



Leaflet SWISS SCHENGEN VISA BUSINESS SWISSCHAM

General application rules:

- Only visa applications with Switzerland as a main travel destination are accepted.
In case of multiple destinations, the visa must be submitted at the Embassy of the country where the longest stay will be.
- All requested documents have to be translated into German, French, Italian or English
A list of recognized translators can be found at the Embassy website:
<https://www.eda.admin.ch/countries/egypt/en/home/dienstleistungen/arzt-anwalt.html>
- If a requested document cannot be provided, there must be a written explanation instead, clarifying why the document is not available.
- The visa fee will not be refunded in case of refusal or withdrawal.
- The mandatory “Schengen Consultation”, which takes a processing time period at least 10 working days, can only be started upon receiving a complete application file meeting the requirements.
- The Embassy reserves the right to ask for additional documents or a personal interview with the applicant.

SWISSCHAM

- The Embassy maintains **its 5 reserved appointment slots** at VFS dedicated to business visa for SwissCham members.
- **Do not book your appointment online. Instead, kindly contact the VFS Contact Centre by phone [+20248837966] or by email info.cheg@vfsglobal.com.** The day of your appointment, kindly bring your visa application together with the required documents according to the leaflet “business purposes” with a letter from SwissCham confirming that your company is a member.

Kindly note that visa applications for non-business purposes continue to follow the standard online appointment booking process, via VFS website.

General requirements

Visa Application Form	https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html# Must be duly filled-in and signed by the applicant	
Passport	➤ original and copies of all non-empty pages ➤ issued within the last 10 years ➤ contains at least 2 blank pages ➤ must be valid for at least 3 months beyond the return from the planned trip	
Previous passport	➤ covering the past 7 years ➤ copies of biometric data page plus all non-empty pages	
1 personal photo	➤ with white background	➤ not older than 6 months
Round-trip Ticket	➤ only air travel reservation (not confirmed)	
Detailed itinerary of the entire trip	➤ including stop-over in other countries ➤ original on company letterhead	
Original Certificate of employment (HR-letter)	➤ containing the following information: • date of recruitment (hiring date) • salary level • position • confirmation of annual leave approval	
for company owners	➤ original and copy of the commercial registry and valid tax card	
International Travel Insurance	➤ covering the entire period of intended stay ➤ valid for all Schengen countries ➤ minimum coverage must be EUR 30'000.00 (this includes expenses of repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay) ➤ a printout certificate/policy in English of *AMAN sticker* on the passport.	
Bank statement	➤ in original ➤ covering the past six months ➤ only current or saving account (Deposit Certificates will <u>not</u> be considered!) ➤ closing balance must show sufficient means to cover the expenses of the planned trip	
Visa fees	payable in EGP (only exact amount is accepted!)	

Additional special requirements

For foreigners living in Egypt ➤ must have a residence permit in Egypt valid for at least 3 months beyond the return from the planned trip

Requirements from the inviting entity in Switzerland

These requirements should be sent directly to the applicant, to be added to her/his visa application file

Official invitation letter ➤ on official company paper, stamped and signed containing the following information

- full address and contacts of the company
- name and position of the countersigning officer (must be registered in the Swiss commercial registry)
- full name of the invited person
- purpose and duration of the planned visit
- who bears the traveling and living costs in Switzerland