

How to apply for a Schengen visa

Citizens of countries requiring a visa must possess a visa to enter and stay in the Schengen Area.

Information on entry requirements: www.sem.admin.ch.

To apply for a Schengen visa, the following is required:

1. The inviting person:

- draws up an **invitation letter** stating **who** (name of person/s), for **what duration** (max. 3 months) and for what **purpose** (holiday, family visit etc.) is being invited (*there are no templates from the City of Bern*);
- creates a copy of a valid identity document (**passport, ID, foreign national identity document**);
- obtains **up-to-date payslips** for the last 90 days;
- obtains an **up-to-date account statement (bank or post office)** with account history for the last 90 days;
- sends the above documents to the person wishing to enter Switzerland.

2. The person wishing to enter Switzerland must **arrange** an **appointment** by **telephone** with the Swiss embassy in their place of residence.

Swiss representations abroad: www.eda.admin.ch.

3. The above documents must be presented to the embassy on the agreed date. The embassy decides whether or not a declaration of commitment is required.

4. If a declaration of commitment is required, follow the next steps on the **declaration of commitment checklist**.