



## Check-list: Business Visa C visa category

**Important: all applicants must apply for a visa in person.**

✓ n/a X

### 1 Visa application

- Fully completed form on [www.swiss-visa.ch](http://www.swiss-visa.ch), printed, dated and signed by the applicant.
- Minors: visa application form signed by parents and mentioning father/mother, first name and surname next to each signature, parents must be present at the counter on the day of submission with the minor.
- A recent passport size photo on a white background only. Will not be returned.

### 2 Travel documents

- National passport, signed, valid for more than 3 months after the end of the intended stay and at least 2 empty pages.
  - Photocopies of personal information pages of passport and foreign visas.
  - Minors: authorisation to leave the country signed by both parents and legalised by the police officer, accompanied by a copy of their identity card also legalised by the police officer.
  - Resident foreigners: residence permit in Cameroon, valid for at least 3 months from the date of entry.
  - Confirmed round trip reservation showing the entire itinerary.
- Don't buy the ticket before receiving the visa. The Embassy is not responsible for the loss of the ticket in case of refusal.  
For a 3-month stay, the ticket reservation must not exceed **90 days**.
- Schengen travel insurance.     
30,000 Euros coverage, valid for the entire Schengen area and covering the entire duration of the planned trip.

### 3 Justification of the stay

- Invitation from the business partner or official contact in Switzerland, stating: Surname, first name, profession of the invited person, name of the company, purpose and duration of the stay in Switzerland, information on the payment of expenses
- Letter from the company or employer in Cameroon, mentioning : Surname, first name, profession of the person sent, name of the company, purpose and duration of the stay in Switzerland, information on the expenses related to the stay.
- Extract from the trade register of the Cameroonian company
- Documentation on the programme of the seminar, conference, training, etc.
- Reservation of hotel(s) in Switzerland for the entire stay

### 4 Proof of sufficient financial means to cover the costs of the stay

- Bank statements for the last 3 months of the Cameroonian person/company paying for the stay.
- Salary slips for the last 3 months of the person taking charge of the stay.

### 5 Proof of the applicant's occupational status

According to the situation:

- Original bank statements for the last 3 months and bank credit card of the applicant himself/herself or the company/spouse/relative supporting the applicant (unless already provided above).
- Work certificate, if not gainfully employed: that of the spouse/parent
- Salary slips for the last 3 months, if not gainfully employed: spouse's/parent's
- Leave certificate, signed by the employer
- Trader's card and proof of registration of the company in the Trade Register
- Certificate of receipt of a retirement pension

### 6 Documents concerning the applicant's civil status

- National identity card, birth certificate, family certificate, marriage certificate, death certificate of spouse

#### Other important information

- Please note that other documents may be required.
- The original of each required document must be accompanied by a photocopy, which will remain in the file.

#### Processing time

- The visa application can be submitted 6 months and at the latest 15 days before the planned date of departure for Switzerland.
- The processing time is between 5 and 7 working days, or more depending on the particular case.

#### Visa fee\*: exact amount to be paid in cash and in FCFA at the counter when submitting the application

- Adults and children over 12: XAF 60,500 / children between 6 and 11: XAF 30,500 / children under 6: free

#### Free visa for

- Spouse / partner / child under 21 years of age or permanently dependent\*\* / child of spouse/partner / permanently dependent ascendants\*\* /ascendants of the spouse/partner of an EU, Swiss or EFTA national whose family relationship is proven by a civil status document (marriage certificate registered at the civil status office of the Schengen State national, etc)

- Applicants on official travel

\* Prices may change without notice

\*\* proof of regular support (payments, money transfers, etc.) must be attached to the file. Taking care of the person during his or her stay in Switzerland cannot be considered as permanent support.

**The above information is subject to change at any time, we advise you to consult our website [www.eda.admin.ch/yaounde](http://www.eda.admin.ch/yaounde) for your next trips.**