



Short Term Schengen Visa Requirements

Please note: To apply for a visa, you need to be a resident of Cyprus. If you are not a holder of a Cypriot Residence Permit, you will have to apply for a Swiss visa in your country of residence.

The applicant must appear in person to submit a visa request during the opening hours of the Regional Consular Centre in Athens.

Schengen Tourist Visa

- 1 [Schengen visa application](#) form duly completed (in German, French Italian or English) and signed by the applicant.

Applications which are not duly completed, dated and signed will not be accepted. Please also indicate your e-mail address and a contact phone number.

Minors if travelling unaccompanied or with one parent only a letter of consent from the parent/s must be submitted. Furthermore both parents must sign the form and add a copy of their passports. A birth certificate must be provided always. If travelling on a school trip a letter from the school is also required

- 2 passport-size photographs (undamaged and of recent date). Digital files and photocopies will not be accepted. Do not staple or damage the photos, background must be light and plain.
- National passport or official travel document valid for more than 3 months beyond the validity of the requested visa, with at least two blank visa pages
- Copy of the passport including the signature page
- Cypriote multiple re-entry visa or resident permit, valid for more than 3 months beyond the validity of the requested visa
- Copy of the Cypriote multiple re-entry visa or Cypriote residence permit
- Proof of sufficient funds to support yourself during your stay.
CY Bank statements for the last three months, not older than one week (please note that cash and credit card statements are not acceptable proof).
Online statements are accepted, provided the name of the account holder and account details are shown.
- Copy of bank statements for the last three months
- Confirmed hotel reservation or package tour confirmation by travel agent
- Copy of the confirmed hotel reservation or package tour confirmation by travel agent
- Transport documentation: airline or e-ticket
- Copy of airline or e-ticket

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- Travel insurance for the entire period of intended stay, valid for all Schengen States covering medical reasons and repatriation costs during your stay. The minimum coverage must be EUR 30'000.
- Copy of the travel insurance and the policy
- Original letter of employment from the employer in Cyprus or student letter confirming the purpose and duration of the trip to Switzerland and the date of returning to work or school. If self-employed, please provide a letter from your accountant.
Domestic employees: Please provide an original letter of employment, together with a copy of the employer's passport and a copy of the work contract.
For applicants on a benefit or pension scheme, please provide an official letter.
*Note that the documents named above must not be older than one month
- If applied at the Regional Consular Centre in Athens, visa collection either in person or provide a prepaid self-addressed registered delivery envelope
- Non-refundable visa fee

Schengen Visit Visa

- 1 [Schengen visa application](#) form duly completed (in German, French Italian or English) and signed by the applicant.

Applications which are not duly completed, dated and signed will not be accepted. Please also indicate your e-mail address and a contact phone number.

Minors if travelling unaccompanied or with one parent only a letter of consent from the parent/s must be submitted. Furthermore both parents must sign the form and add a copy of their passports. A birth certificate must be provided always. If travelling on a school trip a letter from the school is also required

- 2 passport-size photographs (undamaged and of recent date). Digital files and photocopies will not be accepted. Do not staple or damage the photos, background must be light and plain.
- National passport or official travel document valid for more than 3 months beyond the validity of the requested visa, with at least two blank visa pages
- Copy of the passport including the signature page
- Cypriote multiple re-entry visa or resident permit, valid for more than 3 months beyond the validity of the requested visa
- Copy of the Cypriote multiple re-entry visa or Cypriote residence permit
- Proof of sufficient funds to support yourself during your stay.
CY Bank statements for the last three months, not older than one week (please note that cash and credit card statements are not acceptable proof).
Online statements are accepted, provided the name of the account holder and account details are shown.
- Copy of bank statements for the last three months
- A **signed** letter of invitation from the host in Switzerland containing his/her address, phone number as well as a copy of the host's passport and residence permit (if the host is not Swiss)
- Confirmed hotel reservation or package tour confirmation by travel agent
- Copy of the confirmed hotel reservation or package tour confirmation by travel agent
- Transport documentation: airline or e-ticket
- Copy of airline or e-ticket
- Travel insurance for the entire period of intended stay, valid for all Schengen States covering medical reasons and repatriation costs during your stay. The minimum coverage must be EUR 30'000.
- Copy of the travel insurance and the policy
- Original letter of employment from the employer in Cyprus or student letter confirming the purpose and duration of the trip to Switzerland and the date of returning to work or school. If self-employed, please provide a letter from your accountant.
Domestic employees: Please provide an original letter of employment, together with a copy of the employer's passport and a copy of the work contract.
For applicants on a benefit or pension scheme, please provide an official letter.
*Note that the documents named above must not be older than one month

