



Checklist for Schengen Visa (Official visit):

Person or delegation expected to appear before the Swiss authorities or an international organization for an official mission, regardless of the type of passport.

Important information for applicants in Tajikistan

Prior appointment with the Consular agency in Dushanbe is mandatory for visa applicants. Please schedule your appointment by writing to:
dushanbe.visa@eda.admin.ch

No.	Documents Required All documents should be translated in English	Yes	No
1	Valid national passport - Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. - 1 copy of your passport's data page, copies of the Schengen visa.		
2	Visa application form - Completed, signed by the applicant. The visa application form is free of charge and can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html		
3	One recent passport-sized photograph with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.		
4	Round-Trip Travel Itinerary Flight reservation including additional trips within the Schengen area.		
5	Travel medical insurance Applicants for a uniform visa shall prove that they are in possession of adequate and valid travel medical insurance to cover any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during their stay(s) on the territory of the Member States. The insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's intended stay. The minimum coverage shall be EUR 30 000. <i>*Insurance is not required for the following persons: Holders of diplomatic passports on official or private trips</i>		

In addition to the Basic Required Documents 1- 5, applicants for Official Visit Schengen Visa should submit the following materials:

6	<ul style="list-style-type: none"> - Verbal Note or order of mission from the relevant ministry or authority. - Copy of the official invitation from the Swiss authority or an international organization. 		
7	<p>For applicants who do not hold Tajik citizenship, copy of a residence permit/registration issued by the Republic of Tajikistan. The residence permit must be valid for at least three months after the date on which the applicant plans to leave the Schengen area.</p>		

<p>Visa fee</p> <ul style="list-style-type: none"> - Free of charge

Personal appearance of the applicant is mandatory to submit a visa application, if the fingerprints have not been captured during the last 59 months. If the fingerprints have been captured during the last 59 months, the application can be filed through a representative duly authorized. (Power of Attorney)

Please note:

Once submitted to the consular agency in Dushanbe, your application will be sent to the Swiss Embassy in Astana. The round-trip transfer of your application can take up to three weeks. Additionally, the processing time at the Swiss Embassy in Astana can take up to 15 calendar days.