



Checklist for visa applicants for purpose of **BUSINESS AND CONFERENCES**

- ! All original documents presented at the counter must be accompanied by a clear photocopy
- ! Do **NOT** staple documents together
- ! All documents in Arabic 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 Consular Agency will only accept complete applications in the following order:**

One (1) visa application form dully filled out, dated and signed by the applicant. The form may be filled in and printed online on www.swiss-visa.ch, downloaded from the [website](#) or obtained for free from the Consular Agency.

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 US Dollar (**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 The visa fee is non-refundable if the application is withdrawn or the visa is refused.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-South Sudanese applicants residing in South Sudan: One (1) photocopy of the applicant's South Sudanese residence permit or valid South Sudanese visa, valid for at least 3 months after the planned stay in the Schengen territory.

Copies of **previous Schengen visas** with entry and exit stamps (if applicable)

Flight ticket reservation (roundtrip)

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. An accepted local travel insurances is "UAP Insurance" (or an insurance issued in Switzerland).

Hotel/accommodation reservation in Switzerland

Signed letter of invitation **from the inviting company / organization in Switzerland.** The invitation must include the following information:

- The personal details of the applicant;
- The purpose of the visit;
- the duration of the intended stay;
- Who will support the applicant financially during the stay
- Date and contact details of the inviting organization in Switzerland.

Important: The inviting company / organization in Switzerland must also send the invitation letter as a PDF to juba.ca@eda.admin.ch, duly dated and signed.

If the applicant is attending a conference that requires prior registration: **Proof of registration and a receipt for the registration fee.**



Signed letter **from the current employer/organization** containing the following information:

- The applicant's personal details, function/profession;
- The applicant's function/profession;
- Conditions of employment (starting date of employment; temporary or permanent);
- Number of years with the employer/organization; monthly net salary; granted leave days;
- the purpose of the visit;
- Who will support the applicant financially during the stay

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

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.

Any other documents relating to the applicant's **financial status and personal ties in South Sudan**, 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 Consular Agency, 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 Consular Agency or 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.