



**Leaflet SWISS SCHENGEN VISA  
OFFICIAL TRIPS UNDER 90 DAYS  
DIPLOMATIC / SERVICE / SPECIAL PASSPORTS**

**General application rules:**

- Holders of Diplomatic, Service or Special passports of Ministries or Embassies with an official note from the Ministry of Foreign Affairs or from the Foreign Embassy accredited to the Egyptian State need to apply for an appointment, in order to submit the visa application at our counter.
- Diplomatic, Service and Special passports are subject to the mandatory “Schengen Consultation”, which takes a processing time period of maximal 10 working days
- Accompanying family members with no Diplomatic, Service or Special passport should refer to the Leaflet “TOURISM” or “VISTING FAMILY / FRIENDS”, depending on the purpose of the trip
- All requested documents have to be translated into German, French, Italian or English  
*A list of recognized translators can be found at the Embassy website:*  
<https://www.eda.admin.ch/countries/egypt/en/home/dienstleistungen/arzt-anwalt.html>
- Communication regarding visa matters are only accepted in written form to [cairo.visa@eda.admin.ch](mailto:cairo.visa@eda.admin.ch)
- The Embassy reserves the right to ask for additional documents or a personal interview with the applicant

**Requirements**

Visa Application Form	<p><a href="https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html#">https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html#</a></p> <ul style="list-style-type: none"> <li>➤ Must be duly filled-in and signed by the applicant!</li> </ul>
Original & Copies of Diplomatic, Service or Special Passport	<ul style="list-style-type: none"> <li>➤ issued within the last 10 years</li> <li>➤ contains at least 2 blanc pages</li> <li>➤ must be valid for at least 3 months after return from the planned trip</li> <li>➤ copies of biometric data page plus all non-empty pages (all visas &amp; stamps)</li> </ul>
1 passport-size personal photo	<ul style="list-style-type: none"> <li>➤ with white background</li> <li>➤ not older than 6 months</li> </ul>
Note from the Ministry of Foreign Affairs	<ul style="list-style-type: none"> <li>➤ on official paper, stamped and signed</li> <li>➤ containing the following information: <ul style="list-style-type: none"> <li>• Purpose of official trip</li> <li>• Duration of travel with exact indication of entry and exit dates</li> <li>• Indication of the country of main destination</li> </ul> </li> </ul>
Official invitation letter from the International Organization or inviting entity in Switzerland	<ul style="list-style-type: none"> <li>➤ on official paper, stamped and signed</li> <li>➤ containing the following information: <ul style="list-style-type: none"> <li>• full address and contacts of the international organization or inviting entity in Switzerland</li> <li>• Name and contacts of the countersigning officer</li> <li>• Purpose and duration of the planned visit with detailed program</li> </ul> </li> </ul>
For foreign Diplomatic, Service or Special passport holders	<ul style="list-style-type: none"> <li>➤ Verbal official note from their respective representation that is accredited by the Egyptian State</li> <li>➤ Accreditation Card from Ministry of Foreign Affairs (original &amp; copy)</li> </ul>

Cairo, January 2023

Visa Section Cairo