



## **CONSULATE GENERAL OF SWITZERLAND**

98, Clifton, Karachi-75600  
TEL: 021-5873987, 5873990 FAX:021-5874104  
Email: [vertretung@kar.rep.admin.ch](mailto:vertretung@kar.rep.admin.ch)

## **EMBASSY OF SWITZERLAND**

Diplomatic Enclave, Street 6, G-5/4, Islamabad 44000  
Phone: +92-51-227 92 91-94, Fax: +92-51-227 92 86  
Email: [isl.vertretung@eda.admin.ch](mailto:isl.vertretung@eda.admin.ch)  
Website: [www.swissembassy.or.th](http://www.swissembassy.or.th)

### **Tourist Visa Requirements:**

- ? Passport showing a validity of at least three months beyond the stay in Switzerland, with available pages for visa sticker and of "standard" quality (not damaged, torn, faded etc) & Your previous passport, if available.
- ? One clear photocopy of valid Schengen or UK visa on passport (if any)
- ? 3 recent passport size photographs (The photo should be pasted on the form. Stapled or pinned photographs would not be accepted.
- ? Evidence of sufficient financial means and proof of accommodation in Switzerland (e.g. hotel confirmation, bookings of the entire stay, receipt of paid package tour).
- ? If you have been refused a visa by an Embassy or High Commission in the last 2 years: Written explanation about reason for trip and refusal.
- ? Evidence of your financial status:
  - If you are employed
    - Letter from the employer (non-objection certificate)
    - Original bank statements for the last 3 months.
  - ? Confirmation of flight reservation & one photocopy.
  - ? If you are self employed
    - provide your company documentation: company registration, partnership deed, tax registration and certificates.
    - Original bank statements for the last 3 months
- ? AIG Insurance
- ? Copy of CNIC
- ? Authority letter in the name of Khurram Mansoor (NIC # 37405-4622224-5)
- ? Visa Fees Rs. 3600/- (w.e.f. from 28<sup>th</sup> May 2008)
- ? Service charges Rs. 1000/-

**Business Visa Requirements:**

- ? Passport showing a validity of at least three months beyond the stay in Switzerland, with available pages for visa sticker and of "standard" quality (not damaged, torn, faded etc) & Your previous passport, if available.
- ? One clear photocopy of valid Schengen or UK visa on passport (if any)
- ? 3 recent passport size photograph (The photo should be pasted on the form. Stapled or pinned photographs would not be accepted.
- ? Confirmation of flight reservation & one photocopy.
- ? Chamber of Commerce & Industry Certificate.
- ? A letter from your employer stating your position, your length of service, the reason for your visit and, if your expenses are being covered by your employer.
- ? An invitation by the company in Switzerland, also directly sent to this Embassy by fax.
- ? If you have been refused a visa by an Embassy or High Commission in the last 2 years: Written explanation about reason for trip and refusal.
- ? Evidence of your financial status:
  - ? If you are employed
    - letter from the employer (non-objection certificate)
    - Original bank statements for the last 3 months.
  - ? If you are self employed
    - provide your company documentation: company registration, partnership deed, tax registration and certificates.
    - Original bank statements for the last 3 months
- ? AIG Insurance
- ? Copy of CNIC
- ? Authority letter in the name of Khurram Mansoor (NIC # 37405-4622224-5)
- ? Visa Fees Rs. 3600/- (w.e.f. from 28<sup>th</sup> May 2008)
- ? Service charges Rs. 1000/-

**IMPORTANT**: Please note that this is not an exhaustive list. If necessary, you may be requested to bring additional documentation. Photocopies of all relevant documents must be provided for the Embassy (Please bring along all original documents, they may need to be seen).

Do not submit originals. Once submitted, no document will be returned.

To avoid disappointment, please submit the completed visa application at least 2 weeks prior to departure.

**Note:**

**Visa Case can also be submitted through FedEx. Personal Appearance is exempted.**


**Visa processing time is 20 to 25 Days. FedEx charges are Rs. 850/-**

**Notes:**

1-If you are visiting for the 1<sup>st</sup> time or traveled to Swiss before two years, you have to go to Islamabad personally for submission.

2-If you have traveled to Switzerland within the last 2 years then we can submit your case on your behalf with an authority letter.

<b>TRAVELPAK</b>		<b>AIG</b> PAKISTAN	
<b>PREMIUM</b>			
Amount in PK			
Period / Geographic coverage	Premium	Schengen	Economy
One week	3,000	2,800	690
Two weeks	5,100	4,700	1,190
Three weeks	7,000	6,400	1,590
One month (30 days)	8,900	7,900	1,990
Every additional 30 days upto Max 180 days add	7,500*	6,400*	450*
Annual Multitrip	23,000	18,000	N/A
<b>Family Rate</b>			
One week	5,250	4,200	1,380
Two weeks	8,925	7,050	2,380
Three weeks	12,250	9,600	3,180
One month (30 days)	15,575	11,850	3,980



**Processing time: 7 to 21 working days**

**Timings of the Visa Section (Islamabad):**

Submission: Monday-Thursday from 09.00 a.m. to 12:00 p.m.

Delivery: Monday-Thursday from 03:00 p.m. to 04:00 p.m.

**Important:**

**Now visa is processed from Islamabad and personal appearance is required.**

**REQUIRED INFORMATION FOR VISA PROCESSING:**

1. Marital Status
2. Parents Names
3. Spouse's Name, Date of Birth & Place of Birth
4. Permanent & current place of residence
5. Email Address