



## Checklist: Business visa / type C visa

**Important: In general, personal appearance is mandatory**

**All original documents must be presented along with a photocopy**

✓ n/a X

<b>1</b>	<b>Visa application form "Application for Schengen Visa", fully completed (4 pages) dated and signed by the applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>The form is free of charge. You can ask for it at the counter or fill in the online application.</i>			
<b>2</b>	<b>Original valid passport as well as previous passport</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Signed by the applicant. Must be valid for at least three months beyond the planned stay and have at least 2 blank visa pages.</i>			
<b>3</b>	<b>Copy of valid passport (photo, personal data and signature pages only) and previous visas</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>Three recent identical passport photos of excellent quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Background must be white. They are not returned.</i>			
<b>5</b>	<b>Return flight ticket reservation, with full itinerary</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Do not buy the ticket before you have obtained the visa. The Embassy is not responsible for the loss of the ticket, if the visa is refused. For a stay up to 3 months, the reservation of the ticket must not exceed 90 days.</i>			
<b>6</b>	<b>Medical insurance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Covering the whole period of stay in the Schengen area, with a minimum coverage of EUR 30,000. In case of multiple entries visa request, a medical insurance covering the whole period is needed.</i>			
<b>7</b>	<b>Proof of sufficient financial resources</b>			
	<b>7.1 Employees:</b>			
	• Last 3 months pay slips			
	• Letter of authorized leave signed by the employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Work statement mentioning the starting date of employment and position within the company			
	• Original bank statements of the last 6 months			
	<b>7.2 Self-employed:</b>			
	• Business registration excerpt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Original bank statements of the company of the last 6 months			
	• Last tax declaration			
<b>8</b>	<b>Recent water or electricity invoice, in the name of the applicant</b>			
<b>9</b>	<b>Title deeds or copy of lease agreement</b>			
<b>10</b>	<b>Documents confirming the family situation of the applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>For example: marriage certificate, family certificate, birth certificate if single, etc.</i>			
<b>11</b>	<b>Hotel booking in Switzerland, confirmed and paid</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	<b>Letter of invitation from the host company in Switzerland. The letter must be sent by the host company directly to the Swiss Embassy by mail (<a href="mailto:abi.visa@eda.admin.ch">abi.visa@eda.admin.ch</a>) or fax : +225 27 22 44 11 66</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>The letter must contain the following information:</i>			
	• Name, date of birth and passport number of the invited person			
	• Company or employer of the invited person as well as position within the company			
	• Purpose and duration of the stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Program of seminary, conference, formation, etc.			
	• Should the Swiss company cover any costs, it should be confirmed in the letter			
<b>13</b>	<b>Letter of the company or the employer in Ivory Coast, Burkina Faso, Guinea, Liberia, Sierra Leone</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>The letter must contain the following information:</i>			
	• Name, date of birth and passport number of the person sent to Switzerland			
	• Purpose and duration of the stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Work statement mentioning the starting date of employment and position within the company			
	• Coverage of travel and subsistence expenses in Switzerland if not covered by the Swiss company			
<b>14</b>	<b>For foreigners: copy of the residence permit in the country of residence valid for at least three months beyond the planned stay in the Schengen area</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15</b>	<b>Minors</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Letter of consent signed by both parents or by the legal guardian with a copy of their passports			
	• Birth certificate			
	• School attendance certificate or re-registration for the next academic year covering the intended period of stay			
	• Original bank statements of the parents of the last 6 months			
	• Indication about parents' activity and proof of financial resources			

**The Embassy reserves the right to request further documentation or other guarantees.**

**Personal appearance:**

Applicants who obtained a Schengen visa with biometrical data (digital prints and photography) no longer require giving their biometrical data again if the biometrical data was obtained during the last 59 months.

In these conditions, personal appearance is not required to file a new visa application. The Embassy reserves the right to ask for new fingerprinting if the data previously gathered were unusable.

**Processing time:**

Visas can be applied for 6 months before the intended date of arrival in Switzerland at the earliest. Complete applications are in general processed within 15 days or more depending on the case.

**Visa fees: due in cash at the time the application is submitted \***

- Adults (12 years old and older): CFA 52'000.00 / US\$ 97.00
- Children (6 - 12 years old): CFA 26'000.00 /US\$ 48.00
- Children (younger than 6 years): free

*\*The visa fee is subject to change*

The above information could be modified at any time. Please check our website when planning your trip: [www.eda.admin.ch/abidjan](http://www.eda.admin.ch/abidjan)