



Visa section

Opening times: Monday to Friday 08h30 – 11h00

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Visitor Visa (family and friends)

Required documents:

- One (1) application form duly completed: in German, French, Italian, or English; online, by typewriter or in block letters with a blue or black pen; and personally signed by the applicant (for minors signatures of both the parents are required)
- Signed passport, issued within ten (10) preceding years, valid at least three (3) months beyond the planned stay in the Schengen states and containing at least two (2) empty pages
- One (1) copy of the applicant's passport: first pages; last page; all pages showing extension of validity; all pages with previously obtained visas
- Two (2) recent and identical passport-sized pictures according [ICAO guidelines](#)
- Visa application fee: EUR 60.-, children age 6 to 12: EUR 35.- (**LBP equivalence, exact cash**)
- Original and one copy of a travel / health insurance; **minimum coverage EUR 30'000.- valid for all Schengen states** for the whole period of the intended stay, minimum one (1) month. The insurance policy must cover the costs for repatriation in case of disease, urgent medical expenses and/or hospitalization.
- Family register issued less than three (3) month ago
- Flight reservation (roundtrip) or other proof of intended transport
- Hotel reservation or invitation of host
- Proof of sufficient financial means - Recent bank statements turnover during the last six (6) months
- Invitation form (available on internet or at the Embassy) completed and signed for each applicant by the host residing in Switzerland, along with a photocopy of the Swiss identity or residency permit of the host.
- For employees:**
 - Recommendation letter from the employer in Lebanon/Syria addressed to the Embassy mentioning: profession and position, number of years in service, the monthly salary, number of annual leave, purpose and exact dates of the granted leave, typed out name of the person signing.
 - Register of commerce and circular of the company in Lebanon/Syria.
 - Registration at the National Social Security Fund (if applicable).
- For self-employed and liberal professions:**
 - Motivation letter addressed to the Embassy with information as in the employer's recommendation letter.
 - Proof of actual professional activity.
 - Syndicate membership card (if applicable).
 - Register of commerce and circular of the company in Lebanon/Syria (if applicable).
 - Registration at the National Social Security Fund (if applicable).
- Students:** Confirmation of registration in the school/university for the current and following year (confirming the permission to leave when the stay is planed outside of school/university holidays).
- For minors:** Parental authorisation certified by the Mayor or "Déclaration parentale" form (available at the Embassy) signed by the parents in front of a visa section employee, along with a photocopy of their passports, proof of parental custody (if applicable).

The Embassy of Switzerland reserves the right to request additional documents.

IMPORTANT NOTE!

- **Only duly filled out, dated and signed forms as well as complete visa applications will be accepted.**
- **Original documents have to be presented, they will not be returned unless provided with a photocopy.**
- **The documents in Arabic have to be translated into French, German, Italian or English.**
- **The visa application forms have to be filled out in French, German, Italian or English.**
- **The visa application fee is payable in Lebanese pounds (in cash) and is not refundable.**