



# SPORT - Visa Information Sheet

## For journeys undertaken for international sport events (including persons accompanying in a professional activity)

Please complete your visa application [online](#). Appointments can only be booked [online](#) if the visa application is filled in online at the same time. For more information, see page 2.

### The following documents must be submitted to the visa section:

- ☐ Visa application form, duly completed and signed (signed by both parents for minors), filled in [online](#) or by hand
- ☐ Original passport which must be valid for at least three months beyond the planned stay, have been issued within the previous ten years and contain at least two empty pages, AND copy of the passport (identity page with signature), as well as copies of previous Schengen visa with entry/exit stamps
- ☐ 2 recent pictures with a plain light-colored background according to the [guidelines](#) (do not attach it to the application form)
- ☐ Proof of accommodation: voucher or booking from hotel, clearly indicating: name and surname of the visa applicant; duration of the stay; contact details of hotel
- ☐ Flight or travel reservations or other proof of intended transport. A round trip booking
- ☐ Original and copy of travel accident/medical insurance: coverage minimum EUR 30'000 or USD 50'000 for the whole stay, valid for all Schengen countries, period of validity shall include an additional period of 15 days (original or copy). Insurance must include Covid-19 related treatment costs up to minimum coverage (EUR 30'000 or USD 50'000). If necessary, verify with your insurance company that the travel accident/medical insurance fulfills these conditions
- ☐ A written request from the host organization, competent authorities, national sport Federations of Switzerland or the Republic of Azerbaijan or National Olympic Committee of the Republic of Azerbaijan or National Olympic Committee of Switzerland, mentioning clearly: the full address and name of the organization, contact details (telephone number, e-mail address); the name and position of the countersigning person; invited person: name, surname and date of birth, gender and citizenship, passport number; purpose of the event and role of participant(s) from Azerbaijan; duration of the stay; number of entries requested and, if applicable, name of the spouse and the children who will accompany invited person; name of the person or the entity who will bear applicant's travel and living costs.  
***It is not necessary to send the invitation letter to the Embassy in advance or in parallel by e-mail or by mail. Invitation letters sent to the Embassy by e-mail or by mail will not be registered or kept/saved.***
- ☐ An entry ticket/voucher for international sport event(s) must be presented by spectators or guests.
- ☐ Non-Azerbaijani nationals residing in Azerbaijan: Original and copy of the temporary or permanent residence permit granted to the foreigner or stateless person residing in the Republic of Azerbaijan and the relevant card issued by the State Migration Service. It shall be valid 3 months beyond the intended date of departure from the territory of the Member States



The Embassy reserves the right to ask for additional documents after the first examination of the application

## Other important information:

### Online application

After downloading the application form as a PDF, please make sure to click “next” to reach the visa fee payment question (credit card or cash payment). Subsequently, you must confirm your choice by clicking “next” in order to complete the registration process.

### Processing time / Passport return

A visa application should be submitted at least 15 calendar days before the planned trip; it can be submitted up to six months before the start of the planned trip.

After having accepted your visa application, the visa officer will inform you of the date when you can pick-up your passport.

### Visa appointments

If there is no free appointment available to be booked online, please write an e-mail to: [baku.visa@eda.admin.ch](mailto:baku.visa@eda.admin.ch) and provide the information required on the Embassy's [webpage](#).

The Visa section reserves the right to reschedule appointments as needed. Therefore, please check your e-mails regularly, also in the spam folder.

### Fees

Participants in international sports events and their accompanying persons, provided they are Azerbaijani citizens, are exempt from paying the visa fee.

For non-Azerbaijani citizens, please consult the Embassy's [webpage](#).

### Opening hours of visa section

Visa applications: Monday to Thursday 09:00 to 12:00 (appointment only). Passport return Monday to Thursday: 14:00 – 15:00 (no appointment necessary).

### Group applications

Groups of 6 persons or more are kindly requested to contact the embassy directly by e-mail without booking an on-line appointment.

### Various

More information on visa related matters is available on the Embassy's [website](#)

The Embassy does not cooperate with external agencies and service providers

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