



INSTRUCTIONS FOR MAKING AN APPOINTMENT FOR A C VISA APPLICATION

All visa applicants must have an appointment to apply for a visa.

How long does it take to get an appointment?

- Minimum 2 weeks and up to 6 weeks depending on the period.
- Please note that it is the applicant's responsibility to make an appointment in advance to apply for a visa in order to meet the deadline, as no special treatment will be given and no request for diligence will be answered.

Requesting an appointment:

- Once you have read the procedures for submitting a visa application according to your situation, you must complete the online form via the website www.swiss-visa.ch and then print it.
- You must then send an e-mail to yaounde.visa@eda.admin.ch giving the following information:
 - Name and surname :
 - Date of birth and nationality :
 - Passport number:
 - Reference on the completed form: Mobile phone and e-mail
 - Mobile phone number and e-mail address
 - Type of visa required :
 - Purpose of stay: :
 - Expected date of departure :
 - Have you had a visa issued by Switzerland in the last five years? :
 - If yes, the number of the sticker on your visa :
- An appointment will be made from Monday to Thursday between 9.00 and 11.00.

On the day and at the time of the appointment :

- Be on time and show your passport to the Embassy guard.
- Make sure you have the form ready, well filled in and duly signed with the photo and all the necessary documents according to the visa regulations.
- Incomplete applications will not be accepted, in which case you will have a new appointment.
- We remind you that all information on visa types, how to fill in the application form, lists of required documents, processing times or other questions related to entering and staying in Switzerland, can be found on the official website of this Embassy: <https://www.eda.admin.ch/yaounde>.

Collecting the passport :

- Processing time of a file: between 7 and 15 working days, or more depending on the case.
- If possible, an appointment to collect your passport will be arranged when you submit your application.
- On the day of the appointment, please present the guard with your receipt indicating the collection date.