



## **SCHENGEN VISA** **Visit (family/friends) and tourism (max. 90 days)**

### **SWITZERLAND / NORWAY / SWEDEN / NETHERLANDS / POLAND / HUNGARY**

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Please visit the internet site [www.swiss-visa.ch](http://www.swiss-visa.ch) to file your application and to book an appointment free of charge.

No appointments given at the counter, over telephone or by e-mail.

Applicants have the possibility to choose the method of payment at the end of the online session (e-payment in € or in cash). Please print the visa application form in PDF before leaving the session.

One appointment per person only. Please print the confirmation of the appointment when submitting the application at the Embassy.

First time applicants must submit their application in person at the Embassy of Switzerland in order to take the biometric data (fingerprints). These data are saved for 59 months in the Visa Information System (VIS). During this period, the physical presence of the applicant is not required for a new application providing that the fingerprints in the system are of good quality. If the quality of the fingerprints are not satisfactory, it will be necessary for the applicant to come to the Embassy to take the fingerprints again.

Applicants might also be invited to come personally to the Embassy of Switzerland during the procedure for an interview.

Visa applications must be submitted no later than 15 days before the departure and a maximum of 6 months before the date of departure.

#### **Visit**

##### **Documents to be provided by the host:**

- A signed invitation letter (co-signed if married or as a couple) indicating the dates, duration and purpose of the stay, the relation to the host and the undertaking of the costs if paid by the host. The letter must also mention the host's commitment that the guest will leave the Schengen area at the end of the validity of the visa and the return in his home country.
- 1 copy of passport or identity card, valid residence permit or legitimation card
- 1 recent residence certificate
- Should the host has been visited Madagascar, copy of the visa.
- Any other document justifying the invitation or support the invitation

**These documents must be sent by the host directly to the Embassy of Switzerland by e-mail (see contact below) before the applicant lodges the visa application**

#### **Tourism:**

- confirmation of hotel reservation
- Letter explaining the motives and the choice of destination
- Travel program



**Documents to be provided by the applicant: (please in this order)**

- 1 printed Schengen visa application form, fully completed, dated and signed by the applicant : cf. [www.swiss-visa.ch](http://www.swiss-visa.ch) - Online application (N.B : **visa application form is free of charge**)
- 1 recent passport photo (70 to 80 % of the face on the picture - format 35x45mm)  
Digital files and photocopies aren't not accepted.
- Original national biometric passport (must be valid for at least three months beyond the planned stay, issued within the previous ten years and have at least two blank visa pages)
- 1 copy of the page containing the personal data
- Copy of previous Schengen visa issued within the past 5 years (if applicable)
- 1 flight reservation. **Please do not purchase the ticket before the Embassy's decision**
- 1 Schengen travel health insurance confirming coverage of € 30 000 for each of the following items : emergency medical expenses, emergency hospital treatment, repatriation for medical reasons or mortal remains. The insurance has to cover the entire stay in the Schengen area including entry and exit day.
- 1 copy of family certificate or a document that proves the family relationship (original to be presented when applying for the visa).

*Employee/civil servant/self-employed :*

- 1 certificate of employment / copy of business license and tax return / commercial and company register extract
- Proof of financial means (extract of bank accounts and salary slips of the last 3 months)
- Certificate of leave of absence issued by the employer.

*Student :*

- School confirmation letter
- Copy of student card
- Certificate of leave of absence issued by the school
- Confirmation of registration for a new academic year (with date of beginning of the school year)

*Pensionner:*

- 1 copy of the pensioner's card
- 1 copy of the pension allocation for the 3 last months

*Minors (under 18 years of age)*

- 1 parental authorization to leave the territory. Both parents have to sign and enclose a legalized copy of their passport or ID). The documents have to be legalized by the competent authorities.
- 1 copy of family or birth certificate

*Foreigners living in Madagascar*

- copy of the resident visa

*Foreigners living the Seychelles*

- copy of the resident card

**Fees :** to be paid in Ariary, cash at the time of lodging the visa application at the Embassy or in euro by e-payment (choice to be made before ending the filing application on-line)

- Adult: 80.00 €
- Children from 6 to 12 years : 40.00 €

This amount is not refunded in case the visa is denied or the application withdrawn

The Embassy of Switzerland is open to the public from Monday to Friday from 08:30 am to 11:30am (except public holidays).

**The usual time to process a visa application is approximately 15 working days.**

**The Embassy of Switzerland reserves the rights to request other documents if necessary.**

**Incomplete applications will not be processed.**