



Leaflet SWISS SCHENGEN VISA TOURISM SCHOOL TRIPS

General application rules:

- Only visa applications with Switzerland as a main travel destination are accepted. In case of multiple destinations, the visa must be submitted at the Embassy of the country where the longest stay will be.
- 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>
- If a requested document cannot be provided, there must be a written explanation instead, clarifying why the document is not available.
- The visa fee will not be refunded in case of refusal or withdrawal.
- Communication regarding visa matters is only accepted in written form to info.cheg@vfsglobal.com by calling +20221600058
- The mandatory “Schengen Consultation”, which takes a processing time period of at least 10 working days, can only be started upon receiving a complete application file meeting the requirements.
- The Embassy reserves the right to ask for additional documents or a personal interview with the applicant.

How to apply:

Prior to the submission of a visa request, an appointment has to be fixed with our external service provider VFS Centre only online on the VFS website: <https://visa.vfsglobal.com/egy/en/che/>

Note: For school trips of students, it is advisable to make a group booking for all students and submit all applications at the same time.

General requirements

Visa Application Form	https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html# Must be duly filled-in and signed by the applicant!
Passport	<ul style="list-style-type: none">➤ Original + copies of all non-empty pages➤ issued within the last 10 years➤ contains at least 2 blank pages➤ must be valid for at least 3 months beyond the return from the planned trip
Previous passport	<ul style="list-style-type: none">➤ covering the past 7 years➤ copies of biometric data page plus all non-empty pages
1 passport-size personal photo	<ul style="list-style-type: none">➤ with white background➤ not older than 6 months
Proof of accommodation	<ul style="list-style-type: none">➤ confirmed hotel reservations covering the entire trip in the Schengen countries
For school trips	<ul style="list-style-type: none">➤ Letter from the Camp in Switzerland confirming:<ul style="list-style-type: none">• the names of participating students (Names, Birth Dates and Passport No.)• the accommodation and the duration (with dates of planned stay)• the payment of the trip expenses
Round-trip Ticket	<ul style="list-style-type: none">➤ only air travel reservation (not confirmed)
Original Certificate of employment (HR-letter)	<ul style="list-style-type: none">➤ containing the following information:<ul style="list-style-type: none">• full address and contact persons of the company• Name and position of the countersigning officer• Name, position, salary and recruitment date of the applicant• confirmation of annual leave approval• purpose of the trip➤ original and copy of the commercial registry and valid tax card
For company owners	<ul style="list-style-type: none">➤ Proof of enrolment in school / university for the current academic year
For students	<ul style="list-style-type: none">➤ Letter from the school confirming:<ul style="list-style-type: none">• the names of participating students (Names, Birth Dates and Passport No.)• the accommodation and the duration (with dates of planned stay)• the payment of the trip expenses
For students participating in a school trip	<ul style="list-style-type: none">• the names of participating students (Names, Birth Dates and Passport No.)• the accommodation and the duration (with dates of planned stay)• the payment of the trip expenses
Bank statement	<ul style="list-style-type: none">➤ Original➤ covering the past six months➤ current or saving account (Deposit Certificates will <u>not</u> be considered!)➤ closing balance must show sufficient means to cover the expenses of the trip
International Travel Insurance	<ul style="list-style-type: none">➤ covering the entire period of intended stay➤ valid for all Schengen countries➤ minimum coverage must be EUR 30'000.00 (this includes expenses of repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay)➤ a printout certificate/policy in English of *AMAN sticker* on the passport.
Visa Fees	<ul style="list-style-type: none">➤ payable in EGP (only exact amount is accepted)

Additional special requirements

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| For foreigners living in Egypt | <ul style="list-style-type: none">➤ must have a residence permit in Egypt valid for at least 3 months beyond the return from the planned trip |
| For minors | <ul style="list-style-type: none">➤ <u>if the minor travels without parents or legal guardian:</u> consent of parental authority or legal guardian provided either through a notarized certificate or by a letter signed at the Embassy or VFS office➤ <u>if the minor travels with one parent or legal guardian:</u> consent of parental authority or legal guardian, who is not travelling with the child, provided either through a notarized certificate or by a letter signed at the Embassy or VFS office➤ Translated Birth Certificate of the minor➤ passport copy of both parents or legal guardian (only biometric data page + page with the signature) |