



Checklist: Tourist visa / type C visa

Important: In general, personal appearance is mandatory

On appointment only: www.swiss-visa.ch

All original documents must be presented along with a photocopy

	√	n/a	X
1 Visa application form "Application for Schengen Visa", must to be completed online at www.swiss-visa.ch and submitted in printed version dated and signed by the applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The visa application form is free of charge and can be downloaded at www.eda.admin.ch/abidjan or filled out online.</i>			
2 Original valid passport as well as previous passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Signed by the applicant. Must be valid for at least three months beyond the planned stay and have at least 2 blank visa pages.</i>			
3 Copy of valid passport (photo, personal data and signature pages only) and previous visas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 1 recent identical passport photo of excellent quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Passport photo type on white background only.</i>			
5 Return flight ticket reservation, with full itinerary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do not buy the ticket before you have obtained the visa. The Embassy is not responsible for the loss of the ticket, if the visa is refused. For a stay up to 3 months, the reservation of the ticket must not exceed 90 days.</i>			
6 Medical insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Must cover the whole period of stay in the Schengen area, with a minimum coverage of EUR 30,000. In case of a multiple entries visa request, a medical insurance covering the whole period is needed.</i>			
7 Proof of sufficient financial resources			
7.1 Employees:			
• Last 3 months pay slips			
• Letter of authorized leave signed by the employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Work statement mentioning the starting date of employment and position within the company			
• Original bank statements of the last 6 months			
7.2 Self-employed:			
• Business registration excerpt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Original bank statements of the company within the last 6 months			
• Last tax declaration			
7.3 Spouses with no gainful occupation:			
• Indication about activity of spouse (+ marriage certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Work statement mentioning the starting date of employment and position within the company			
• Original bank statements of the last 6 months			
7.4 Students:			
• School/university attendance certificate or re-registration for the next academic year covering the intended period of stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Indication about parents' activity and proof of financial resources			
• Original bank statements of the parents within the last 6 months			
• Copy of parents' identity card or passport			
8 Recent water or electricity invoice, in the name of the applicant			
9 Title deeds or copy of lease agreement			
10 Documents confirming the family situation of the applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>For example: marriage certificate, family certificate, birth certificate if single, etc.</i>			
11 Hotel booking in Switzerland, confirmed and paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 For foreigners: copy of the residence permit in the country of residence valid for at least three months beyond the planned stay in the Schengen area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Minors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Letter of consent signed by both parents or by the legal guardian with a copy of their passports			
• Birth certificate			
• School attendance certificate or re-registration for the next academic year covering the intended period of stay			
• Original bank statements of the parents within the last 6 months			
• Indication about parents' activity and proof of financial resources			

The Embassy reserves the right to request further documentation or other guarantees.

Personal appearance:

Applicants which obtained a Schengen visa with biometrical data (digital prints and photography), no longer need to give their biometrical data, if the biometrical data was obtained within the last 59 months.

In these conditions, personal appearance is not required to file a new visa application. The Embassy reserves the right to ask for new fingerprinting if the data previously gathered were unusable.

Processing time:

Visas can be applied within 6 months before the intended date of arrival in Switzerland. Complete applications are in general processed within 15 days or more depending on the case.

Visa fees: due in cash at the time the application is submitted *

- Adults (12 years old and older): CFA 54'000.00 / US\$ 88.00
- Children (6 - 12 years old): CFA 27'000.00 / US\$ 44.00
- Children (younger than 6 years): free

****The visa fee is subject to change***

The above information could be modified at any time. Please check our website when planning your trip: www.eda.admim.ch/abidjan