



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
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## Visa for Domestic Helper

As a general rule only domestic helper accompanied by their current employer on their trip to the Schengen area are taken into consideration. Domestic employees must be employed by the same employer for at least one year. Please submit your application **in person**. **To ease the application process, it is recommended that the employer accompanies the domestic helper to the appointment** at the VFS Global Visa Application Centre (#15-02, 79, Anson Road, Singapore 079906). The main destination in the Schengen area must be Switzerland. The application cannot be submitted earlier than 3 months before the travel date.

An **appointment is required for submission of application** ([www.vfsglobal.ch/switzerland/Singapore](http://www.vfsglobal.ch/switzerland/Singapore)). Please make sure to submit all the documents on this list when at the time of your appointment. Applications with missing documents cannot be accepted.

Processing time: The minimum processing time for a visa application is 4 working days, but applicants are advised to leave at least 15 days between the appointment date and travel date as some applications/nationalities take longer for the Embassy to process.

Fee: equivalent of EUR 60.00 in SGD.

- If your **fingerprints have not been collected yet**, personal appearance when applying for a Schengen visa is mandatory.
- If your finger scans were collected within the last 59 months (please provide copy of the visa sticker) then you won't have to give new fingerprints for your next visa application(s) and personal appearance is not necessary. In this case, you can send someone who submits on your behalf.
- You will still have to appear in person to give your fingerprints in case the previously collected fingerprints prove to be of insufficient quality.

		Check
1.	One <b>application form</b> duly completed and signed. <b>2 photographs</b> no more than 6-months old, 35–40mm in width, white background.	
2.	<b>Original passport or travel document</b> valid for at least 3 months after the intended date of departure from the territory of the Schengen area. The passport/travel document must contain at least two blank pages and have been issued within the last 10 years. Provide photocopy of the passport data page, previous Schengen visas within last 3 years and valid USA/UK visas if available.	
3.	<b>Proof of legal residence</b> valid at least 3 months beyond the intended date of departure from the Schengen territory. <b>Original plus 1 photocopy</b> back and front of Employment Pass / Permanent Resident card and re-entry permit / Dependent Pass / Student Pass.	
4.	Signed <b>Declaration for Domestic helpers</b> (can be found on our website) from the employer undertaking all travel expenses incurred by the helper and letter from employer explaining why it is necessary for the helper to travel along.	
5.	Photocopy of the employer's passport (including the signature page).	
6.	Work Contract – original plus one photocopy.	
7.	A flight reservation or printout of your flight itinerary.	
8.	A travel itinerary including hotel/apartment reservations for the entire trip in the Schengen area. If staying at a private address or home of employer, please provide invitation letter.	
9.	<b>Schengen travel/medical insurance with following coverage:</b> <ul style="list-style-type: none"> <li>• Medical expenses, evacuation and repatriation for medical reasons, repatriation of mortal remains, for at least EUR 30'000;</li> <li>• Valid for entire Schengen area;</li> <li>• Valid for entire duration of stay in the Schengen area.</li> </ul> The above must be mentioned on the insurance policy submitted, together with the name of the insured party.	
10.	Photocopy of employer's bank statements from a local account for the last <u>3 months</u> . It should be a complete detailed bank statement on the bank letterhead with the name of the account holder. Online transaction records without account holder's names and not on bank letterhead are not accepted.	

Further documentation may be requested in each individual case by the Swiss Embassy.