AMTLICHE EINTRAGUNGEN
2. Surname at birth [Earlier family name(s)] / Familiennamen bei der Geburt [frühere(r) Familiennamen(n)] (x)			
3. First name(s) [Given name(s)] / Vorname(n) (x)			
4. Date of birth (day-month-year) / Geburtsdatum (Tag-Monat-Jahr)	5. Place of birth / Geburtsort	7. Current nationality / Derzeitige Staatsangehörigkeit	Datum des Antrags:  Nummer des Visumantrags:  Antrag eingereicht bei: <input type="checkbox"/> Botschaft/Konsulat <input type="checkbox"/> Gemeinsame Antrags- bearbeitungsstelle <input type="checkbox"/> Dienstleistungserbringer <input type="checkbox"/> Kommerzieller Vermittler <input type="checkbox"/> Grenze Name: <input type="checkbox"/> Andere
	6. Country of birth / Geburtsland	Nationality at birth, if different / Staatsangehörigkeit bei der Geburt (falls abweichend)	
8. Sex / Geschlecht  <input type="checkbox"/> Male / Männlich  <input type="checkbox"/> Female / Weiblich		9. Marital status / Zivilstand  <input type="checkbox"/> Single / Ledig <input type="checkbox"/> Married / Verheiratet <input type="checkbox"/> Separated / Getrennt <input type="checkbox"/> Divorced / Geschieden <input type="checkbox"/> Widow(er) / Verwitwet <input type="checkbox"/> Other (please specify) / Sonstiges (bitte nähere Angaben)	
10. In the case of minors: Surname, first name, address (if different from applicant's) and nationality of parental authority/legal guardian / Bei Minderjährigen: Name, Vorname, Anschrift (falls abweichend von der des Antragstellers) und Staatsangehörigkeit des Inhabers der elterlichen Sorge/des Vormunds			Akte bearbeitet durch:  Belege: <input type="checkbox"/> Reisedokument <input type="checkbox"/> Mittel zur Bestreitung des Lebensunterhalts <input type="checkbox"/> Einladung <input type="checkbox"/> Transportmittel <input type="checkbox"/> Reisekranken- versicherung <input type="checkbox"/> Sonstiges:
11. National identity number, where applicable / ggf. nationale Identitätsnummer			Visum: <input type="checkbox"/> Abgelehnt <input type="checkbox"/> Erteilt <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> VrG
12. Type of travel document / Art des Reisedokuments  <input type="checkbox"/> Ordinary passport / Normaler Pass <input type="checkbox"/> Diplomatic passport / Diplomatenpass <input type="checkbox"/> Service passport / Dienstpass <input type="checkbox"/> Other travel document (please specify) / Sonstiges Reisedokument (bitte nähere Angaben)			Gültig: von  bis
13. Number of travel document / Nummer des Reisedokuments	14. Date of issue / Ausstellungsdatum	15. Valid until / Gültig bis	16. Issued by / Ausgestellt durch
17. Applicant's home address and e-mail address / Wohnanschrift und E-Mail-Anschrift des Antragstellers		Telephone number(s) / Telefonnummer(n)	
			Anzahl Einreisen: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> Mehrfach  Anzahl der Tage:

(x) Fields 1-3 shall be filled in accordance with the data in the travel document.  
(x) Die Felder 1-3 sind entsprechend den Angaben im Reisedokument auszufüllen.