- If applied at the Regional Consular Centre in Athens, visa collection either in person or provide a prepaid an self-addressed registered delivery envelope
- Non-refundable visa fee

Schengen Business Visa

- 1 [Schengen visa application](#) form duly completed (in German, French Italian or English) and signed by the applicant.
Applications which are not duly completed, dated and signed will not be accepted. Please also indicate your e-mail address and a contact phone number.
- 2 passport-size photographs (undamaged and of recent date). Digital files and photocopies will not be accepted. Do not staple or damage the photos, background must be light and plain.
- National passport or official travel document valid for more than 3 months beyond the validity of the requested visa, with at least two blank visa pages
- Copy of the passport including the signature page
- Cypriote multiple re-entry visa or resident permit, valid for more than 3 months beyond the validity of the requested visa
- Copy of the Cypriote multiple re-entry visa or Cypriote residence permit
- Original letter of employment from the employer in Cyprus confirming the purpose and duration of the trip to Switzerland and the date of returning to work.
If self-employed, please provide a letter from your accountant.
*Note that the documents named above must not be older than one month
- A **signed** letter of invitation from the Swiss-based company on company letterhead paper
- Transport documentation: airline or e-ticket
- Copy of airline or e-ticket
- Travel insurance for the entire period of intended stay, valid for all Schengen States covering medical reasons and repatriation costs during your stay. The minimum coverage must be EUR 30'000.
- Copy of the travel insurance and the policy
- If applied at the Regional Consular Centre in Athens, visa collection either in person or provide a prepaid an self-addressed registered delivery envelope
- Non-refundable visa fee

Apply with the Regional Consular Centre in Athens

In order to apply for a visa at the Regional Consular Centre, it is necessary to appear in person. The opening hours for spouses of EU nationals are: Monday to Friday 10.00am – 12.00 noon (except Greek and Swiss public holidays) without prior appointment.

For the following nationals the visa processing time takes up to 14 working days:

Afghanistan, Algeria, Bangladesh, Belarus (applies only to holders of diplomatic and service passports), D.R. Congo, Egypt (does not apply to holders of diplomatic and service passports), Eritrea, Iran, Iraq, Jordan, North Korea, Lebanon, Libya, Mali, Mauritania, Morocco, Niger, Nigeria, Pakistan, Russian Federation (applies only to holders of service passports), Rwanda, Saudi Arabia, Somalia, South Sudan, Sri Lanka, Sudan, Syria, Tunisia, Uzbekistan (does not apply to holders of diplomatic passports or soldiers and police officers who travel for the purpose of exercising their duty), Vietnam, Yemen, Palestinians, Refugees, Stateless Persons.

Each case is reviewed separately at the time of application, and no guarantee can be given that a visa will be issued. NOTE: the Regional Consular Centre in Athens cannot be held responsible for any delay or if the visa is refused.

Please note that the visa application must be submitted to the Swiss Representation responsible for your place of residence.

It is suggested that you apply at least one month prior to departure, but not more than three months before the planned entry.

Non-compliance with the set guidelines (items not presented/photocopies missing) will lead to the application being rejected without being processed.

Thank you for your cooperation.

Athens, 16.03.2017