



## Checklist Visa Suisse - English

N°	TYPE OF DOCUMENTS	DOCUMENTS TO PROVIDE Documents must be filed in the following order from 1 to 12 without staples:
1	Original	<b>Ordinary passport</b> , signed, valid for at least three months beyond the date of return and with at least 2 pages blank.
2	Original	<b>Visa application form “application for Schengen Visa”, fully completed (4 pages), dated and signed by the applicant.</b> The visa application form is free of charge and can be requested at the counter or completed online via the link <a href="http://www.swiss-visa.ch">www.swiss-visa.ch</a> . When you have finished, the system will create a PDF file, which you can print out and sign.
3	Original	<b>Two recent passport-size photographs, in excellent quality colour with a white background, one to be stuck on the form and the other to be given to the visa officer when the application is submitted</b>
4	Copy	<b>Copy of the valid passport</b> (page with personal details) <b>and copies of previous SCHENGEN visas.</b>
5	Copy	<b>For Foreigners excluding ECOWAS</b> : la photocopie du titre de séjour dans le pays de résidence en cours de validité <b>ECOWAS</b> : photocopy of valid consular card
6	Copy	<b>Document concerning the applicant’s civil.</b> For example: family record book, marriage certificate, birth certificate for minors
7	Copy Original Copy Original Copy Original Copy Original	<p><b>Proof of financial means</b></p> <p><b>1. Employees:</b></p> <ul style="list-style-type: none"> <li>. The last 3 payslips</li> <li>. A certificate of employment showing the date of recruitment and the position held within the company.</li> <li>. Mission order, signed by the employer, stating the reason for and duration of the stay in Switzerland.</li> <li>. Bank statements for the last 6 months.</li> </ul> <p><b>2. Business people:</b></p> <ul style="list-style-type: none"> <li>. The merchant’s card and proof of registration of the company in the commercial register.</li> <li>. Tax return or summary tax return.</li> <li>. Company bank statements + private account for the last 6 months.</li> </ul> <p><b>3. Wives/husbands not in gainful employment:</b></p> <ul style="list-style-type: none"> <li>. Indication of spouse’s occupation + marriage certificate.</li> <li>. Spouse’s employment certificate showing date of employment and position within the company.</li> <li>. Spouse’s bank statements for the last 6 months.</li> </ul> <p><b>4. Students :</b></p> <ul style="list-style-type: none"> <li>. Birth certificate.</li> <li>. School(pre-)enrolment certificate covering the period of the planned stay.</li> <li>. Documents proving the parents’ employment status (certificate of employment + payslip, etc.).</li> <li>. Parents’ bank statements for the last 6 months.</li> </ul> <p><b>5. Minors :</b></p> <ul style="list-style-type: none"> <li>. Birth certificate.</li> <li>. Authorisation to leave the country signed by the parents. If the minor is travelling alone or with only one parent with legal guardianship.</li> <li>guardianship: parental authorisation from the non-travelling parent + copy of his/her identity document.</li> <li>. Certificate of (pre-) enrolment from the school.</li> <li>. Documents proving the parents’ employment status (certificate of employment + payslip, etc.).</li> <li>. Parents’ bank statements for the last 6 months.</li> </ul>
8	Copy	<b>Recent water or electricity bill in the applicant's name</b>
9	Copy	<b>Proof of existence of real estate assets.</b> Proof of ownership of property or a copy of the rental contract.
10	Copy	<b>Reservation of a return air ticket showing the entire itinerary.</b> Do not buy the ticket before receiving the visa. The Embassy is not responsible for the loss of the ticket in the event of refusal.
11	Copy	<b>Travel insurance - Schengen travel</b> Coverage of 30,000 Euros valid for the entire Schengen area and covering the entire duration of the planned trip. In the case of multiple entries, provide health insurance covering the period of the visa applied for.
12	Copy	<b>Hotel reservations for people without an invitation from a guest in Switzerland</b>

**THE FOLLOWING DOCUMENTS MUST ALSO BE PROVIDED IN ADDITION TO YOUR PREVIOUS FILE,  
DEPENDING ON THE REASON FOR YOUR TRIP**

