



Checklist for visa applicants for purpose of **BUSINESS AND CONFERENCES**

- ! All original documents presented at the counter must be accompanied by a clear photocopy
- ! Do **NOT** staple documents together
- ! All documents in Amharic must be translated by an official English translator
- ! Applicants must provide all requested documents when applying. Incomplete applications will **NOT** be accepted and a new appointment has to be booked according to availability
- ! **The Swiss Embassy will only accept complete applications in the following order:**

One (1) visa application form dully filled out, dated and signed by the applicant. Write in block letters and use black or blue ink only. The form may be filled in and printed online on www.swiss-visa.ch, downloaded from the [website](#) or obtained for free from the Embassy.

Valid passport (must be valid at least three (3) months from the end of the planned stay in the Schengen territory, at least two (2) blank visa pages) and **one (1) photocopy of the passport.**

One (1) passport-sized picture. Color picture, 3.5 – 4 cm in width, neutral light background, head takes up 70-80% of the surface. Not older than 6 months.

Visa Fee: The visa fee is published on our [website](#) and must be paid in cash in Ethiopian Birr (**exact** amount) at the time of application. The visa fee is non-refundable if the application is withdrawn or the visa is refused.

For non-Ethiopian applicants residing in Ethiopia: One (1) photocopy of the applicant's Ethiopian residence permit, valid for at least 3 months after the planned stay in the Schengen territory. In case the applicant does not intend to return to Ethiopia: Proof that the entry to country of origin or any other third country is guaranteed.

Copies of **previous Schengen visas** with entry and exit stamps (if applicable)

Flight ticket reservation (roundtrip), according to Gregorian calendar

Travel insurance: Written proof of coverage of at least **EUR 30,000.00** for **MEDICAL TREATMENT, EVACUATION FOR MEDICAL REASONS and REPATRIATION OF MORTAL REMAINS**, valid for all Schengen countries for the entire duration of the planned stay. Accepted local travel insurances are Africa, NIB, Oromia Awash, Nile, United Global Nyala, Ethiopian Insurance Corporation, Lion.

Hotel/accommodation reservation in Switzerland, according to Gregorian calendar

Signed letter of invitation **from the inviting company / organization in Switzerland.** The invitation must include the following information:

- The personal details of the applicant;
- The purpose of the visit;
- the duration of the intended stay;
- Who will support the applicant financially during the stay
- Date and contact details of the inviting organization in Switzerland.

Important: The inviting company / organization in Switzerland must also send the invitation letter as a PDF to addisababa.visa@eda.admin.ch, duly dated and signed.



If the applicant is attending a conference that requires prior registration: **Proof of registration and a receipt for the registration fee.**

Signed letter **from the current employer/organization** containing the following information:

- The applicant's personal details;
- The applicant's function/profession;
- Conditions of employment (temporary or permanent);
- Number of years with the employer/organization;
- the purpose of the visit;
- Who will support the applicant financially during the stay

Proof of financial resources. Recent bank statement covering the minimum last three (3) months and/or personal bank saving book.

Employed persons:

a dated and signed letter from the current employer containing the following information:

- the applicant's personal data, function/profession;
- terms of employment (temporary or permanent);
- starting date of employment;
- monthly net salary;
- granted leave days;
- date and contact details of the employer.

Self-employed persons:

original and one (1) photocopy of

- trade/business license;
- tax registration;
- business registration (city administration);
- bank statement for business account (for the last three months, as a minimum).

Retired persons:

Documents proving the pension or other financial support.

Any other documents relating to the applicant's **financial status and personal ties in Ethiopia**, such as title deeds or lease agreements for property, vehicle registration card, etc., marriage certificate, birth certificate/s of children.

Important information: Before travelling to the Embassy, it is your responsibility to ensure that you are in possession of all the required documents.

The fact that you are in possession of the above documents does not guarantee that you will be granted a visa.

The Swiss Embassy reserves the right to request other documents and/or to call the applicant for a personal interview.

The visa fee is payable at the time of application. If you withdraw your application or if it is refused, the fee will not be refunded.