



VISITOR - Visa Information Sheet

Please complete your visa application [online](#). Appointments can only be booked [online](#) if the visa application is filled in online at the same time. For more information, see page 3.

The following documents must be submitted to the visa section:

- ☐ Visa application form, duly completed and signed (signed by both parents for minors), filled in [online](#) or by hand
- ☐ Original passport which must be valid for at least three months beyond the planned stay, have been issued within the previous ten years and contain at least two empty pages, AND copy of the passport (identity page with signature), as well as copies of previous Schengen visa with entry/exit stamps
- ☐ 2 recent pictures with a plain light-colored background according to the [guidelines](#) (do not attach them to the application form)
- ☐ If not hosted by the host: proof of accommodation: voucher or booking from hotel, clearly indicating name and surname of the visa applicant; duration of the stay; contact details of hotel; room rates for the entire hotel stay
- ☐ Flight or travel reservations or other proof of intended transport. A round-trip booking. If a paid airline ticket is submitted with the visa application and the visa is refused, the embassy accepts no liability
- ☐ Original and copy of travel accident/medical insurance: coverage minimum EUR 30'000 or USD 50'000 for the whole stay, valid for all Schengen countries, period of validity shall include an additional period of 15 days (original or copy). Insurance must include Covid-19 related treatment costs up to minimum coverage (EUR 30'000 or USD 50'000). If necessary, verify with your insurance company that the travel accident/medical insurance fulfills these conditions
- ☐ Proof of solvency: current bank statement for the last 3 months; listed salary payments for the last 3 months; and/or certificate of real estate property or proof of other assets, that generate regular income; proof of pension; or proof of other regular income
- ☐ Copy of marriage certificate *[if applicable]* with a notarial translation into a Swiss national language or English

Minors (under 18 years of age): Original birth certificate together with a photocopy; the consent of the parental authority and/or legal guardian shall be provided through a notarised certificate: a) if the minor travels alone or only with one parent; b) if the minor travels without his/her legal guardian; c) if the minor is travelling with one of his/her legal guardians

- ☐ A letter from the employer (in English, or in Azerbaijani language with English translation) on official company paper with stamp, signature, date and clearly mentioning address, landline telephone numbers of the employing company; the countersigning officer's name and position in the company, the name of the employee, position, salary and duration of employment.

Company owners must submit the original certificate of state registration or notarized copy of the certificate on registration (extract from the state registry) and the Taxpayer Identification Number (Tin) and tax return documents. Students: Proof of enrolment in university



- ☐ Invitation letter from the host in Switzerland, which must at least include the following details:
 - ☐ A statement from the host (company or private individual) confirming that the applicant is invited
 - ☐ The host's as well as the applicant's full details (surname, first name, date of birth, address, telephone numbers, email address and nationality)
 - ☐ Relationship to the host/s
 - ☐ The length of the planned stay
 - ☐ The date on which the letter was written
 - ☐ The host's signature (in case of married couples, husband and wife must sign; in the case of companies, the letter **must** be signed by a person authorized to sign according to the commerce register)
 - ☐ Confirmation of bearing all expenses for the stay (if applicable)
 - ☐ Copy of passport and if applicable resident permit of the host/s (in case of an invitation issued by a married couple, document copies of both partners are required), in case of an invitation by an Azerbaijani citizen, copies of Azerbaijani passport and the Swiss residence permit are required. In case of inviting parents, the copy of the birth certificate of host is required
 - ☐ Companies: copy of extract from cantonal commerce register (free download from [Zefix](#)), attached to the invitation letter.

For further information and an example please consult the following factsheet: [Factsheet on letter of invitation](#) (PDF, 119 kB, 13.07.2020)

It is not necessary to send the invitation letter to the Embassy in advance or in parallel by e-mail or by mail. Invitation letters sent to the Embassy by e-mail or by mail will not be registered or kept/saved.

- ☐ Non-Azerbaijani nationals residing in Azerbaijan: Original and copy of the temporary or permanent residence permit granted to the foreigner or stateless person residing in the Republic of Azerbaijan and the relevant card issued by the State Migration Service. It shall be valid 3 months beyond the intended date of departure from the territory of the Member States

The Embassy reserves the right to ask for additional documents after the first examination of the application

For other important information, see page 3



Other important information:

Online application

After downloading the application form as a PDF, please make sure to fully complete the registration process.

Tourism: if you are intending to stay in more than one hotel during your stay in the Schengen area, please add all hotels by using the "+" option.

Processing time / Passport return

A visa application should be submitted at least 15 calendar days before the planned trip; it can be submitted up to six months before the start of the planned trip.

After having accepted your visa application, the visa officer will inform you of the date when you can pick-up your passport.

Visa appointments

If there is no free appointment available to be booked online, please write an e-mail to: baku.visa@eda.admin.ch and provide the information required on the Embassy's [webpage](#).

The Visa section reserves the right to reschedule appointments as needed. Therefore, please check your e-mails regularly, also in the spam folder.

Fees

For information on visa fees, please consult the Embassy's [webpage](#). The visa fee must be paid in cash in AZN when submitting the visa application. Payment by credit card terminal in the Visa section is planned but not yet operational. The visa fee of Azerbaijani citizens is waived if the host in Switzerland is a close relative in direct line: spouse, child, grand-child, parent, and grand-parent.

Opening hours of visa section

Visa applications: Monday to Thursday 09:00 to 12:00 (appointment only). Passport return Monday to Thursday: 14:00 – 15:00 (no appointment necessary).

Group applications

Groups of 6 persons or more are kindly requested to contact the embassy directly by e-mail without booking an online appointment.

Various

- More information on visa related matters is available on the Embassy's [website](#)
- The Embassy does not cooperate with external agencies and service providers
- This document is distributed free of charge.