



## Leaflet SWISS SCHENGEN VISA TOURISM SCHOOL TRIPS

### General application rules:

- Only visa applications with Switzerland as a main travel destination are accepted.  
In case of multiple destinations, the visa must be submitted at the Embassy of the country where the longest stay will be.
- All requested documents have to be translated into German, French, Italian or English  
*A list of recognized translators can be found at the Embassy website:*  
<https://www.eda.admin.ch/countries/egypt/en/home/dienstleistungen/arzt-anwalt.html>
- If a requested document cannot be provided, there must be a written explanation instead, clarifying why the document is not available.
- The visa fee will not be refunded in case of refusal or withdrawal.
- Communication regarding visa matters is only accepted in written form to [info.cheg@vfsglobal.com](mailto:info.cheg@vfsglobal.com) by calling +20248837966
- The mandatory "Schengen Consultation", which takes a processing time period of at least 10 working days, can only be started upon receiving a complete application file meeting the requirements.
- The Embassy reserves the right to ask for additional documents or a personal interview with the applicant.

### How to apply:

Prior to the submission of a visa request, an appointment has to be fixed with our external service provider VFS Centre **only online** on the VFS website: <https://visa.vfsglobal.com/egy/en/che/>

Note: For school trips of students, it is advisable to make a group booking for all students and submit all applications at the same time.

## General requirements

Visa Application Form	<a href="https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html#">https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html#</a> Must be duly filled-in and signed by the applicant!
Passport	<ul style="list-style-type: none"> <li>➤ Original + copies of all non-empty pages</li> <li>➤ issued within the last 10 years</li> <li>➤ contains at least 2 blank pages</li> <li>➤ must be valid for at least 3 months beyond the return from the planned trip</li> </ul>
Previous passport	<ul style="list-style-type: none"> <li>➤ covering the past 7 years</li> <li>➤ copies of biometric data page plus all non-empty pages</li> </ul>
1 passport-size personal photo	<ul style="list-style-type: none"> <li>➤ with white background</li> <li>➤ not older than 6 months</li> </ul>
Proof of accommodation	<ul style="list-style-type: none"> <li>➤ confirmed hotel reservations covering the entire trip in the Schengen countries</li> </ul>
For school trips	<ul style="list-style-type: none"> <li>➤ Letter from the Camp in Switzerland confirming:               <ul style="list-style-type: none"> <li>• the names of participating students (Names, Birth Dates and Passport No.)</li> <li>• the accommodation and the duration (with dates of planned stay)</li> <li>• the payment of the trip expenses</li> </ul> </li> </ul>
Round-trip Ticket	<ul style="list-style-type: none"> <li>➤ only air travel reservation (not confirmed)</li> </ul>
Original Certificate of employment (HR-letter)	<ul style="list-style-type: none"> <li>➤ containing the following information:               <ul style="list-style-type: none"> <li>• full address and contact persons of the company</li> <li>• Name and position of the countersigning officer</li> <li>• Name, position, salary and recruitment date of the applicant</li> <li>• confirmation of annual leave approval</li> <li>• purpose of the trip</li> </ul> </li> </ul>
For company owners	<ul style="list-style-type: none"> <li>➤ original and copy of the commercial registry and valid tax card</li> </ul>
For students	<ul style="list-style-type: none"> <li>➤ Proof of enrolment in school / university for the current academic year</li> </ul>
For students participating in a school trip	<ul style="list-style-type: none"> <li>➤ Letter from the school confirming:               <ul style="list-style-type: none"> <li>• the names of participating students (Names, Birth Dates and Passport No.)</li> <li>• the accommodation and the duration (with dates of planned stay)</li> <li>• the payment of the trip expenses</li> </ul> </li> </ul>
Bank statement	<ul style="list-style-type: none"> <li>➤ Original</li> <li>➤ covering the past six months</li> <li>➤ current or saving account (Deposit Certificates will <u>not</u> be considered!)</li> <li>➤ closing balance must show sufficient means to cover the expenses of the trip</li> </ul>
International Travel Insurance	<ul style="list-style-type: none"> <li>➤ covering the entire period of intended stay</li> <li>➤ valid for all Schengen countries</li> <li>➤ minimum coverage must be EUR 30'000.00 (this includes expenses of repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay)</li> <li>➤ a printout certificate/policy in English of *AMAN sticker* on the passport.</li> </ul>
Visa Fees	<ul style="list-style-type: none"> <li>➤ payable in EGP (only exact amount is accepted)</li> </ul>

## Additional special requirements

For foreigners living in Egypt	<ul style="list-style-type: none"> <li>➤ must have a residence permit in Egypt valid for at least 3 months beyond the return from the planned trip</li> </ul>
For minors	<ul style="list-style-type: none"> <li>➤ <u>if the minor travels without parents or legal guardian:</u> consent of parental authority or legal guardian provided either through a notarized certificate or by a letter signed at the Embassy or VFS office</li> <li>➤ <u>if the minor travels with one parent or legal guardian:</u> consent of parental authority or legal guardian, who is not travelling with the child, provided either through a notarized certificate or by a letter signed at the Embassy or VFS office</li> <li>➤ Translated Birth Certificate of the minor</li> <li>➤ passport copy of both parents or legal guardian (only biometric data page + page with the signature)</li> </ul>