



VISA REQUIREMENTS FOR A VISITOR VISA

The visa application must be submitted to the competent office. Please find the relevant information on the link “Where to apply”: <https://www.eda.admin.ch/countries/south-africa/en/home/visa/entry-residency/visa/visaantrag.html>

Each application must be complete with photocopies of all the required documents (including passport). Note that no copies will be made by the Embassy on your behalf and incomplete applications will not be accepted.

- 1 Schengen visa application form duly filled in, dated and signed, sign where ever it says signature
<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>
Minors: (under the age of 18)
Both parents must sign the visa application form. We need the following:
 - a) the minor’s unabridged birth certificate (containing fathers and mother name)
 - b) certified copies of ID/passport of both parents
 - c) certified copies of Schengen Visa of both parents (if in possession of and if travelling with the child)
 - d) if the minor travels alone: certified parental consent by both parents
 - e) if the minor travels with only one parent: the other parent must produce the certified consent. If only one parent has guardianship of the minor, the relevant court documents / or death certificate
- 2 passport-size colour photographs, not older than 6 months, (undamaged, of good quality and of recent date). Do not staple or damage the photo, background has to be light and plain. For more details, please refer to:
http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf
- Valid national passport (issued within the last 10 years), with at least 3 months validity after the scheduled return from the Schengen States and with at least 2 blank pages.
- Photocopy of the passport including the signature page and previous Schengen visas.
- Non-South African nationals: South African residence permit or temporary residence permit valid at least 3 months beyond the planned stay in the territory of the Member States.
- Round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member States. If applicable: proof of Inter-Schengen travel (car rental/flights/train and/or bus tickets).
Important: Do not buy the actual flight ticket before the visa has been issued.
- Current 3 months bank statement of private bank account or current 3 months bank statement of business (if self-employed) baring original bank stamp and applicants details. Sufficient funds (approx. CHF 100.00 per day for Adults and approx. CHF 30.00 for students) will be required. Neither cash nor bank letters are accepted.
- Recent original and signed letter of employment from the employer in the country of residence addressed to the Swiss Embassy stating: the monthly wages, purpose and duration of the trip to

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Switzerland and the continuing employment after the period of leave with the specific date of returning to work.

If self-employed: a certification from SA Companies and Intellectual Property Commission or SA Revenue Service.

If student: letter from school/college/university in South Africa certifying the student status of the applicant.

- Invitation letter from host in Switzerland, dated and signed, with a copy of the valid Swiss residence permit or Swiss passport. If the host is a diplomat, copy of the legitimation card and proof of employment in Switzerland. The invitation letter must clearly identify the host and the invitee (name, address, date of birth, passport no., occupation and permanent residence); the purpose of the visit; length of stay and accommodation status (where will the invitee stay and who pays for it).
- Overseas medical travel insurance for Schengen States/Europe stating the following:
 - Minimum coverage of EUR 30'000
 - Medical treatments and repatriation included
 - Certificate of Insurance valid for the entire duration of the intended stay
 - Policy must state policy number, name of ensured applicant, covered dates as well as scheduled benefits (please allow for extra days for the embassy to be more flexible with the duration of the visa).
- 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 visa.
- Please note that you can apply for a visa at the earliest 90 days prior your intended day of entry into one of the Schengen Member States
- Visa application fee in **ZAR at the time of submission**.
- A minimum of **10** working days is required to process an application.

In certain cases a “Declaration of Guarantee” may be required. This form will be given to the applicant, if the financial situation is considered to be insufficient to undertake the trip. The applicant must complete this declaration with his/her personal data and send it to the host in Switzerland. The inviting person has to get it stamped by the Immigration Authority of the Canton of residence of the host. This process will take about one month.

Place & Date: _____

Signature Applicant: _____

Signature Agent: _____

