



This form is free of charge

## Business visa

(Spouses, children and other accompanying family members need to apply for a tourist visa)

- Passport valid for at least three months beyond the departure date from the Schengen area and containing at least two empty pages
- Copy of the passport or travel document (pages with photo, personal data and signature)
- Copy of valid permanent residence permit for non-Tunisian citizens
- 1 passport-sized colour photo, not older than six months, white background
- Copy of the last 3 Schengen visas (if applicable)
- Schengen visa application form C duly completed, dated and signed by the applicant  
<https://www.sem.admin.ch/sem/fr/home/themen/einreise/visumantragsformular.html>
- Signed invitation letter from the hosting company or institution
- Form «Confirmation of verified invitation - Potvrdenie o overení Pozvania» delivered and signed by the Slovak police authorities
- Proof of sufficient means of subsistence : original bank or postal account statement of the last 3 months stamped by the bank or post office of all the accounts (current and savings account if applicable)
- Travel medical insurance valid for duration of stay (+ 15 days) and accepted in all Schengen countries with a coverage of at least 30'000 €, including repatriation expenses to the country of origin.
- Original CNSS (caisse nationale de sécurité sociale) statement
- Copy of the CNAM (caisse nationale d'assurance maladie) card
- Form " Declaration of consent to a visa application procedure ..... " ...." (appendix 4, refer to webpage) to be completed personally by the applicant

### Additional required documents depending on the activity

#### Salaried employee (including salaried physicians and engineers)

- Original certificate of employment
- Original 3 last salary slips
- Mission order containing information in regards to the cost/expenses of the stay
- Copy of the SIVP (stage d'insertion dans la vie professionnelle) contract, if applicable

#### Independant / self-employed

- Copy of the license or the extract of the trade register
- Original company's bank account statement of the last 3 months stamped by the bank, if applicable

#### Lawyer, physician and engineer (not salaried)

- Copy of the affiliation with the bar council or specific occupational union

#### Farmer

- Original confirmation of farming activity (attestation agricole originale)
- Copy of ownership certificate (titre de propriété)

#### Artist and other independents with an affiliation or occupational pass/card (example: journalist)

- Copy of the affiliation or occupational pass/card

#### Disabled person

- Copy of the disability card

#### Fees:

VFS Global service fees + equivalent in Tunisian dinars of:

- 90 € per adult
- 45 € for children between 6 and 12 years of age

- Children below the age of 6: free of charge

**Important information:**

Documents in Arabic and Slovak need to be translated in an official Swiss language (German, French and Italian) or in English. The Slovak document is to be provided as original; however, a copy of the Arabic document is sufficient (to be provided with the application).

Do not send any document to the Embassy directly, unless you have been specifically asked to do so.

The Embassy reserves the right to:

- Request additional documents.
- Submit the application to the authorities in Switzerland or the Slovak Republic.
- Summon up the applicant for an interview or the collection of biometric data (e.g. fingerprints – in case they cannot be copied).
- Modify this information without further notice.

The only partner of the Embassy is VFS Global (phone number: +216 70 145 758 / email: info.chtn@vfshelpline.com). No other commercial relationship is maintained with any agency/company.

The visa application needs to be deposited at least 15 days prior to the planned departure date, but not earlier than 6 months ahead of the planned visit. The applicant is solely responsible to take the necessary precautions in order to respect these deadlines. It is strongly recommended to fix an appointment well in advance. If you wish to submit your application directly at the Swiss Embassy in Tunis you may get the relevant appointment through VFS Global. Please be informed that the waiting lists may be considerably longer than those at VFS Global because of the limited resources of the Embassy.

The processing time of Schengen visa application is between 8 to 15 working days. These are only approximate indications and processing time may vary according to the circumstances.

No information regarding the status of a Schengen visa application will be given by the Swiss Embassy before the end of the above mentioned processing time.

Even the submission of all the listed documents does not guarantee the issue of the requested visa.