



Check-list for visa applicants

- ❖ The Embassy needs to be provided with the original documents as well as clear double-sided photocopies. Documents must not be stapled together.
- ❖ Documents written in Arabic must be translated into English or in one of the Swiss national languages.
- ❖ Applicants need to make sure to have all requested documents when applying. Incomplete applications are not accepted and a new appointment will have to be made.

One (1) visa application form dully filled out, dated and signed by the applicant. Write in block letters and use black or blue ink only. The form may be filled in and printed online on www.swiss-visa.ch, downloaded from the [website](#) or obtained for free from the Embassy.

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.

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.**

Previous passports

For non-South Sudanese applicants residing in South Sudan

One (1) photocopy of the applicant's South Sudanese residence permit. If the applicant intends to return to South Sudan, the residence permit should be valid for at least 3 months after the planned stay in the Schengen territory. In case the applicant does not intend to return to South Sudan: proof that the entry to country of origin or any other third country is guaranteed.

Employed persons

- a dated and signed letter from the current employer containing the following information:
- (i) the applicant's personal data, function/profession;
 - (ii) terms of employment (temporary or permanent);
 - (iii) starting date of employment;
 - (iv) monthly net salary;
 - (v) granted leave days;
 - (vi) date and contact details of the employer.

Self-employed persons

- original and one (1) photocopy of
- (i) trade/business license;
 - (ii) tax registration;
 - (iii) business registration (city administration);
 - (iv) bank statement for business account (for the last three months, as a minimum).

Retired persons

- Documents proving the pension or other financial support.

Preliminary ticket booking or travel itinerary
(it is not necessary to buy a flight ticket at this stage).

Proof of accommodation.

Proof of financial resources. Recent bank statement covering the minimum last three months and/or personal bank saving book.

any other documents relating to the applicant's **financial status and personal ties in South Sudan**, such as title deeds or lease agreements for property, vehicle registration card, etc., marriage certificate, birth certificate/s of children.

Travel insurance (may be purchased locally or in Switzerland - must have written proof of coverage of at least **EUR 30'000.00**). The insurance has to cover the entire stay in the Schengen area including entry and exit day.

VISA FEE

The visa fee is published on our [website](#).

The fee has to be paid in cash at the moment of the application. Please prepare the **exact** amount in USD in order to avoid delay. The visa fee is not refunded if the application is withdrawn or if the visa is refused.

Additional requirements for applicants travelling for purpose of business and conference

signed letter of invitation from the inviting organization abroad. The invitation must contain the following information:

- (i) the applicant's personal data;
- (ii) the reason for the visit to the Member State of destination;
- (iii) period of intended stay in the Member State;
- (iv) who will be responsible for supporting the applicant financially during the stay in the Member States;
- (v) date and contact details from the inviting organization abroad.

The inviting organization abroad must additionally send the invitation letter by email to the Embassy as an e-mail attachment.

signed letter from current employer or organization containing the following information:

- (i) the applicant's personal data;
- (ii) the applicant's function/profession;
- (iii) terms of employment (temporary or permanent);
- (iv) number of years with employer/organization;
- (v) purpose of the visit;
- (vi) who will be responsible for supporting the applicant financially during the stay in the Member States.

if the applicant is to attend a conference which requires prior registration, **proof of registration and receipt for registration fee**.

Addis Abeba, October 2017

Important information: In particular cases, the Embassy explicitly reserves the right to request more information, additional documents or to send the application to the Swiss Federal authority for decision. The Embassy does not assume any responsibility should the visa application be refused.