



Pretoria, 06.09.2023

## VISA REQUIREMENTS FOR A RESIDENCE PERMIT

Processing time is approximately 8 – 12 weeks.

The visa application must be submitted to the Regional Consular Center Southern Africa in Pretoria.

<https://www.eda.admin.ch/countries/south-africa/en/home/visa/entry-ch/more-90-days/where-to-apply-national.html>

Only with prior appointment. To book an appointment, please send an email to the visa section at: [pretoria.visa@eda.admin.ch](mailto:pretoria.visa@eda.admin.ch) with the following details:

- Name, surname, date of birth, passport number and nationality.

Each application must be complete with photocopies of all the required documents (including passport). Note that no copies will be made by the Embassy on your behalf and incomplete applications will not be accepted.

If your documents are not in a Swiss language (German, French, Italian), English or Spanish, they need to be translated in one of the aforementioned languages.

- 3 completed **D visa** application forms duly filled in by computer, dated and signed <https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

**Minors:** (under the age of 18)

**Both parents must sign the visa application form. We need the following:**

- a) Certified copy of the minor's unabridged birth certificate (containing fathers and mother name)
- b) certified copies of ID/passport of both parents
- c) certified copies of Schengen Visa of both parents (if in possession of and if travelling with the child)
- d) if the minor travels alone: certified parental consent by both parents
- e) if the minor travels with only one parent: the other parent must produce the certified consent. If only one parent has guardianship of the minor, the relevant court documents / or death certificate must be presented

- 3 passport-size colour photographs, not older than 6 months (background has to be light and plain). For more details, please refer to: [http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex\\_A-Photograph\\_Guidelines.pdf](http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf)
- Valid national passport, with at least 3 months validity after the scheduled return from the Schengen States and with at least 2 blank pages.
- 1 original + 2 photocopies of **unabridged marriage certificate** / unabridged civil union certificate (long version).
- 1 original + 2 photocopies of **unabridged birth certificate** (long version) of dependent child (if any).
- 2 photocopies of the passport of the spouse/fiancé(e)/parent(s) (residing in Switzerland).

**Please turn the page**

- 2 photocopies of Swiss permit C / B / L of spouse/fiancé(e)/parent(s), if not Swiss.
- 1 original + 2 photocopies of the **Police clearance certificate** for applicants over 18 years from the country of residence.
- 2 photocopies of the passport (photo, personal data and signature page only).
- 2 photocopies of the valid Residence Permit of the country of residence (if applicable).
- 1 original + 2 photocopies of the following for **Adults: Proof of language competency (A1)** in the language spoken at the future place of residence in Switzerland **or** confirmation of enrolment in a language course that will allow this level to be acquired. The Swiss representations do not conduct language tests. Please consult the factsheet on proof of language skills [https://www.eda.admin.ch/content/dam/countries/eda-all/en/merkblatt-nachweis-sprachkompetenzen\\_EN.pdf](https://www.eda.admin.ch/content/dam/countries/eda-all/en/merkblatt-nachweis-sprachkompetenzen_EN.pdf) and FAQ [https://www.eda.admin.ch/content/dam/countries/eda-all/en/faq-aufenthalt-und-niederlassung-sprachnachweis\\_EN.pdf](https://www.eda.admin.ch/content/dam/countries/eda-all/en/faq-aufenthalt-und-niederlassung-sprachnachweis_EN.pdf) for further details.
- Visa fee: <https://www.eda.admin.ch/countries/south-africa/en/home/visa/entry-ch/more-90-days/fees-national.html>
- Spouses/Children of Swiss or EU/EFTA-Nationals are exempted from the visa fee.**

**IMPORTANT:**

Please note that this is not an exhaustive list. If necessary, you may be requested to bring additional documentation and to appear in person.

The application of a spouse of a Swiss National can only be processed once the marriage has been registered in Switzerland or the documents for a marriage preparation in Switzerland have been submitted to the Embassy.

Kindly note that we need your original passport in order to register your application. Once this has been done the same can be returned to you in order that you are not without passport for the whole processing time. Once the authorization has been received, you can then resubmit your passport in order to issue the visa. Processing time is 2-5 full working days.

The entry visa will allow you to travel through the Schengen states and enter Switzerland during its validity. **Within the first 14 days of your initial entry you will have to declare your arrival at the Residents' Registration Office at your place of residence** (German: Einwohnerkontrolle, French: Contrôle des habitants; Italian: Controllo degli abitanti).

The residence permit will be issued upon notification of your arrival in Switzerland.