



## Leaflet SWISS SCHENGEN VISA VISITING FAMILY / FRIENDS

### 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.
- 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
- **During the visa processing time, no passport withdrawal is possible.**

### How to apply:

Prior to the submission of a visa request, an appointment has to be fixed with our external service provider VFS Centre only online on the VFS website: <https://visa.vfsglobal.com/egy/en/che/>

### General requirements

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| 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><br>Must be duly filled-in and signed by the applicant!    |  |
| Passport                                       | <ul style="list-style-type: none"> <li>➤ original + copies of all non-empty pages</li> <li>➤ issued within the last 10 years      ➤ contains at least 2 blank pages</li> <li>➤ must be valid for at least 3 months beyond 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 personal photo                               | <ul style="list-style-type: none"> <li>➤ with white background      ➤ not older than 6 months</li> </ul>  |  |
| Proof of applicant's marital status in Egypt   | <ul style="list-style-type: none"> <li>➤ through an extract of the "Kid Aely" (قيد عائلي) family register</li> <li>➤ For singles --&gt; "Kid Fardi" (قيد فردي) individual register</li> </ul>   |  |
| Round-trip Ticket                              | <ul style="list-style-type: none"> <li>➤ only air travel reservation (not confirmed)</li> </ul>   |  |
| Original Certificate of employment (HR-letter) | <ul style="list-style-type: none"> <li>➤ containing the following information: <ul style="list-style-type: none"> <li>• date of recruitment (hiring date)</li> <li>• salary level</li> <li>• position</li> <li>• confirmation of annual leave approval</li> </ul> </li> </ul> |  |
| for company owners                             | <ul style="list-style-type: none"> <li>➤ original and copy of the commercial registry and valid tax card</li> </ul>   |  |
| for students                                   | <ul style="list-style-type: none"> <li>➤ Proof of enrolment in school / university for the current academic year</li> </ul>   |  |

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| 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</li> <li>➤ a printout certificate/policy in English of *AMAN sticker* on the passport.</li> </ul> |
| Original bank statement        | <ul style="list-style-type: none"> <li>➤ covering the past six months</li> <li>➤ only current or saving accounts (<b>Deposit Certificates will <u>not</u> be considered!</b>)</li> <li>➤ closing balance must show sufficient means to cover the expenses of the trip</li> </ul>     |
| Visa fees                      | <ul style="list-style-type: none"> <li>➤ payable in EGP (only exact amount is accepted!)</li> </ul>  |

#### Additional special requirements

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| For foreigners living in Egypt | <ul style="list-style-type: none"> <li>➤ must have a residence permit in Egypt valid for at least 3 months beyond the return from the planned trip</li> </ul>  |
| For minors                     | <ul style="list-style-type: none"> <li>➤ <u>if the minor travels without parents or legal guardian:</u><br/>consent of parental authority or legal guardian provided either through a notarized certificate or by a letter signed at the Embassy or VFS office</li> <li>➤ <u>if the minor travels with one parent or legal guardian:</u><br/>consent of parental authority or legal guardian, who is not travelling with the child, provided either through a notarized certificate or by a letter signed at the Embassy or VFS office</li> <li>➤ passport copy of both parents (biometric data page + page with the signature)</li> <li>➤ Translated Birth Certificate of the minor.</li> </ul> |

#### Requirements from the host in Switzerland

*These requirements should be sent directly to the applicant, to be added with his/her application*

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| Invitation letter<br><i>signed &amp; dated</i> | <ul style="list-style-type: none"> <li>➤ containing the following information: <ul style="list-style-type: none"> <li>• full address and contacts of host in Switzerland (phone number, e-mail)</li> <li>• if the host is married, both partners living in Switzerland must sign the invitation</li> <li>• proof of relationship between guest &amp; host</li> <li>• duration &amp; period of planned visit</li> <li>• who bears living &amp; all other costs</li> <li>• Assurance that the applicant will return to Egypt before the expiry of the visa</li> </ul> </li> </ul> |
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*In some cases, a "Declaration of Sponsorship" form is considered necessary after checking the visa application file  
Please note that a positive "Declaration of Sponsorship" does not guarantee the issuance of a visa.*

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| from Swiss nationals  | <ul style="list-style-type: none"> <li>➤ Swiss passport copy (only biometric data page)</li> </ul>   |
| from foreigners living in CH  | <ul style="list-style-type: none"> <li>➤ Passport copy (biometric data page) plus copy of valid residence permit in CH</li> </ul>  |
| from hosts working in an international Organization or diplomatic mission | <ul style="list-style-type: none"> <li>➤ copy of the valid "carte de légitimation"</li> <li>➤ confirmation of employment signed by the international organization or diplomatic mission</li> </ul> |