



Amman, 15.07.2021

Requirements for a transit visa

(Please read this information sheet carefully)

The applicant has to present the visa application form **in person**, using the corresponding original form, duly completed, in one of the Swiss languages or in English and **personally signed** by the applicant. The submitted documents will not be returned.

Important notice:

Every application for a Schengen visa takes a minimum processing period of 15 days.

GENERAL REQUIREMENTS

Please note: All documents have to be submitted in original and translated into English or a Swiss national language (German, French or Italian). The submitted documents will not be returned.

- **National passport, valid at least three months beyond the planned stays in Switzerland.**
- Copy of the national passport (A4), from pages with personal data, official remarks and **photocopy** of valid visa if available and all previous Schengen visas. Please bring along former passports
- One (1) recent passport size photograph per applicant, including children;
- For foreigners living in Jordan
Residence and Work permit (yearly), valid at least 3 months (original + 1 copy)
- For students
Document confirming enrolment
- For self-employed persons
Confirmation of their negotiations, registration documents
- For employees
Confirmation of employer stating the function, the basic monthly salary, duration of employment and confirming that the applicant will return to his job after completion of his stay in Switzerland
- For pensioners
Copy of pension – document
- For minors
Written authorisation signed by both parents (with photocopies of passports)
- If applicable
Photocopy of the visa for the country to be visited after Switzerland (f. ex: USA, UK) or flight reservation

INCORRECT DECLARATIONS AND/OR FALSIFIED DOCUMENTS WILL LEAD TO THE IMMEDIATE REFUSAL OF THE APPLICATION

The fees are non-refundable in case the application is rejected or withdrawn.



Please submit the following additional documents:

- Confirmed ticket for the country of final destination
- Valid visa for the country of final destination
- Detailed bank statement for the last 3 months
- Travel medical Insurance according to the “Schengen-regulations”.

NOTE:

According to the valid visa regulations, the Swiss Embassy has at any time the right to ask for further additional documents or to reject a visa.

Right to appeal

The applicant may appeal to the State Secretariat for Migration (SEM) against a visa refusal decision within 30 days of notification (Article 6 paragraph 2bis of the Federal Act on Foreign Nationals, FNA, SR 142.20). The appeal must be submitted in writing and in one of the official languages of Switzerland. It must be dated and signed by the appellant, and addressed either to the Swiss diplomatic mission that refused to issue the visa or the State Secretariat for Migration (SEM), CH-3003 Bern-Wabern. After advance payment of an administrative fee of CHF 200 (Article 63 of the Federal Act on Administrative Procedure, APA, SR 172.021), The State Secretariat for Migration (SEM) shall issue a contestable decision. Advance payment must be made according to the indications of the diplomatic mission or the SEM.