



Leaflet SWISS SCHENGEN VISA VISITING FAMILY / FRIENDS

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 are only accepted in written form to info.cheg@vfsglobal.com or 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
- **During the visa processing time, no passport withdrawal is possible.**

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/>

General requirements

Visa Application Form	https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html# Must be duly filled-in and signed by the applicant!
Passport	<ul style="list-style-type: none"> ➢ original + copies of all non-empty pages ➢ issued within the last 10 years ➢ contains at least 2 blank pages ➢ must be valid for at least 3 months beyond return from the planned trip
Previous passport	<ul style="list-style-type: none"> ➢ covering the past 7 years ➢ copies of biometric data page plus all non-empty pages
1 personal photo	<ul style="list-style-type: none"> ➢ with white background ➢ not older than 6 months
Proof of applicant's marital status in Egypt	<ul style="list-style-type: none"> ➢ through an extract of the “Kid Aely” (قيد عائلي) family register ➢ For singles --> “Kid Fardi” (قيد فردي) individual register
Round-trip Ticket	➢ only air travel reservation (not confirmed)
Original Certificate of employment (HR-letter)	<ul style="list-style-type: none"> ➢ containing the following information: <ul style="list-style-type: none"> • date of recruitment (hiring date) • position • salary level • confirmation of annual leave approval
for company owners	➢ original and copy of the commercial registry and valid tax card
for students	➢ Proof of enrolment in school / university for the current academic year

International Travel Insurance	<ul style="list-style-type: none"> ➤ covering the entire period of intended stay ➤ valid for all Schengen countries ➤ minimum coverage must be EUR 30'000.00 ➤ a printout certificate/policy in English of *AMAN sticker* on the passport.
Original bank statement	<ul style="list-style-type: none"> ➤ covering the past six months ➤ only current or saving accounts (Deposit Certificates will <u>not</u> be considered!) ➤ closing balance must show sufficient means to cover the expenses of the trip
Visa fees	<ul style="list-style-type: none"> ➤ payable in EGP (only exact amount is accepted!)

Additional special requirements

For foreigners living in Egypt	<ul style="list-style-type: none"> ➤ must have a residence permit in Egypt valid for at least 3 months beyond the return from the planned trip
For minors	<ul style="list-style-type: none"> ➤ <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 ➤ <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 ➤ passport copy of both parents (biometric data page + page with the signature) ➤ Translated Birth Certificate of the minor.

Requirements from the host in Switzerland

These requirements should be sent directly to the applicant, to be added with his/her application

Invitation letter <i>signed & dated</i>	<ul style="list-style-type: none"> ➤ containing the following information: <ul style="list-style-type: none"> • full address and contacts of host in Switzerland (phone number, e-mail) • if the host is married, both partners living in Switzerland must sign the invitation • proof of relationship between guest & host • duration & period of planned visit • who bears living & all other costs • Assurance that the applicant will return to Egypt before the expiry of the visa
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*In some cases, a "Declaration of Sponsorship" form is considered necessary after checking the visa application file
Please note that a positive "Declaration of Sponsorship" does not guarantee the issuance of a visa.*

from Swiss nationals	<ul style="list-style-type: none"> ➤ Swiss passport copy (only biometric data page)
from foreigners living in CH	<ul style="list-style-type: none"> ➤ Passport copy (biometric data page) plus copy of valid residence permit in CH
from hosts working in an international Organization or diplomatic mission	<ul style="list-style-type: none"> ➤ copy of the valid "carte de légitimation" ➤ confirmation of employment signed by the international organization or diplomatic mission