Schweizerische Eidgenossenschaft
Confédération suisse
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Embassy of Switzerland in Saudi Arabia
سفارة سويسرا بالمملكة العربية السعودية

Checklist for Schengen Visa (type C): Short Stay

No.	Documents Required All documents should be in English or translated to English	Yes	No
1	**Passport:** Original with **(1 copies**), **recognized by Switzerland:** - Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. - If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted. Copy of Saudi family ID card is required if applying with the family with English translation.		
2	**Visa application form:** - Completed, signed twice by the applicant, if applicable, authorization of third person. - If the applicant is a minor: visa application signed by legal guardian/s and if applicable, authorization of third person. 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	**Two recent passport-sized photographs** with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.		
4	**Travel Insurance:** Proof of travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment not excluding COVID-19 infections, or death during the stay. The minimum coverage must be EUR 30'000.00. Only insurance from KSA, EU or Switzerland is accepted.		
5	**Flight Ticket:** Copy of flight reservation/s including details of the itinerary and the flight reservation number.		
6	**Employment letter:** Original letter from employer/sponsor in Saudi Arabia stating employment status, position held, date of recruitment, length of contract and whether renewable or not, as well as salary, attested by the Chamber of Commerce. The letter must include the purpose of the visit and cost coverage guarantee, whether it is covered by the company or by the applicant. **If Self-employed:** valid original trade license and one copy thereof with English translation.		
7	**Financial Means:** Bank statement (showing the regular monthly income/salary) for the last three months, including the current balance, and other verifiable evidence of sufficient means of subsistence during the intended stay, e.g., credit card copies and credit card statement. **If Sponsored:** Copies of the passport and signature page of the sponsor must be submitted		
8	**Minors:** For minors travelling without their parents/legal guardian: original authorization signed by their parents/legal guardian and copy of passport(s) of parents/legal guardian.		

Depending on your visa type:

For Business/conference/event: - Invitation letter from a company/authority in Switzerland to attend a meeting, conference or confirmed registrations for trade fairs or congresses. The invitation letter must state the exact period and duration of the event, and whether the company covers the costs for the applicant's stay or not. If the applicant needs to travel regularly, that should be also mentioned. - Hotel reservation covering the intended stay.		
For tourism: - Proof of accommodation during intended stay: hotel reservation or copy of a rental contract or proof of self-used property in the name of the applicant.		
For private visits: - Original invitation letter signed by the host covering the intended stay. The invitation letter from the host must include the contact details and a full reference address. A copy of the Swiss passport or Residence Card.		

For School Trip/Summer Camps: - Letter from the School in KSA **and** from the Organizer/School in Switzerland mentioning the students' name and details about the trip.			

Additional requirements for: Non – Saudi Nationals:

1	Iqama valid for at least three months after the planned date of return, and one copy thereof. Translated **in English**		
2	- Copy of **Electronic Exit Re-Entry**. The visa must be valid beyond the intended date of departure from the territory of the Schengen States. The expiry date of the Iqama needs to be shown on the exit re-entry visa submitted. - **in English** - **Muqeem** print **in English** - **GOSI** print **in English**		
3	Bank statements (showing the regular monthly income/salary) for the past six months. **in English**		

4	**Private/domestic staff:** - A letter from the sponsor and a copy of the job contract - Copy of the sponsors' passport and Schengen visa. - Domestic helper questionnaire (fully completed)		

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 sent through a representative

General Information:

The Embassy of Switzerland in Saudi-Arabia have outsourced the application process for short-term visas (so called Schengen visas) to the external service provider VFS Global

Our external service provider will support you during the application process. VFS Global is responsible for receiving your visa application, checking the completeness and acceptability of your application form and application documents, collecting biometric data, receiving the visa fee and other fees (service fee and optional fees) and returning your passport. The decision whether or not to issue a visa is taken by the Swiss Embassy only, VFS Global is not involved in the decision.

Where to apply for Schengen visas: **https://visa.vfsglobal.com/sau/en/che/**

When should you place your visa application?
It is recommended to place your visa application 6 weeks prior to your intended travel date.
Please be aware that it is possible to place your visa application 6 months before your intended trip and at the most 15 days before your planned arrival date to the Schengen area.

How long should you wait before you get an answer?
You should wait between 10 to 15 days before getting an answer.
This period may be longer if you place your application in a busy period (summer vacations and school holidays).

Declaration:

I have been informed that an application without a complete set of documentation according to the above-mentioned checklist may result in a rejection of my visa application. Besides, the Embassy of Switzerland Riyadh reserves the right to ask for additional supporting documents and may request for personal interview at the embassy.

_____	_____	_____
Date	Applicant Signature	VFS Staff