

### **How to submit a postal application**

If you are a frequent traveler and your fingerprints have been taken by a Schengen-State-Mission within the last 59 months, you can submit all of your application documents as per the following steps. In case you are unsure whether your fingerprints have been taken within the last 59 months, please send an email stating your name, first name, date of birth and the country of your most recent Schengen visa to [info.swth@vfsglobal.com](mailto:info.swth@vfsglobal.com). VFS will check with the Swiss Embassy in Thailand and revert to you with a confirmation, if the application can be submitted via post.

#### **1. Complete your application documents, including:**

- Completed, signed and dated visa application form
- Two biometric photographs
- Original passport
- Photocopy of the passport (personal data page)
- Photocopies of previous Schengen visa/s and previous passport/s
- Change name and/or surname certificate, if applicable
- Travel and Health insurance ([click here](#) for the list of approved insurances)
- All remaining supporting documents according to the [visa type](#) you apply for

#### **2. Prepare your courier, including:**

- All completed application documents according to the visa checklist of your [visa type](#)
- Payment confirmation of your visa fees
- Payment confirmation of VFS Global service fee

Visa fee (THB 3,000 for adults (12 years and above), THB 1,500 for children from 6 to 11 years + VFS Global service fee (THB 800) + Postal Service fee (THB500)

\* To be kept up to date on the application process and receive the passport back at the desired address, VFS Global is offering a Courier Service (THB 220) and a SMS Solution (THB70).

Payment instructions for postal applications:

Kindly note: We will not accept personal or company cheque.

Please transfer all relevant fees to our bank account at the Bank of Ayudhya (Krungsri) with the following details and mention “your name + Switzerland” in the transfer notes:

<b>Account name:</b>	VFS (Thailand) Ltd. บริษัท วีเอฟเอส (ประเทศไทย) จำกัด
<b>Account no:</b>	001-0-16410-9
<b>Account type:</b>	Current account
<b>Bank/Branch:</b>	Bank of Ayudhya Pcl. (Ploenchit Office Branch) ธนาคารกรุงศรีอยุธยา จำกัด (มหาชน) สาขาสำนักเพลินจิต
<b>Address:</b>	Bank of Ayudhya Pcl. (Ploenchit Office Branch) 550 Ploenchit Rd., Lumpini, Pathumwan, Bangkok 10330, THAILAND
<b>SWIFT code:</b>	AYUDTHBK

Note that cash is not accepted. Please do not insert cash into the envelope. Only a bank transfer to the above-mentioned bank account will be accepted as payment.

**3. Send your courier to the VFS Global Switzerland Visa Application Centre:**

VFS Global Switzerland Visa Application Centre Bangkok

Chamchuri Square Building

Unit 404, The Plaza, 4th Floor,

Phayathai Road, Pathumwan,

Bangkok, 10330

**4. Pre-check of application documents by VFS Global:**

We will be able to process your application to the Embassy of Switzerland in Bangkok if the following mandatory requirements are provided:

- a. Passport with two blank pages, not torn or creased, valid for at least 6 months, not older than 10 years
- b. Completed, dated and signed visa application form
- c. Proof of payments
- d. Photographs

If these are not provided along with the supporting documents, we will inform you by mail or by call. If the documents are not provided within 3 working days, we will return the package to you and the fees will be forfeited.

**5. Return of passport:**

- Your passport can be picked up at our VAC
- You may add our Courier Service for THB 220 to receive your passport at your address by post only.
- If the Courier Service has been added, you may track the status of your courier online via ThaiPost online tracking.