



Amman, 15.07.2021

General Information for Visa applicants residing in Jordan or Iraq

For general information about entering Switzerland and the general section of VBC instructions (Visa and Border control) please consult the website of the State Secretariat for Migration (SEM) <https://www.sem.admin.ch/sem/en/home/themen/einreise.html>

General visa rules

- Only residents of Jordan and Iraq can apply for a visa at the Embassy of Switzerland in Amman.
- **You may only apply for a visa at the Embassy of Switzerland in Amman if your main purpose of travelling is Switzerland, if you are spending more time in Switzerland than in any other Schengen Country(ies) or if you are spending the same amount of time in Switzerland as in the other Schengen Country(ies) and are entering Switzerland first.**
- Visa applicants will be received by appointment only. It is strongly recommended to arrange an appointment on a timely manner **at least 45 days prior to the planned departure.**
- Visa applications have to be submitted **personally** to the Embassy's visa section.
- The taking of **fingerprints is mandatory** for the examination of the visa application. Therefore **personal presence by the applicant is required.**
- The passport must be valid at least **3 months** beyond the date of the intended stay in Switzerland.

How to apply for a visa at the Embassy of Switzerland?

1. In order to apply for a Schengen Visa please visit the following website and follow the procedure by filling out the application form directly online: www.swiss-visa.ch
2. **Print** the completed application form
3. Make an online appointment by following the instructions in the email automatically received after completing the online application form. It is required and advised to take *for each person an individual appointment (not a group one).*
4. Prepare your visa application according to the list of requirements:
<https://www.eda.admin.ch/countries/jordan/en/home/visa-&-entry-to-switzerland/entry-ch.html>
5. Submit your complete file on the day of your appointment

NB: Please check your email account spam folder as automatically generated emails might be sent to your spam.

All submitted documents have to be either in English, German, French or Italian. If the documents are issued in another language, a certified translation in one of these languages has to be submitted in addition to the original document.

Please note, that incomplete visa applications will not be taken in or processed. If your file is incomplete, you will have to arrange a new appointment to submit the full dossier. The 15 days of Schengen processing will start once a complete file is submitted. IMPORTANT: The Schengen Consultation period cannot be accelerated or shortened.

VISA: URGENT VISA APPOINTMENT (fast-track)

If due to ***medical or humanitarian reasons*** you must travel urgently to Switzerland. The Visa Section at the Embassy of Switzerland in Amman can speed up the visa process for persons in emergency situations. In order to examine your situation, you are kindly asked to duly fill out the required form and sign it (https://www.eda.admin.ch/content/dam/countries/countries-content/jordan/en/Fast-track-form_ENG.pdf) If possible, add and provide the Embassy with supporting documents to confirm the urgency of your situation. The Visa Section will then contact you immediately.

Opening hours

Application submission:	Sunday to Thursday (except official Jordanian public holidays) 08:45am to 11:45am with prior appointment only
Passport collection:	Sunday to Thursday (except official Jordanian public holidays) 12:00am to 12:45am no appointment is needed
Telephone hours	Sunday to Thursday (except official Jordanian public holidays) 02:00pm to 04:00pm

Due to the high demand, it is **strongly recommended to arrange the appointment on a timely manner at least 45 days prior to your departure**. Once an application is submitted, the processing time can take at least 15 days till 4 weeks depending on the application. **The Schengen Consultation period cannot be accelerated or shortened.** (Mainly depending on the type of Visa and the Nationality of the Applicant)

Important notes

- Please note that the Embassy of Switzerland in Jordan **does not** cooperate with any agents or agencies providing their services outside this Embassy regarding visa applications.
- Please be aware that the booking of appointments is **free of charge** through the link www.swiss-visa.ch