



## VISA REQUIREMENTS FOR AIRPORT TRANSIT VISA

**Please note that if you need to transit through more than one airport within the Schengen Area, then you are no longer eligible for an Airport Transit Visa. You should instead apply for a regular Schengen Visa (C Type)**

Each applicant has to present all documents listed below. Note that the originals will not be given back.

	✓	X
<b>1 Visa Application</b>		
One completed <b>Schengen visa</b> application form duly filled in, dated and signed <a href="https://www.sem.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Minors:</b> (under the age of 18) <b>Both parents must sign the visa application forms and add copies of their passports as well as a copy of the child's birth certificate. If there is only one guardian please present proof of custody such as divorce papers, birth or death certificate, custody order, etc. If one parent is unable to sign the forms, he/she must submit a letter of agreement together with a copy of his/her passport bearing the signature of the holder. If the child is travelling with only one parent, the written consent of the other parent is required as well as a copy of the passport of the latter bearing the signature.</b>	<input type="checkbox"/>	<input type="checkbox"/>
One recent passport-sized colour photograph, in accordance with the guidelines of International Civil Aviation Organization (ICAO), with a white background, not damaged and stapled. <a href="https://home-affairs.ec.europa.eu/system/files/en?file=2016-12/icao_photograph_guidelines_en.pdf">https://home-affairs.ec.europa.eu/system/files_en?file=2016-12/icao_photograph_guidelines_en.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2 Travel documents</b>		
Original passport valid for further three months after the intended departure from the Schengen area and one copy of all relevant passport pages (data page, pages containing previous Schengen, UK, US or Canadian visas).	<input type="checkbox"/>	<input type="checkbox"/>
It shall contain at least two blank pages and should have been issued within the previous 10 years. <b>Please also submit all previous passports, either valid or cancelled.</b>		
For foreign nationals residing in Ghana: A photocopy of the valid residence permit. It must be valid for further three months after the intended departure from the Schengen area.	<input type="checkbox"/>	<input type="checkbox"/>
The visa for the final country of destination must be obtained first.	<input type="checkbox"/>	<input type="checkbox"/>
Photocopy of birth certificate	<input type="checkbox"/>	<input type="checkbox"/>
A computer printout of the flight reservation / booking including return flight (no ticket).	<input type="checkbox"/>	<input type="checkbox"/>
Proof of accommodation: <ul style="list-style-type: none"> <li>• Photocopy of confirmed hotel booking complete with names and contact details of the hotel and hotel voucher for overnight stay at airport transit zone, if applicable.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of travel medical insurance covering the entire period of intended stay, valid for all Schengen States. <b>Original and one copy thereof.</b> Please refer to Embassy's list of accredited local insurance companies: <ul style="list-style-type: none"> <li>• Minimum coverage of EUR 30'000.</li> <li>• Repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during stay.</li> <li>• Policy must state policy number, name of insured applicant, dates of coverage until last day of departure from Schengen states, as well as scheduled benefits (please allow for extra days for the embassy to be more flexible with the duration of the visa).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

✓ X

### 3 Justification of the stay

- Photocopy of the visa or residence permit for the country of next or final destination.
- Proof of the purpose of the trip to the country of destination:
- Invitation letter from the company/person (incl. contact details)
  - Hotel reservation or documents relating to a previous visit or relationship in the country of destination.

### 4 Proof of sufficient financial means to cover the cost of the trip

- Original of personal and company's current bank statement (if applicable) for the past 3 months showing sufficient means of subsistence (approx. CHF 100 per day) to cover all costs during the trip.
- The applicants name must appear on the statements. (Neither cash nor bank letters are accepted).

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

- For self-employed / business owners:
- Photocopy of business papers, such as business registration certificate
  - Company's code/ form A, tax clearance certificates
  - Proof of active business (bills of lading, import declaration form, invoices, etc.)
- For employees:
- Original and signed letter of employment with indication of annual leave
  - Photocopies of salary slip of the last 3 months or contract.
- For students:
- Original letter from the university or school with indication of approved period of leave.

### 6 Visa fee

- Visa fee

Please be aware:

- For all types of Schengen visas, the process time can take up to 15 days
- During the visa processing time, no passport withdrawal is possible

**In some individual cases, additional documents may be requested. Presentation of the documents does not automatically lead to the issuance of a visa. Possession of a visa does not confer an automatic right of entry. The ultimate decision regarding admission to the Schengen territory lies with the Border Authorities upon arrival.**