Schengen visa for business (to Switzerland)

All documents must be submitted in both originals and photocopies

1. A completed application form, which must be signed and dated at the Consulate. 
   Attention! Incomplete visa application form will not be accepted;
2. Two 35x45 mm passport-size color photos corresponding to the person’s age (not older than 6 months);
3. A valid travel document. Its validity shall extend at least 3 (three) months after the intended date of departure from the territory of the Schengen Member States or, in the case of several visits, after the last intended date of departure from the territory of the Schengen Member States. A travel document shall contain at least 2 (two) blank pages and it shall have been issued within the previous 10 (ten) years;
4. Proof of legal residence in the USA and re-entry document. USA permanent residence card ("Green card") or a valid USA visa, or an Advance Parole document. Students and interns, in addition to valid USA visa will also need to present a valid I-20 or DC2019. Those documents must be valid until at least the last day of your stay in the Schengen area. ATTENTION: We do not accept applications from B1/B2 visa holders. They must apply in their country of residence;
5. If the country of the final destination is not the applicant’s country of citizenship, please submit a valid visa, a residence permit, a work permit or any other document showing that the applicant is allowed to enter or reside in such country;
6. Proof of socio-professional status in USA –
   The Reference letter from Employer in USA. This letter must be original, printed on official company letterhead and contain: 1) the date, which must be within 3 weeks of application; 2) Employer’s address and company registration number; 3) applicant’s full name as it appears in his/her passport; 4) must confirm applicant’s salary, hire date and position at the company or other legal entity; 4) must explain in details the purpose of his/her visit, duration of stay in Lithuania, and whether it concerns single, double or multiple entry to Lithuania, confirmed accommodation, stating name, address and telephone number of the lodging place, coverage of other travel expenses including health insurance (if covered by your Employer in USA), 5) signature from companies official; 6) the letter must be addressed to the Consulate and last month paystubs;
7. Proof of travel arrangements – flight (roundtrip)/travel reservation or other proof of intended transport and full itinerary (if several Schengen States will be visited or if the trip covers several Schengen States and non-Schengen countries);
8. Supporting documents to confirm purpose of the entry to Schengen area –
   the Letter of Invitation from the business partner in Switzerland. This Letter must be printed on official Inviting company or other entity letterhead and contain: 1) foreign guest (surname, first name, date of birth, citizenship); 2) duration of his/her stay; 3) the purpose of the stay and nature of business in Switzerland (for example: attending meetings, conferences or other events connected with trade, industry or work); 4) and number of trips to Switzerland be made; 5) if the costs of the trip, accommodation and food are covered by the Inviting party, this should be mentioned in this letter; 6) signature from companies official; 7) the letter must be addressed to the Consulate;
   This letter must cover the dates given in the application. ATTENTION. The invitation letter must be faxed by the host company in Switzerland directly to the Consulate.
9. Proof of accommodation – documents proving of hotel/hostel or apartment booking: confirmed hotel, hostel, apartment reservation, stating name, address and telephone number of the hotel, hostel, apartment. It could be also apartment rental agreement;
10. A valid document confirming possession of travel medical insurance. The insurance shall be valid for the territory of the Schengen Member States and cover the entire period of the person’s intended stay or transit.
   the Letter from the Insurance company and a copy of your insurance card, with your name, dates and countries (or whole Schengen area) where you will be covered, confirming
international coverage of at least 30,000 EUR (Euros) (around USD 50,000) for each of the following items:
- Emergency medical expenses;
- Emergency hospital treatment;
- Repatriation for medical reasons.

**ATTENTION. No deductible or co-pay.**

If you do not have insurance, your insurance company cannot provide such specific letter, you must purchase insurance for the entire duration of your trip and provide proof of purchase.

11. **Proof of sufficient means of subsistence for the intended journey** –
   *If you can support yourself financially:* bank account statement(s) during last 3 (three) months. Bank statements must show the name and address of owner(s). Electronic printouts are accepted or proof of regular income e.g. pay slips/pay stubs of the last 3 (three) months;
   *Or if self-employed* (tax return from previous fiscal year or proof of previous economic activity and the income during previous fiscal year;
   *If the inviting company/employer covers all your expenses:* a written proof that the inviting company/employer pays all the expenses. It could be written it in the Invitation letter;
   *If the sending company/employer pays for all expenses:* a written proof that the sending company/employer pays all the expenses. It could be written in the reference letter from Employer in USA;

12. **Non-refundable visa handling fee***;

13. **A self-addressed prepaid Express Mail envelope from US Post Office or UPS Office. NO FedEx.**
   You may use one envelope per family if you buy “flat rate”.

**IMPORTANT INFORMATION**

The Consulate can request additional documents as application are dealt with on a case to case basis and information leaflet cannot cover all eventualities.

The Consulate may call the applicant to a personal interview.

All documents to be presented in connection with the visa application shall be original. No copies, notarizes or not, shall be accepted. Any request for waiving this requirement shall be rejected without further consideration.

False statements or attempts to provide the Consulate with the fraudulent documents result in the rejection of the visa application, e.g. the visa will not be issued.

Changes of your travel itinerary and/or accommodation after submission of your application are not possible. In such case/event a new application has to be filed.

**Please be aware that submitting the aforementioned documents does not guarantee the approval of the visa.**

The decision about the admissible applications as main rule must be made within 15 calendar days counted from the submission. It is advised to submit the application earlier than 15 calendar days before the planned departure. The Consulate does not take any responsibility for delayed submission and for therefore failed travels.

By handing in the demand for visa and by allowing the passport with visa to be mailed, You release and hold the Lithuanian Consulate and its employees, as well the Lithuanian Ministry of Foreign Affairs, harmless from any and all damage claims resulting from a possible loss or damage of your documents while in custody or during transport.

**Holders of Schengen visas are still subject to Immigration control at the border and not guaranteed entry into any of the Schengen Member State.**

Visa holders should carry with them supporting documents to demonstrate that they fulfill the conditions of entry, so that they can present them if need be during the checks at the Schengen border.

**NON-REFUNDABLE VISA HANDLING FEE***

Schengen short-term visa fee is subject to change (each month). Please check all information regarding visa fee on our web site;

The visa fee shall be paid when the application is submitted.

Fees are non-refundable, regardless whether the visa has been granted and issued or the application has been withdrawn or was denied.

The fee shall be paid in USD. The Consulate can only accept visa fee in cash, debit or credit card.