



Checklist for visa applicants for purpose of OFFICIAL VISITS

- ! All original documents presented at the counter must be accompanied by a clear photocopy
- ! Do **NOT** staple documents together
- ! All documents in Arabic must be translated by an official English translator
- ! Applicants must provide all requested documents when applying. Incomplete applications will **NOT** be accepted and a new appointment has to be booked according to availability
- ! **The Consular Agency will only accept complete applications in the following order:**

One (1) visa application form dully filled out, dated and signed by the applicant. The form may be filled in and printed online on www.swiss-visa.ch, downloaded from the [website](#) or obtained for free from the Consular Agency.

Valid passport (must be valid at least three (3) months from the end of the planned stay in the Schengen territory, at least two (2) blank visa pages) and **one (1) photocopy of the passport**.

One (1) passport-sized picture. Color picture, 3.5 – 4 cm in width, neutral light background, head takes up 70-80% of the surface. Not older than 6 months.

For non-South Sudanese applicants residing in South Sudan: One (1) photocopy of the applicant's South Sudanese residence permit or valid South Sudanese visa, valid for at least 3 months after the planned stay in the Schengen territory.

Copies of **previous Schengen visas** with entry and exit stamps (if applicable)

Flight ticket reservation (roundtrip)

Travel insurance: Written proof of coverage of at least **EUR 30,000.00** for **MEDICAL TREATMENT, EVACUATION FOR MEDICAL REASONS and REPATRIATION OF MORTAL REMAINS**, valid for all Schengen countries for the entire duration of the planned stay. An accepted local travel insurances is "UAP Insurance" (or an insurance issued in Switzerland).

Note Verbale from the Ministry for Foreign Affairs, Embassy or International Organization, including personal data, function in the administration, purpose of the visit, dates of the visit.

Official invitation from Switzerland:
The inviting organization in Switzerland must also send the invitation letter as a PDF to juba.ca@eda.admin.ch, duly dated and signed.

If available, a support letter from the relevant ministry/organization here in South Sudan

Any proof of being employed, self-employed or retired

Important information: Before travelling to the Consular Agency, it is your responsibility to ensure that you are in possession of all the required documents.

The fact that you are in possession of the above documents does not guarantee that you will be granted a visa.

The Consular Agency or the Swiss Embassy reserves the right to request other documents and/or to call the applicant for a personal interview.