



Checklist Visa Switzerland – OFFICIAL VISIT

N°	TYPE OF DOCUMENTS	DOCUMENTS TO PROVIDE
1	Original	Official or ordinary passport, signed, valid for at least three months beyond the date of return and with at least 2 pages blank.
2	Original	Visa application form “application for Schengen Visa”, fully completed (4 pages), dated and signed by the applicant. The visa application form is free of charge and can be requested at the counter or completed online via the link www.swiss-visa.ch. When you have finished, the system will create a PDF file, which you can print out and sign.
3	Original	Two recent passport-size photographs, in excellent quality color 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.
4	Copy	Copy of the valid passport (page with personal details) and copies of previous SCHENGEN visas.
5	Copy	For Foreigners excluding ECOWAS : la photocopie du titre de séjour dans le pays de résidence en cours de validité. ECOWAS : photocopy of valid consular card.
6	Copy	Document concerning the applicant’s civil. For example: family record book, marriage certificate, birth certificate for minors.
7	Copy	Letter of invitation from the host organization in Switzerland. The letter must be sent by the host organization directly to the Swiss Embassy by mail (abidjan.visa@eda.admin.ch) or fax : +225 27 22 44 11 66 : <i>The letter must contain the following information:</i> <ul style="list-style-type: none"> - Name and passport number of the person travelling. - Purpose and duration of the stay. - Should the host organization cover any costs, it should be confirmed in the letter.
8	Copy	Return flight ticket reservation, with full itinerary. 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.
9	Copy	Travel insurance - Schengen travel. <i>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.</i>

CATEGORY	TYPE OF DOCUMENTS	DOCUMENTS TO PROVIDE
PERSON WITH ORDINARY PASSPORT <u>AND</u> VERBAL NOTE OF THE MINISTRY	Original	Verbal Note issued by the Ministry of Foreign Affairs and/or of the respective Embassy.
	Original + Copy	Work statement mentioning the starting date of employment and position within the company. Mission order signed by the employer mentioning: <ul style="list-style-type: none"> - Name and passport number of the person travelling. - Purpose and duration of the stay.
PERSON WITH ORDINARY PASSPORT <u>WITHOUT</u> VERBAL NOTE OF THE MINISTRY	Original + Copy	Certificate of employment showing the date of recruitment and the position held within the company. Mission order signed by the employer mentioning: <ul style="list-style-type: none"> - Name and passport number of the person travelling. - Purpose and duration of the stay.
		Last 3 months pay slip. Original bank statements of the last 6 months.
MEMBER OF DELEGATION	Original	Verbal Note issued by the Ministry of Foreign Affairs and/or of the respective Embassy.
	Original + Copy	Certificate of employment showing the date of recruitment and the position held within the company. Mission order signed by the employer mentioning: <ul style="list-style-type: none"> - Name and passport number of the person travelling. - Purpose and duration of the stay.