29. Intended date of arrival in the Schengen area / Geplantes Ankunftsdatum im Schengen-Raum		30. Intended date of departure from the Schengen area / Geplantes Abreisedatum aus dem Schengen-Raum	
*31. Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of hotel(s) or temporary accommodation(s) in the Member State(s) / Name und Vorname der einladenden Person(en) in dem Mitgliedstaat bzw. den Mitgliedstaaten. Soweit dies nicht zutrifft, bitte Name des/der Hotels oder vorübergehende Unterkunft (Unterkünfte) in dem (den) betreffenden Mitgliedstaat(en) angeben			
Address and e-mail address of inviting person(s)/hotel(s)/temporary accommodation(s) / Adresse und E-Mail-Anschrift der einladenden Person(en)/jedes Hotels/jeder vorübergehenden Unterkunft		Telephone and telefax / Telefon und Fax	
*32. Name and address of inviting company/organisation / Name und Adresse des einladenden Unternehmens/der einladenden Organisation		Telephone and telefax of company/organisation / Telefon und Fax des Unternehmens/der Organisation	
Surname, first name, address, telephone, telefax, and e-mail address of contact person in company/organisation / Name, Vorname, Adresse, Telefon, Fax und E-Mail-Anschrift der Kontaktperson im Unternehmen/in der Organisation			
*33. Cost of travelling and living during the applicant's stay is covered / Die Reisekosten und die Lebenshaltungskosten während des Aufenthalts des Antragstellers werden getragen			
<input type="checkbox"/> by the applicant himself/herself / vom Antragsteller selbst  Means of support / Mittel zur Bestreitung des Lebensunterhalts <input type="checkbox"/> Cash / Bargeld <input type="checkbox"/> Credit Card / Kreditkarte <input type="checkbox"/> Traveller's cheques / Reiseschecks <input type="checkbox"/> Prepaid accommodation / Im Voraus bezahlte Unterkunft <input type="checkbox"/> Prepaid transport / Im Voraus bezahlte Beförderung <input type="checkbox"/> Other (please specify) / Sonstiges (bitte nähere Angaben)		<input type="checkbox"/> by a sponsor (host, company, organisation) / von anderer Seite (Gastgeber, Unternehmen, Organisation) <input type="checkbox"/> referred to in field 31 or 32 / siehe Feld 31 oder 32 <input type="checkbox"/> other (please specify) / von sonstiger Stelle (bitte nähere Angaben)  Means of support / Mittel zur Bestreitung des Lebensunterhalts <input type="checkbox"/> Cash / Bargeld <input type="checkbox"/> Accommodation provided / Zur Verfügung gestellte Unterkunft <input type="checkbox"/> All expenses covered during the stay / Übernahme sämtlicher Kosten während des Aufenthalts <input type="checkbox"/> Prepaid transport / Im Voraus bezahlte Beförderung <input type="checkbox"/> Other (please specify) / Sonstiges (bitte nähere Angaben)	
34. Personal data of the family member who is a EU, EEA or CH citizen / Persönliche Daten des Familienangehörigen, der Unionsbürger oder Staatsangehöriger des EWR oder der Schweiz ist			
Surname / Name		First name(s) / Vorname(n)	
Date of birth / Geburtsdatum	Nationality / Nationalität	Number of travel document or ID card / Nr. des Reisedokuments oder des Personalausweises	

The fields marked with \* shall not be filled in by family members of EU, EEA or CH citizens (spouse, child or dependent ascendant) while exercising their right to free movement. Family members of EU, EEA or CH citizens shall present documents to prove this relationship and fill in fields no 34 and 35.

Die mit \* gekennzeichneten Felder müssen von Familienangehörigen von Unionsbürgern und von Staatsangehörigen des EWR oder der Schweiz (Ehegatte, Kind oder abhängiger Verwandter in aufsteigender Linie) in Ausübung ihres Rechts auf Freizügigkeit nicht ausgefüllt werden. Diese müssen allerdings ihre Verwandtschaftsbeziehung anhand von Dokumenten nachweisen und die Felder Nr. 34 und 35 ausfüllen.

35. Family relationship with an EU, EEA or CH citizen / Verwandtschaftsverhältnis zum Unionsbürger oder Staatsangehörigen des EWR oder der Schweiz	
<input type="checkbox"/> Spouse / Ehegatte <input type="checkbox"/> Child / Kind <input type="checkbox"/> Grandchild / Enkelkind <input type="checkbox"/> Dependent ascendant / Abhängiger Verwandter in aufsteigender Linie	
36. Place and date / Ort und Datum	37. Signature (for minors, signature of parental authority/legal guardian) / Unterschrift (für Minderjährige Unterschrift des Inhabers der elterlichen Sorge/des Vormunds)

I am aware that the visa fee is not refunded if the visa is refused.  
 Mir ist bekannt, dass die Visumgebühr im Falle der Visumverweigerung nicht erstattet wird.

Applicable in case a multiple-entry visa is applied for (cf. field no 24): I am aware of the need to have an adequate travel medical insurance for my first stay and any subsequent visits to the territory of Member States.  
 Im Falle der Beantragung eines Visums für mehrfache Einreisen (siehe Feld 24): Mir ist bekannt, dass ich über eine angemessene Reisekrankenversicherung für meinen ersten Aufenthalt und jeden weiteren Besuch im Hoheitsgebiet der Mitgliedstaaten verfügen muss.

I am aware of and consent to the following: the collection of the data required by this application form and the taking of my photograph and, if applicable, the taking of fingerprints, are mandatory for the examination of the visa application. Any personal data concerning me which appear on the visa application form, as well as my fingerprints and my photograph will be supplied to the relevant authorities of the Member States and processed by those authorities, for the purposes of a decision on my visa application.

