



**Leaflet SWISS SCHENGEN VISA  
TRIPS TO INTERNATIONAL ORGANIZATIONS (GENEVA INTERNATIONAL)  
ORDINARY PASSPORT HOLDERS  
for trips under 90 Days**

**General application rules:**

- 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
- Accompanying family members without Diplomatic, Service or Special status and without invitation from an International Organization, should refer to the Leaflet "TOURISM" or "VISTING FAMILY / FRIENDS", depending on the purpose of the trip.
- Communication regarding visa matters are only accepted in written form to [info.cheg@vfsglobal.com](mailto:info.cheg@vfsglobal.com) or by calling +20221600058
- The mandatory "Schengen Consultation", which takes a processing time period of 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.

## General requirements

Visa Application Form	<a href="https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html#">https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html#</a> Must be duly filled-in and signed by the applicant!
Passport	<ul style="list-style-type: none"><li>➤ issued within the last 10 years and contains at least 2 blank pages</li><li>➤ must be valid for at least 3 months beyond the return from the planned trip</li></ul>
Previous passport	<ul style="list-style-type: none"><li>➤ covering the past 7 years</li><li>➤ copies of biometric data page plus all non-empty pages</li></ul>
1 passport-size photo	<ul style="list-style-type: none"><li>➤ with white background and not older than 6 months</li></ul>
Round-trip Ticket	<ul style="list-style-type: none"><li>➤ only air travel reservation (not confirmed)</li></ul>
Official invitation letter from the International Organization in Switzerland	<ul style="list-style-type: none"><li>➤ on official paper, stamped and signed</li><li>➤ personally addressed to the name of the applicant</li><li>➤ containing the following information:<ul style="list-style-type: none"><li>• full address and contacts of the International Organization</li><li>• Purpose and duration of the visit with detailed program</li><li>• Person or entity who will bear the travel and living costs in Switzerland</li></ul></li></ul>
Detailed itinerary of the trip	<ul style="list-style-type: none"><li>➤ Original on company letterhead and must include all stop-over in other countries</li></ul>
Bank statement	<ul style="list-style-type: none"><li>➤ Original and covering a period of the past six months</li><li>➤ Only current or saving account (Deposit Certificates are not accepted!)</li><li>➤ closing balance must show sufficient means to cover the expenses of the planned trip</li></ul>
International Travel Insurance	<ul style="list-style-type: none"><li>➤ covering the entire period of intended stay</li><li>➤ valid for all Schengen countries</li><li>➤ 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)</li><li>➤ a printout certificate/policy in English of *AMAN sticker* on the passport.</li></ul>
Visa Fees	There are no visa fees for official trips (participation to a meeting / session / workshop) if the invitation is sent from the United Nations Office or any other International Organizations in Genève or an Embassy / Mission in Genève / Bern

## 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

- original and copy of the accreditation card from the Egyptian Ministry of Foreign Affairs

### For official trips in relation to an Egyptian governmental delegation:

Must provide a Note from the Ministry of Foreign Affairs stamped and signed containing the following information:

- Purpose and duration of official travel, with exact entry and exit dates
- Indication of the country of main destination

### For official trips in relation to UN and International Organizations:

Must provide a Note / endorsement letter containing the following information:

- Purpose and duration of official travel, with exact entry and exit dates
- Indication of the country of main destination

### For official trips in relation to NGO delegation or other:

Must provide an Endorsement letter of the company / NGO sending the applicant to Switzerland - on official company paper, stamped and signed - containing the following information:

- full address & contacts of the company / NGO
- Name, position, years of service & salary of applicant

Other requirements:

- Employment certificate with salary indication if endorsement company / NGO is not the employer
- Original bank statement covering the past six months copied and translated