



## SCHENGEN VISA PROCEDURE- AIRPORT TRANSIT

**Caution: visa applications must be submitted at least 15 days prior to your departure and at the earliest 3 months before the departure date.**

Any person applying for a short stay visa should **call the following number: 652 22 21 21, between 8:00 a.m. and 12:00 to make an appointment or book online on our website [www.swiss-visa.ch](http://www.swiss-visa.ch)**. On notification day, **the applicant shall report in person** to the Consular services (unless a visa marked "VIS" has already been issued, and for minors aged less than 12), with a file comprising the following documents **in order**:

- 1 visa application form, available on [www.swiss-visa.ch](http://www.swiss-visa.ch) ("online application"), completed, dated and signed;
- 2 identical passport sized photographs, in color, in light background, recently taken;
- Original passport + 1 photocopy of the customized page. The passport must be valid for a period of more than 3 months after the visa expiry date and must have at least 2 blank pages;
- Original travel health insurance+ 1 photocopy (covering any medical emergencies, hospital care and repatriation). This health insurance policy has to cover expenses up to 30,000 euros and has to be valid in all **Schengen countries**;
- Valid visa for the final country you are travelling to + 1 photocopy;
- Photocopies of your previous Schengen visas;
- Valid ID card (from the age of 16) or a request for renewal + 1 photocopy;
- Birth certificate, with the supplementary judgement if need be + 1 photocopy of each;
- Marriage certificate (if you are married) + 1 photocopy;
- Divorce decree (if you are divorced) + 1 photocopy;
- Cameroonian resident's permit for foreign nationals + 1 photocopy;
- Confirmed round trip reservation to Switzerland;
- For appointment made online: the confirmation e-mail of the appointment;
- Fee: for online application with **E-Payment**, present your E-Payment receipt, or for **cash payment**, the exact amount must be paid when submitting your application.

Adults: XAF 40'000 / Children from 6 to 12: XAF 23'000 / Children < 6: free.

**ONLY APPLICATIONS THAT MEET ALL THE REQUIREMENTS WILL BE EXAMINED. THE EMBASSY RESERVES THE RIGHT TO REQUEST FURTHER DOCUMENTATION, TO CHECK THE AUTHENTICITY OF DOCUMENTS AND REQUEST THE PRESENCE OF THE APPLICANT, SHOULD THEY DEEM IT NECESSARY.**

Visa applications can be submitted by appointment only\*, from Monday to Thursday, between 9:00 and 11:00 a.m.

**\*Please make sure your file is complete, before making an appointment!**

PLEASE READ PAGE N°2 ... 

BP 1169  
Yaoundé - Cameroun

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Fax: +237 222 20 93 86 / +41 58 464 18 59  
[yao.visa@eda.admin.ch](mailto:yao.visa@eda.admin.ch)  
[www.eda.admin.ch/yaounde](http://www.eda.admin.ch/yaounde)

**The following documents must be attached to the visa application form depending on the nature of one's travel purpose:**

***The said documents should not be sent by mail, e-mail or fax to the Embassy.***

#### **AIRPORT TRANSIT VISA**

- ✚ Proofs of your job or occupation in Cameroon, a leave certificate from your employer, your last three pay slips, a bank statement for the past three months, if available. If you are an independent worker, the latest licenses of your business with trade register. If you are jobless, proofs of the spouse's occupation. Any other evidence of income in Cameroon may be required.

**MINORS** must show in addition for any travel purpose:

- ✚ A parental authorization signed by both parents together with copies of their identity cards/ passports (**we accept legal guardians only on presentation of guardianship judgement**).

***The possession of a visa does not automatically confer the right to enter. Any visa holder is required to provide documents at the border confirming that he/ she fulfils the conditions of entry.***