



Checklist for visa applicants for purpose of VISITING FAMILY AND FRIENDS

- ! All original documents presented at the counter must be accompanied by a clear photocopy
- ! Do **NOT** stapled 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.

Visa Fee: The visa fee is published on our [website](#) and must be paid in cash in Ethiopian Birr (**exact** amount) at the time of application. The visa fee is non-refundable if the application is withdrawn or the visa is refused.

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.

If not hosted, **hotel/accommodation reservation** in Switzerland, according to Gregorian calendar

Invitation letter, duly dated and signed. by the host in Switzerland containing at least the following information:

- Name and address of both the host and the applicant;
- Relationship between host and applicant;
- Purpose and duration of the stay (dates of arrival and departure);
- Indication of the person covering the costs;
- If the host is paying for the trip, documentation on the host's professional/financial situation.

Important: The host must also send the invitation letter as a PDF file by email to addisababa.visa@eda.admin.ch, and attach a copy of his/her passport or ID card.

If the host works for an international organization or diplomatic mission in Geneva or Bern, a good quality copy of the host's valid "carte de legitimation" and confirmation of employment signed by the international organization or diplomatic mission must be provided.



- Proof of financial resources.** Recent bank statement covering the minimum last three (3) months and/or personal bank saving book.

Employed persons:

- a dated and signed letter from the current employer containing the following information:
- the applicant's personal data, function/profession;
 - terms of employment (temporary or permanent);
 - starting date of employment;
 - monthly net salary;
 - granted leave days;
 - date and contact details of the employer.

Self-employed persons:

- original and one (1) photocopy of
- trade/business license;
 - tax registration;
 - business registration (city administration);
 - bank statement for business account (for the last three months, as a minimum).

Retired persons:

- Documents proving the pension or other financial support.

For minors (under the age of 18 years)

- Original and one (1) photocopy of birth certificate;
- Copy of both parents' ID-cards and passports, if applicable (all pages containing any type of information);
- Legalized written consent letter from both parents if the minor travels alone, or from the parent that is not accompanying the child when travelling;
- If either one of the parents is absent or deceased this must be supported by a court decision or a death certificate when applicable;
- If the legal guardian is someone else apart from the parent as stated in the birth certificate a custody order must be submitted proving the legal guardianship;
- A letter from school containing the minor's name, name of parents, grade, number of years at school, school holidays, contact details, date and name of school representative;
- If the minor travels with a group: a complete list of names of all group members travelling and name of person in charge of the group.

- Any other documents relating to the applicant's **financial status and personal ties in Ethiopia**, such as title deeds or lease agreements for property, vehicle registration card, etc., marriage certificate, birth certificate/s of children.

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.

The visa fee is payable at the time of application. If you withdraw your application or if it is refused, the fee will not be refunded.