



Checklist for visa applicants for purpose of OFFICIAL VISITS

- ! All original documents presented at the counter must be accompanied by a clear photocopy
- ! Do **NOT** staple documents together
- ! All documents in Amharic must be translated by an official English translator
- ! Applicants must provide all requested documents when applying. Incomplete applications will **NOT** be accepted and a new appointment has to be booked according to availability
- ! **The Swiss Embassy will only accept complete applications in the following order:**

- 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.
- 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.**
- 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.
- For non-Ethiopian applicants residing in Ethiopia:** One (1) photocopy of the applicant's Ethiopian residence permit, valid for at least 3 months after the planned stay in the Schengen territory. In case the applicant does not intend to return to Ethiopia: Proof that the entry to country of origin or any other third country is guaranteed.
- Copies of **previous Schengen visas** with entry and exit stamps (if applicable)
- Flight ticket reservation** (roundtrip), according to Gregorian calendar
- Travel insurance:** Written proof of coverage of at least **EUR 30,000.00** for **MEDICAL TREATMENT, EVACUATION FOR MEDICAL REASONS and REPATRIATION OF MORTAL REMAINS**, valid for all Schengen countries for the entire duration of the planned stay. Accepted local travel insurances are Africa, NIB, Oromia Awash, Nile, United Global Nyala, Ethiopian Insurance Corporation, Lion.
- Note Verbale** from the Ministry for Foreign Affairs, Embassy or International Organization, including personal data, function in the administration, purpose of the visit, dates of the visit.
- Official invitation from Switzerland:**
The inviting organization in Switzerland must additionally send the invitation letter by email to addisababa.visa@eda.admin.ch as a PDF duly dated and signed
- If available, a support letter from the relevant ministry/organization here in Ethiopia
- Any proof of being employed, self-employed or retired

Important information: Before travelling to the Embassy, it is your responsibility to ensure that you are in possession of all the required documents.

The fact that you are in possession of the above documents does not guarantee that you will be granted a visa.

The Swiss Embassy reserves the right to request other documents and/or to call the applicant for a personal interview.