Such data as well as data concerning the decision taken on my application or a decision whether to annul, revoke or extend a visa issued will be entered into, and stored in the Visa Information System (VIS)<sup>1</sup> for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and of determining responsibility for such examination. Under certain conditions the data will be also available to designated authorities of the Member States and to Europol for the purpose of the prevention, detection and investigation of terrorist offences and of other serious criminal offences. The authority of the Member State responsible for processing the data is: Federal Office for Migration FOM.

I am aware that I have the right to obtain in any of the Member States notification of the data relating to me recorded in the VIS and of the Member State which transmitted the data, and to request that data relating to me which are inaccurate be corrected and that data relating to me processed unlawfully be deleted. At my express request, the authority examining my application will inform me of the manner in which I may exercise my right to check the personal data concerning me and have them corrected or deleted, including the related remedies according to the national law of the State concerned. The national supervisory authority of that Member State (Federal Data Protection and Information Commissioner PDPIC, Feldeggweg 1, 3003 Bern) will hear claims concerning the protection of personal data.

I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under the law of the Member State which deals with the application.

I undertake to leave the territory of the Member States before the expiry of the visa, if granted. I have been informed that possession of a visa is only one of the prerequisites for entry into the European territory of the Member States. The mere fact that a visa has been granted to me does not mean that I will be entitled to compensation if I fail to comply with the relevant provisions of Article 5(1) of the Schengen Borders Code and am thus refused entry. The prerequisites for entry will be checked again on entry into the European territory of the Member States.

Mir ist bekannt und ich bin damit einverstanden, dass im Hinblick auf die Prüfung meines Visumantrags die in diesem Antragsformular geforderten Daten erhoben werden müssen, ein Lichtbild von mir gemacht werden muss und gegebenenfalls meine Fingerabdrücke abgenommen werden müssen. Die Angaben zu meiner Person, die in diesem Visumantrag enthalten sind, sowie meine Fingerabdrücke und mein Lichtbild werden zwecks Entscheidung über meinen Visumantrag an die zuständigen Behörden der Mitgliedstaaten weitergeleitet und von diesen Behörden bearbeitet.

Diese Daten sowie Daten in Bezug auf die Entscheidung über meinen Antrag oder eine Entscheidung zur Annullierung, Aufhebung oder Verlängerung eines Visums werden in das Visa-Informationssystem (VIS)<sup>1</sup> eingegeben und dort höchstens fünf Jahre gespeichert; die Visumbehörden und die für die Visumkontrolle an den Außengrenzen und in den Mitgliedstaaten zuständigen Behörden sowie die Einwanderungs- und Asylbehörden in den Mitgliedstaaten haben während dieser fünf Jahre Zugang zum VIS, um zu überprüfen, ob die Voraussetzungen für die rechtmäßige Einreise in das Gebiet und den rechtmäßigen Aufenthalt im Gebiet der Mitgliedstaaten erfüllt sind, um Personen zu identifizieren, die diese Voraussetzungen nicht bzw. nicht mehr erfüllen, um einen Asylantrag zu prüfen und um zu bestimmen, wer für diese Prüfung zuständig ist. Zur Verhütung und Aufdeckung terroristischer und anderer schwerer Straftaten und zur Ermittlung wegen dieser Straftaten haben unter bestimmten Bedingungen auch benannte Behörden der Mitgliedstaaten und Europol Zugang zu diesen Daten. Die für die Verarbeitung der Daten zuständige Behörde des Mitgliedstaats ist das Bundesamt für Migration BFM.

Mir ist bekannt, dass ich berechtigt bin, in jedem beliebigen Mitgliedstaat eine Mitteilung darüber einzufordern, welche Daten über mich im VIS gespeichert wurden und von welchem Mitgliedstaat diese Daten stammen; außerdem bin ich berechtigt, zu beantragen, dass mich betreffende Daten, die unrichtig sind, korrigiert und rechtswidrig verarbeitete Daten, die mich betreffen, gelöscht werden. Die konsularische Vertretung, die meinen Antrag prüft, liefert mir auf ausdrücklichen Wunsch Informationen darüber, wie ich mein Recht wahrnehmen kann, die Daten zu meiner Person zu überprüfen und unrichtige Daten gemäß den Rechtsvorschriften des betreffenden Mitgliedstaats ändern oder löschen zu lassen, sowie über die Rechtsmittel, die das Recht des betreffenden Mitgliedstaats vorsieht. Die staatliche Aufsichtsbehörde dieses Mitgliedstaats (Eidg. Datenschutz- und Öffentlichkeitsbeauftragter EDÖB, Feldeggweg 1, 3003 Bern) ist zuständig für Beschwerden über den Schutz personenbezogener Daten.