REASON FOR TRAVEL	TYPE OF DOCUMENTS	DOCUMENTS TO PROVIDE
<b>BUSINESS VISA</b>	Copy	<p>The invitation from the business partner or official contact in Switzerland. This letter <b>must also be sent directly to the Embassy by e-mail at <a href="mailto:abidjan.visa@eda.admin.ch">abidjan.visa@eda.admin.ch</a></b></p> <p><b>The letter of invitation must mention:</b></p> <ul style="list-style-type: none"> <li>- Surname and first name of the person invited.</li> <li>- Name of company or employer and position of the person invited.</li> <li>- Reason and duration of stay in Switzerland.</li> <li>- Guarantee that all expenses relating to the stay in Switzerland are covered.</li> <li>- <b>Documentation on the programme of the seminar, conference, training course, etc.</b></li> </ul>
<b>FAMILY/FRIENDSHIP VISIT VISA</b>	Copy	<p>The letter of invitation from the host in Switzerland, signed and accompanied by a copy of the passport or Swiss identity card/residence permit and/or Swiss legitimation card. This letter <b>must also be sent directly by e-mail to the Embassy at <a href="mailto:abidjan.visa@eda.admin.ch">abidjan.visa@eda.admin.ch</a></b></p> <p>The letter of invitation does not have to take any particular form. However, it must be written in one of Switzerland's four national languages or in English and contain at least the following elements:</p> <ul style="list-style-type: none"> <li>- A statement from the host (business or private individual) that they expect the applicant to come.</li> <li>- Indication that the host will accommodate the applicant (accommodation and/or maintenance).</li> <li>- Details of the host and the applicant (surname, first name, date of birth, nationality, home address and telephone contacts).</li> <li>- Any other relevant information that may clarify the circumstances and reasons for the stay in Switzerland.</li> <li>- The date of issue of the letter.</li> <li>- The signature of the host.</li> </ul> <p><b>Please note: for persons invited by a member of their family (father-mother-brother-sister-child...) copies of the birth certificates of the host in Switzerland and of the applicant should be attached to prove parentage.</b></p> <p><b>If necessary, depending on the dossier submitted, the Embassy reserves the right to decide whether or not to initiate the <i>Declaration de Prise en Charge</i> process.</b></p>
<b>TOURISM VISA</b>	Copy	<ul style="list-style-type: none"> <li>- Hotel reservations</li> <li>- Train or plane tickets</li> </ul> <p>Nb: submit invoices for previous stays in Switzerland</p>
<b>VISA FOR SPORTING TEST</b>	Copy ↔ Original + Copy }	<ul style="list-style-type: none"> <li>- Letter of invitation from the sports intermediary including his name, contact details and signature.</li> <li>- The player's sports licence.</li> <li>- Letter of invitation from the sports club where the admission test is to be carried out.</li> <li>- Letter from the sports federation of the player's club</li> <li>- Permission to leave the player's club</li> <li>- Permission to leave from the sports federation of the applicant's country of residence</li> <li>- Dated and signed amateur/professional contract from the applicant</li> </ul>
<b>VISA FOR MEDICAL TREATMENT</b>	Original + Copy }	<ul style="list-style-type: none"> <li>- Confirmation from your doctor that you are fit to travel and that treatment in Switzerland is absolutely necessary.</li> <li>- Treatment protocol.</li> <li>- Confirmation from the medical institution of the appointment for examination and treatment in Switzerland and the approximate duration of the treatment.</li> <li>- Proof of funding for medical treatment in Switzerland.</li> </ul>
<b>VISA FOR PARTICIPATION IN CULTURAL EVENTS</b>	Original + Copy }	<ul style="list-style-type: none"> <li>- Letter of invitation from the Swiss cultural partner, including name, contact details and signature.</li> <li>- If available, the contract with the Swiss cultural partner</li> <li>- Certificate from BURIDA/Ministry of Culture attesting to the applicant's position</li> <li>- Proof of artistic activity (e.g. press dossier)</li> </ul>