

# SWITZERLAND VISA ASSISTANCE

NO OF APPLICANTS	RATE PER PERSON
4 applicants and above	P 11,499
2-3 applicants	P 11,999
Single applicant	P 12,500
EXCLUSIONS	
*Lodging fee - Php1,000.00 (must be paid upon appearance) *Processing time and fees are subject to change without prior notice.	
CHECKLIST (put ✓)	GENERAL REQUIREMENTS
	Duly accomplished and signed application form
	Two passport sized colored picture with white background (must be taken within the last 6 months; do not staple the photos on the form)
	Original passport (must be 6 months valid beyond intended stay and must have at least two blank pages)
	Photocopy of passport data page
	Original and photocopy of previous visas and arrival stamps for the past 5 years
	Travel insurance covering the entire duration of the trip to the Schengen area (only accredited insurance companies are accepted; minimum coverage of 30,000 euros, non-deductible must cover emergency medical expenses, hospital treatment and repatriation for medical reasons or death)
	Round trip flight booking confirmation
	Hotel booking confirmation
	Daily travel itinerary
	Original and photocopy of Birth Certificate (issued by PSA)
	Original or photocopy of latest 6 months bank statement (Ideal amount for the average daily balance is P100,000)
	Original and photocopy of Marriage Certificate (PSA Certificate) if applicable
	Original bank certificate with 6 months Average Daily Balance (ADB) and receipt, addressed to the embassy and bank statement for the last 6 months transactions
SPECIAL REQUIREMENTS	
CHECKLIST (put ✓)	FOR EMPLOYEES
	Original employment certificate with leave of absence (must include applicant's position, date hired, salary, date of return to work)
	Pay slips
	Photocopy of PRC/IBP ID (if professional)
	Photocopy of company ID
	Photocopy of recent personal income tax return (BIR Form 2316)
CHECKLIST (put ✓)	FOR BUSINESSMEN
	Photocopy of business registration (DTI or SEC)
	Photocopy of business permit or mayor's permit
	Photocopy of income tax return
	Photocopy of financial statements
	FOR STUDENTS
	Proof of enrollment
	Photocopy of school ID
	Leave of absence from school (if travelling while classes are ongoing)
	Consent form (signed by both parents, allowing the child to travel)
CHECKLIST (put ✓)	FOR RETIREE
	Photocopy of senior citizen card or retirement documents
CHECKLIST (put ✓)	FOR FOREIGN NATIONALS
	Photocopy of Alien Certificate of Registration (ACR)
	Photocopy of International Card Residence (ICR)
	Re-entry permit
CHECKLIST (put ✓)	IF THE COMPANY WILL SHOULDER THE TRIP
	Guarantee letter from company
	Original bank certificate and bank statements of the company (latest 6 months)
	Photocopy of business documents and ITR of the company

## Important Notes

1. For sponsored applicants, proof of relationship / connection should be established. Sponsor will provide financial requirements. We will also provide a letter of sponsorship to be filled-up by the sponsor.
2. Visa approval is at the discretion of the Visa officers. We cannot guarantee 100% approval.
3. In case we found the documents insufficient, we will return the documents and charge P500/applicant as assessment fee including the courier fee. Remaining payment will be refunded to you.
4. Visa submission is within 3 working days after the receipt of complete documents and if there are no additional requirements needed. We strongly suggest applying at least 1 month prior to travel date because there are times where the visa officer is requesting for additional documents.
5. For denied application, you can re-apply after 6 months. No Refunds for the Visa Assistance fee.

## Application Form:

<https://drive.google.com/drive/folders/11CekR4OLi8iYQnh1PHbhjALpzIVfQXc1>

## FOR INQUIRES



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Grace Travel and Tours Services GTTS