Ich versichere, dass ich die vorstehenden Angaben nach bestem Wissen und Gewissen gemacht habe und dass sie richtig und vollständig sind. Mir ist bewusst, dass falsche Erklärungen zur Ablehnung meines Antrags oder zur Annullierung eines bereits erteilten Visums führen und die Strafverfolgung nach den Rechtsvorschriften des Mitgliedstaats, der den Antrag bearbeitet, auslösen können.

Ich verpflichte mich dazu, das Hoheitsgebiet der Mitgliedstaaten vor Ablauf des Visums zu verlassen, sofern mir dieses erteilt wird. Ich wurde davon in Kenntnis gesetzt, dass der Besitz eines Visums nur eine der Voraussetzungen für die Einreise in das europäische Hoheitsgebiet der Mitgliedstaaten ist. Aus der Erteilung des Visums folgt kein Anspruch auf Schadensersatz, wenn ich die Voraussetzungen nach Artikel 5 Absatz 1 der Verordnung (EG) Nr. 563/2006 (Schengener Grenzkodex) nicht erfülle und mir demzufolge die Einreise verweigert wird. Die Einreisevoraussetzungen werden bei der Einreise in das europäische Hoheitsgebiet der Mitgliedstaaten erneut überprüft.

Place and date / Ort und Datum	Signature (for minors, signature of parental authority/legal guardian) / Unterschrift (für Minderjährige Unterschrift des Inhabers der elterlichen Sorge/des Vormunds)
--------------------------------	--

<sup>1</sup> Insofar as the VIS is operational / Soweit das VIS einsatzfähig ist



## **Complementary page to the visa application Zusatzblatt zum Antrag auf Erteilung eines Visums**

### **Right to appeal**

The applicant may appeal to the Federal Office for Migration against a visa refusal decision within thirty days of notification (Article 6 paragraph 2bis of the Federal Act on Foreign Nationals, FNA, SR 142.20). The appeal must be submitted in writing and in one of the official languages of Switzerland. It must be dated and signed by the appellant, and addressed either to the Swiss diplomatic mission that refused to issue the visa or to the Federal Office for Migration, CH-3003 Bern-Wabern. After advance payment of an administrative fee of CHF 150 (Article 63 of the Federal Act on Administrative Procedure, APA, SR 172.021), the Federal Office for Migration shall issue a contestable decision. Advance payment must be made according to the indications of the diplomatic mission or the FOM.

### **Rechtsmittelbelehrung**

Gegen eine Verfügung der Visumverweigerung kann innerhalb von dreissig Tagen ab Eröffnung beim BFM Einsprache erhoben werden (Art. 6 Abs. 2<sup>bis</sup> des Bundesgesetzes über die Ausländerinnen und Ausländer; AuG, SR 142.20). Die Einsprache ist per unterschriebenen und datierten Brief in einer schweizerischen Amtssprache bei der Vertretung, die das Visum verweigert hat, oder beim Bundsamt für Migration (BFM), CH-3003 Bern-Wabern, einzureichen. Gegen Überweisung eines Kostenvorschusses von CHF 150.– (Art. 63 des Bundesgesetzes über das Verwaltungsverfahren; VwVG, SR 172.021) erlässt das BFM eine anfechtbare Verfügung. Der Kostenvorschuss ist zwingend gemäss den Angaben der Vertretung oder des BFM zu überweisen.

### **Address in Switzerland for the notification of a formal decision Adresse in der Schweiz für die Eröffnung eines formellen Entscheids**

Surname / Name:

First name(s) / Vorname(n):

Street, No. / Strasse, Nr.:

Postal code, City / PLZ, Ort:

### **Transmission of personal data to third parties**

Fully informed on the conditions attached to the purpose of this visa request, I consent that information contained in this request regarding myself and the travel insurance may be made available to third parties. The term “third party” is meant to designate anyone to whom the visa holder owes money, and comprises, among others, federal, cantonal and communal authorities, public law entities, and private service providers.

### **Weitergabe von persönlichen Daten an Dritte**

In Kenntnis der Sachlage willige ich ein, dass Daten, welche ich im aktuellen Visumantragsformular über meine Person und insbesondere die Reiseversicherung angegeben habe, an Dritte weitergegeben werden dürfen. Es handelt sich dabei um Dritte, denen der Visuminhaber nicht erstattete Beträge schuldet. Der Begriff "Dritte" beinhaltet unter anderem die Behörden von Bund, Kantonen und Gemeinden, Institutionen des öffentlichen Rechts und private Leistungserbringer.

