



PASSPORT AND VISA SERVICES

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REQUIREMENT:

VISA REQUIREMENTS FOR A BUSINESS

1. Schengen visa application form duly filled in, dated and signed
2. 2 passport-size colour photographs (undamaged photos, background has to be light and plain
Passport, which must be valid for a period of at least 3 months the passport has 2 blank pages to
affix visa
3. Photocopy of the passport including the signature page and previous Schengen visas
4. Photocopy of the valid SA residency permit (if not citizen of the RSA)
5. Photocopy of round trip itinerary or air ticket specifying entry and exit from South Africa and
Schengen States
6. If your main travel destination is not a Schengen country, the visa of that country has to be in
your passport before you apply for the Schengen one.
7. If neither company explicitly state that they cover the costs of the applicant, copies of the last 3
months of current bank account statements bearing the name of the applicant and showing
sufficient funds (approx. ZAR 1'000 per day) will be required. Neither cash nor bank letters are
accepted
8. Recent original and signed letter of employment from the employer in South Africa addressed to
the Swiss Embassy confirming the purpose and duration of the trip to Switzerland and the dates
returning back to work
9. If self-employed a photocopy of current SARS certificate and CC documents has to be provided

10. Invitation letter from the inviting company/organisation in Switzerland.

The invitation must be signed by an authorized person. It should contain the following information:

- name and first name of the person
- passport no. of every person who is invited
- purpose of visit
- date of entry and departure
- who will cover the expenses for travelling and accommodation

Photocopy of a travel medical insurance covering a minimum amount of EUR 30'000 for any kind of medical treatments and repatriation. The insurance policy must state the policy number, name of the insured applicant, covered dates as well as the scheduled benefits (Please allow few extra days in order for the Embassy to be more flexible with the period of the visa)

In case a one year multiple entries visa is requested, it has to be explicitly requested by both companies in South Africa and Switzerland, mentioning the frequency of the foreseen meetings. In top of the travel medical insurance, please download the compulsory medical form a completed and signed. However, please note, that whether a one year visa is granted or not is decided on a case to case basis.

A minimum of **15** working days is required to issue a visa.

VISA REQUIREMENTS FOR A TOURIST VISA

1. 1 Schengen visa application form duly filled in, dated and signed

Minors: (under the age of 18)

Both parents must sign the visa application form and add copies of their passports as well as the unabridged birth certificate of the child. If there is only one guardian please present the legal documentation thereof, (divorce papers, birth or death certificate etc.) If one parent is unable to sign the form, he/she must submit a letter of agreement together with a copy of his/her passport bearing the signature of the holder. If the child is travelling with only one parent, the written consent of the other parent is required as well as a copy of the passport of the latter bearing the signature.

2. 2 passport-size colour photographs (undamaged, good quality and of recent date). Do not staple or damage the photo, background has to be light and plain.
3. Passport, which must be valid for a period of at least 3 months after exit from Schengen States. Please ensure that the passport has 2 blank pages to affix the visa.
4. Photocopy of the passport including the signature page and previous Schengen visas
5. Photocopy of the valid SA residency permit (if not citizen of the RSA)
6. Photocopy of round trip itinerary or air-tickets specifying entry and exit from South Africa and Schengen States.
7. Photocopies of the last 3 months of current bank account statements showing a sufficient balance (approx. ZAR 1'000 per day) to cover all your costs during the trip or showing an overdraft facility.
8. The applicants name must appear on the statements. (Neither cash nor bank letters are accepted)
9. Recent, original and signed letter of employment / confirmation of school enrolment for student and learners /if self-employed a photocopy of current SARS certificate and CC documents
10. Photocopy of hotel bookings or tour arrangements in Switzerland and other Schengen states covering the whole period of stay
11. Photocopy of travel medical insurance covering a minimum amount of EUR 30'000 for any kind of

medical treatments and repatriation. The insurance policy must state the policy number, name of the insured applicant, covered dates as well as the scheduled benefits. (Please allow few extra days in order for the Embassy to be more flexible with the period of the visa)

12. If your main travel destination is not a Schengen country, the visa of that country has to be in your passport before you apply for the Schengen one
13. Invitation letter from host in Switzerland, duly signed with a copy of a valid Swiss residents permit or Swiss Passport. If the host is a diplomat, photocopy of his diplomatic card and proof of employment in Switzerland.
14. A minimum of **15** working days is required to issue a visa.