



## Factsheet on letter of invitation

Foreign citizens planning to travel to Switzerland in order to visit family or friends or for business reasons you may need to provide a letter of invitation as part of the visa procedure or on entry.

### What information is required in a letter of invitation?

A letter of invitation is written by your prospective host in Switzerland. It must be written in an official Swiss language (German, French or Italian). If the letter is written in another language, a translation may be required. It does not need to have any particular form and does not require to be officially certified. To ensure that the diplomatic or consular representation, border control authority, etc., obtains the information that it needs, you should make sure that the letter contains **at least** the following details:

- a statement from your host (company or private individual) saying that they have invited you;
- your host's and your own full details (surname, first name, date of birth, address, telephone number, email address and nationality);
- the length of the stay;
- the date on which the letter was written;
- your host's signature (in the case of companies, the letter should be signed by a person authorised to sign according to the commercial register).

If the costs of travel, accommodation and food are being met by your host, this can also be mentioned in the letter of invitation. The letter of invitation can also contain further details of and reasons for the stay in Switzerland. Additional information may be requested at any time, either when you enter to Switzerland or during the visa application procedure.

### What is the purpose of a letter of invitation?

The letter of invitation serves as proof of the reasons for your visit. Although your host may pay the costs of the visit, the letter of invitation does not constitute proof of any binding financial commitment to pay.

### Where must the letter of invitation be produced?

If **you require a visa** to travel to Switzerland, the Swiss diplomatic or consular representation concerned may request a letter of invitation as part of the visa application procedure. You may be able to submit a scan or copy of the letter of invitation during the visa application procedure; however, the Swiss diplomatic or consular representation may also require your host in Switzerland to send it the letter directly. You should consult the relevant diplomatic or consular representation's website before submitting your application ([www.swiss-visa.ch](http://www.swiss-visa.ch)).

If **you do not require a visa** and you wish to travel to Switzerland in order to visit family or friends or for business reasons, it may still be useful to have a letter of invitation that you can produce when entering Switzerland.

### Who can provide further information on the letter of invitation?

If you have any questions about the letter of invitation, please contact the nearest Swiss diplomatic or consular representation via the Swiss online visa system ([www.swiss-visa.ch](http://www.swiss-visa.ch)) or the State Secretariat for Migration SEM using the [contact form](#) or by telephone (058 465 77 60).

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Zu Händen der Schweizer Ver-  
tretung in Stadt, Land

Bern, den xx.xx.20xx

**Einladung für Herrn André Ming, Rue des St. Honoré 13, 4000 Stadt, Land  
(Tel. 0047 88 96 96 96, Andre-Ming@xxx.com)**

Sehr geehrte Damen und Herren

**Required (as a minimum):** Gerne bestätige ich hiermit, dass ich, Cornelia Ming, geb. am 11.5.1980, Schweizer Staatsangehörige, Herrn André Ming, geb. am 26.12.1984, Staatsan-  
gehöriger von Land wohnhaft in Stadt vom 15.3.2018 bis und mit 19.3.2018 zu einem Be-  
such eingeladen habe.

**Optional (e.g. to explain relationship, further details of and reasons for the stay in  
Switzerland, offer to pay the costs of the stay and travel costs, etc.):** Herr Ming ist mein  
Bruder. Ich freue mich, ihn nach so vielen Jahren wieder zu sehen. Ich werde sowohl für sei-  
ne Reise als auch für seinen Aufenthalt vollumfänglich aufkommen.

Für Rückfragen zu dieser Einladung stehe ich Ihnen selbstverständlich zur Verfügung.

Mit den besten Grüßen

Unterschrift!

Cornelia Ming

**Important note:** For an example in another official Swiss language please consult the Fact-  
sheets in French or Italian!