Signature / Unterschrift:



VISAS  
& PASSPORTS

## Sample Business Letter From U.S. Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 1, 2013

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 3 through August 17 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of our products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(Insert Company Name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

He requests that you issue a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* I appreciate your attention to this matter.

Sincerely,

*Lucinda Albright*

Lucinda Albright  
Senior Vice President  
Sample Products, Inc.

*(The letter must have an original ink signature of a manager other than the applicant.)*

Sample Letter



VISAS  
& PASSPORTS

## Sample Business Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 1, 2013

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Jeremy Simmons *(insert your name)*, International Sales Director *(insert your position)*, Sample Products, Inc. *(insert the name of your company)*, is planning a business trip to *(country)* on Monday, August 3 through August 17 *(dates of your trip)*. During this trip he has scheduled meetings to discuss the sales and distribution of his company's products.

His agenda is to meet and discuss business with Alexander Edwards *(insert name of contact)* at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country  
Telephone: 112-1234-5678

*(Please provide full contact details for the company and individual you will visit.)*

Sample Products, Inc. *(insert company name)* will assume all financial responsibility for any debts incurred by Jeremy Simmons while traveling on business in *(country)*.

We request that you issue him a single entry business visa valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*James Ventura*

James Ventura  
Executive Officer  
Overseas Company, Ltd.

Sample Letter



VISAS  
& PASSPORTS

## Sample Business Letter for Flight Crew

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 1, 2013

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

Please be advised that the below-listed individuals are applying for Flight Crew visas. Financial responsibility for all expenses incurred by these individuals during their stay in *(country)* is the complete and total responsibility of Sample Products, Inc. Aviation Department *(insert name of your flight department)*.

Pilots: Primary Captain: Brian Randall  
Backup: Christina Johnson

First Officer: Primary: Robert Jeffries  
Backup: Mark Brown

Flight Attendant: Primary: Bonnie Cole

Date of Arrival #1: July 13, 2013      Date of Arrival #2: *(add if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Date of Departure #1: July 20, 2013      Date of Departure #2: *(if applicable)*  
Airport of Arrival: *City*  
Aircraft/Flight: N506AB

Reason for Travel: Transporting executives. No technical assistance will be provided.

We appreciate all efforts and courtesies you may extend to us in order that they may receive their visas as soon as possible. We thank you for your attention to this matter. If you have any questions, please feel free to contact me at 555-555-1234 *(contact number)*.

Sincerely,

*Heather Bauer*

Heather Bauer

Scheduler

Sample Products, Inc. Aviation Department

*(The letter must have an original ink signature of a company representative other than the applicants. No scans or copies are accepted.)*

Sample Letter



VISAS  
& PASSPORTS

## Sample Flight Crew Invitation Letter from Overseas Company

\*\*\*\*\*Please print your business letter on company stationery.\*\*\*\*\*

June 1, 2013

Consulate General of *(country you will visit)*  
Consular Section

Dear Visa Officer,

We are cordially inviting the following individuals who are flight crew members with Sample Products, Inc. *(insert the name of your company)* and will be traveling to *(country)* aboard Sample Products, Inc. *(aircraft)* corporate aircraft Tail Number: N506AB *(number)*.

Pilots:                      Primary Captain: Brian Randall  
                                    Backup: Christina Johnson

First Officer:              Primary: Robert Jeffries  
                                    Backup: Mark Brown

Flight Attendant:        Primary: Bonnie Cole

They will be in *(country)* from July 13 to July 20, 2013. They will be transporting corporate executives from their corporate headquarters in Washington, DC to *(country)*, where the Sample Products executives will conduct business meetings with executives of Overseas Company at:

Overseas Company, Ltd.  
123 Example Avenue, Suite 45  
City, Province, Country, Postal Code  
Telephone: 112-1234-5678

Sample Products, Inc. *(insert company name)* will financially guarantee their flight crew and corporate aircraft while in *(country)*.

We request that you issue the above-listed crewmembers single entry flight crew visas valid for one month. *(Please specify the requested visa type and duration.)* We appreciate your attention to this matter.

Sincerely,

*Alice Matthews*

Alice Matthews  
Flight Coordinator  
Overseas Company, Ltd.

*(The letter must be signed by a representative of the overseas company, handler, or FBO.)*

Sample Letter