



Short stay visa (max. 90 days per 180 days period) for: Official Visits

Official Passports:

Diplomatic, Service, Special and Official Passport holders are allowed to apply for official visits

Ordinary Passport holders:

Please note, if you are an ordinary passport holder going on official visit, the MFA Verbal Note is required.

Required documents for Official Visits

Please present your documents in the following order:

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| 1. | Visa application form | Fully completed and signed by the applicant |
| 2. | Two passport pictures | - In color, 35x45 mm - White or light grey background, undamaged and of recent date - Photoshop pictures will not be accepted |
| 3. | Passport | - Valid for at least 3 months beyond the validity of your visa request - With at least two blank visa pages |
| 4. | Medical insurance Original + Copy <i>(Diplomatic Passport Holders are exempt of Medical Insurance)</i> | Minimum coverage of EUR 30'000, for medical costs and medical repatriation, valid in all Schengen countries during the whole validity of the issued visa |
| 5. | Flight Reservation | When applying for a visa for multiple visits: flight reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued |
| 6. | Proof of accommodation | For the whole duration of the intended stay in the territory of the member states of the Schengen area. |
| 7. | Original letter from your employer | A letter from the employer (in English, or in Arabic with English translation) on official company paper with stamp and signature, mentioning clearly: - full address and contact persons of the company - the name and position of the countersigning officer - name, position, salary and years of employment - the purpose of visit - confirmation of position after return - the person or the entity who will bear your travel and living costs -MFA Verbal Note (if applicable) |

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| 8. | Original invitation letter from the organization in Switzerland | On official company paper with stamp and signature, mentioning clearly: - full address and contact persons of the company - the name and position of the countersigning officer - purpose and duration of the visit - E-Mail of invitation letter to kha.visa@eda.admin.ch |
| 9. | Photocopies of: | - identity page and signature page of your passport - copies of former Schengen visas |

Please note that an Embassy may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above list. The applicant is hereby informed that submitting the above mentioned documents does not guarantee the issuance of a visa.

Khartoum, 26.08.2018