



## **Official Visit Visa (Schengen Visa, type C)**

**Please note:**

**The visa section is opened Mon-Fri from 09.00 to 11.45. The 1<sup>st</sup> Friday of the month the visa section is closed.**

**For each applicant a complete file is required. If necessary, copies of relevant documents like invitation or confirmation of participation are to be made for each file.**

**Information for inviting International Organizations in Switzerland:** it is not necessary to provide the visa section with an original or a copy by fax or email of the request ("invitation") that was sent directly to the participant in the Russian Federation.

**For people who are invited to congresses, seminars, workshops and meetings organized by an International Organization (like UNO and their sub-organizations).**

Requirements (according to the harmonized list of supporting documents of the Embassies and Consulate of the Schengen Member States in Russia):

1. One application form "Antrag auf Erteilung eines Schengen-Visums" (Application for a Schengen-Visa) duly completed (in German, French, Italian or English) and signed by the applicant in person (consult "Visa forms / Photo requirements" on our website).
2. Passport which must be valid for at least three months after the date when the holder leaves the Schengen area, containing at least two empty pages and issued within the previous 10 years.
3. Copy of the internal passport (issued at the age of 14): pages concerning the applicant's biodata, issued international passports, marital status and registration in Russia.
4. 2 identical, recent passport photographs, meeting Schengen requirements (one glued on the application form, the other attached) (consult "Visa forms / Photo requirements" on our website).
5. Holders of ordinary (red) Russian passports (not service passports): Accident/health insurance valid for the entire stay and accepted in the whole Schengen space (only copy). The insurance must cover the minimum amount of EUR 30'000.00 (coverage: repatriation for medical reasons, urgent medical attention, emergency hospital treatment and transportation of the body in case of death). If the visa is requested with a longer validity and multiple entries, the travel insurance only needs to cover the first trip. With the 2nd signature on the application form (page 4), the applicant confirms to be aware that for all future trips he/she will also need the necessary travel insurance.
6. Letter of the employer confirming that the applicant participates in an official function at this event. For holders of Russian service passports this information has to be effected in form of a verbal note.
7. Written request ("invitation") from the International Organization in Switzerland containing the following information of the invited person: name, first name, sex, nationality and date of birth, duration of the

conference/event.

**For Third country nationals:**

All non-Russian citizens living in Russia have to be legal residents of the Russian Federation and need to present the relevant documents (residence permit, long-term visa or FMS registration: original and copy). These documents need to be valid for at least 3 months beyond the planned return from the Schengen area or a document is to be submitted that the holder has applied for the renewal of proof of legal residence.

A minimum time of **three working days after submission** of the visa application (not counting day of deposit) or receipt of the complete visa request at our section (not counting day of deposit and transmission by our Outsourcing-Partner) and **payment of visa fee** (if necessary) is needed for consideration of the visa application.

The **visa fee is subject to change**: please check the website for the [current fee](#).

Travelers wishing to apply for an official visit visa must submit their application in person or can be represented by a travel agency accredited with the Swiss Embassy, a representative of the authority or organization in Russia which is sending the applicant/delegate or by close relatives (spouse, mother, father, daughter, and son). If the documents are submitted by close relatives, this person has to provide proof of the family ties (copy of birth certificate or marriage certificate: does not need to be legalized or translated). Representatives of the sending organization/authority have to submit an authorizing letter from their employer. In addition, family members and representatives have to show proof of identity.

The Embassy of Switzerland reserves the right to:

- request additional documents (article 21/8 Schengen Visa Code).
- transmit the application to authorities in Switzerland for decision/approval.
- summon the applicant for an interview (article 21/8 Schengen Visa Code).

Moscow, 07.11.2019