



## Checklist: Visa for official visit / type C visa

**Important: In general, personal appearance is mandatory**

**All original documents must be presented along with a photocopy**

	✓	n/a	X
<b>1 Visa application form "Application for Schengen Visa", fully completed (4 pages) dated and signed by the applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The form is free of charge. You can ask for it at the counter or fill in the online application.</i>			
<b>2 Official or ordinary passport</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Signed by the applicant. Must be valid for at least three months beyond the planned stay and have at least 2 blank visa pages.</i>			
<b>3 Copy of valid passport (photo, personal data and signature pages only) and previous visas</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4 Three recent identical passport photos of excellent quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Background must be white. They are not returned.</i>			
<b>5 Return flight ticket reservation, with full itinerary</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do not buy the ticket before you have obtained the visa. The Embassy is not responsible for the loss of the ticket, if the visa is refused. For a stay up to 3 months, the reservation of the ticket must not exceed 90 days.</i>			
<b>6 Verbal Note issued by the Ministry of Foreign Affairs and Mission Order issued by the involved ministry</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.1 Individual person with diplomatic, service or official passport</b>			
<i>Verbal Note issued by the Ministry of Foreign Affairs and/or of the respective Embassy and signed Mission Order issued by the involved ministry mentioning</i>			
• Name and passport number of the person travelling			
• Purpose and duration of the stay			
• Work statement mentioning the starting date of employment and position within the company			
<b>6.2 Delegation with diplomatic, service or official passport</b>			
<i>Verbal Note issued by the Ministry of Foreign Affairs and/or of the respective Embassy and signed Mission order issued by the involved ministry mentioning</i>			
• Name and passport number of the people travelling			
• Purpose and duration of the stay			
• Work statement mentioning the starting date of employment and position within the company			
<b>6.3 Person with ordinary passport and Verbal Note of the Ministry</b>			
<i>Verbal Note issued by the Ministry of Foreign Affairs and/or of the respective Embassy and signed Mission order issued by the involved ministry mentioning</i>			
• Name and passport number of the person travelling			
• Purpose and duration of the stay			
• Work statement mentioning the starting date of employment and position within the company			
<b>6.4 Person with ordinary passport without Verbal Note of the Ministry</b>			
• Last 3 months pay slips			
• Mission order signed by the employer			
• Work statement mentioning the starting date of employment and position			
• Original bank statements of the last 6 months			
<b>7 Letter of invitation from the host organisation in Switzerland. The letter must be sent by the host organisation directly to the Swiss Embassy by mail (abidjan.visa@eda.admin.ch) or fax : +225 27 22 44 11 66</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The letter must contain the following information:</i>			
• Name and passport number of the person travelling			
• Purpose and duration of the stay			
• Should the host organisation cover any costs, it should be confirmed in the letter			
<b>8 Medical insurance (only with ordinary passport)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Covering the whole period of stay in the Schengen area, with a minimum coverage of EUR 30,000. In case of multiple entries visa request, a medical insurance covering the whole period is needed.</i>			
<b>9 For foreigners: copy of the residence permit in the country of residence valid for at least three months beyond the planned stay in the Schengen area</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**The Embassy reserves the right to request further documentation or other guarantees.**

**Personal appearance:**

Applicants who obtained a Schengen visa with biometrical data (digital prints and photography) no longer require giving their biometrical data again if the biometrical data was obtained during the last 59 months.

In these conditions, personal appearance is not required to file a new visa application. The Embassy reserves the right to ask for new fingerprinting if the data previously gathered were unusable.

**Processing time:**

Visas can be applied for 6 months before the intended date of arrival in Switzerland at the earliest. Complete applications are in general processed within 15 days or more depending on the case.

**Visa fees: due in cash at the time the application is submitted \***

- Adults (12 years old and older): CFA 52'000.00 / US\$ 97.00
- Children (6 - 12 years old): CFA 26'000.00 /US\$ 48.00
- Children (younger than 6 years): free

***\*The visa fee is subject to change***

The above information could be modified at any time. Please check our website when planning your trip: [www.eda.admin.ch/abidjan](http://www.eda.admin.ch/abidjan)