

## INFORMATION SHEET ON VISITS WITH A DECLARATION OF COMMITMENT



### VISA APPLICATION AT THE EMBASSY

The visa application is submitted directly to the foreign authority. They will review the application and, depending on the circumstances, request a declaration of commitment and a letter of invitation from a host. General information on visiting stays can be found on the [SEM website](#).



### INVITATION LETTER

An invitation letter may be required during the visa application process or upon entry into Switzerland if third-country nationals (Non-EU/EFTA nationals) wish to visit family, friends or business partners. It is written by the host in Switzerland in an official Swiss language and must contain certain information such as personal details, length of stay and signature. The letter explains the purpose of the trip but does not constitute a legally binding obligation. Depending on the case, a copy can be submitted or the original document can be sent directly to the foreign representation – current information is available at [www.swiss-visa.ch](http://www.swiss-visa.ch).



### VALID ENTRY DOCUMENTS REQUIRED

- A recognised, valid passport
- Visa for nationals outside the EU/EFTA
  - Application via the relevant Swiss representation (embassy or consulate) in the country of residence



### MAXIMUM LENGTH OF STAY

Non-EU/EFTA nationals with a visa and guarantee: max. 90 days per 180 days



### DOCUMENTS REQUIRED FROM HOST

- Original declaration of commitment (available from Swiss embassies abroad)
  - ! In case the host is married, both spouses must sign, however, the remaining documents only need to be submitted by the guarantor
  - ! By signing the declaration of commitment, the guarantor agrees to cover up to CHF 30,000.00 of the guest's expenses
- Copy of the passports of the guests and the host
- Salary statements (last 2-3 statements)
- Original statement of the [debt collection register](#)
- Original bank statement (no ATM statement); liquid assets must exceed CHF 30,000.00

→ Documents must be submitted to the Residents' Registration Office (Municipality of Risch) and will then be sent to the Zug Migration Office

→ After review, the Migration Office sends the documents to the embassy directly



### PROCESSING TIME

- Usually 3-5 weeks

! Neither the municipality nor the canton can provide information about a decision. Please direct any queries to the Swiss representation abroad.



### SWISS REPRESENTATIONS ABROAD



[Swiss representations abroad](#)

## VISIT WITH DECLARATION OF COMMITMENT

### WHAT IS THE PROCEDURE WHEN A DECLARATION OF COMMITMENT IS REQUIRED?

1 The Swiss embassy reviews the visa application and decides that a letter of commitment is required; in some cases, a letter of invitation from the host may also be required



- The guest and host fill out the relevant sections of the form and obtain the necessary documents and confirmations:
  - Original declaration of commitment (available from Swiss embassies abroad)  
! In case the host is married, both spouses must sign, however, the remaining documents only need to be submitted by the guarantor  
! By signing the declaration of commitment, the guarantor agrees to cover up to CHF 30,000.00 of the guest's expenses (irrevocably)
  - Copy of the passports of the guests and the host
  - Salary statements of host (last 2-3 statements)
  - Original statement of the [debt collection register](#) of the guarantor
  - Original bank statement (no ATM statement); liquid assets must exceed CHF 30,000.00

2 Submission of declaration of commitment to the Residents' Registration Office (Municipality of Risch)

3 Review by the Residents' Registration Office (Municipality of Risch) and subsequent forwarding of the documents to the Zug Migration Office

4 The Zug Migration Office checks the declaration of commitment and then forwards the documents directly to the embassy

- Processing time: usually 3-5 weeks

5 Final decision by the embassy

- If the decision is positive: visitors can collect their visa from the embassy abroad
- If the decision is negative: the procedure is discontinued