



SCHENGEN VISA **Business (max. 90 days)**

(professional, political, scientific, cultural sport or religious stay without lucrative activity)

SWITZERLAND / NORWAY / SWEDEN / NETHERLANDS / POLAND / HUNGARY

Please visit the internet site www.swiss-visa.ch to fill in the visa application form and to book an appointment free of charge.

No appointment given at the counter, by telephone or e-mail.

One appointment per person only. Please print the confirmation of the appointment when filing the application at the Embassy.

First time applicants must submit their application in person at the Embassy of Switzerland in order to take the biometric data (fingerprints). These data are saved for 59 months in the Visa Information System (VIS). During this period, the physical presence of the applicant is not required for a new application providing that the fingerprints in the system are of good quality. If the quality of the fingerprints are not satisfactory, it will be necessary for the applicant to come to the Embassy to take the fingerprints again.

Applicants might also be invited to come personally to the Embassy of Switzerland during the procedure for an interview.

Visa applications must be submitted no later than 15 days before the departure and maximum 6 months before the date of departure.

Documents to be provided by the host :

- **A signed invitation letter** (co-signed if married or as a couple) indicating the dates, duration and purpose of the stay and the undertaking of the costs if paid by the host.
- Photocopy of an identity document of the signatory

These documents must be sent by the host directly to the Embassy of Switzerland by e-mail (see contact below) before the applicant lodges the visa application

Documents to be provided by the applicant : in the same order as mentioned below

- 1 printed version of the visa application, dated and signed www.swiss-visa.ch : online application
N.B : the application form is free of charge
- 1 recent identical passport photo (70 to 80 % of the face on the picture - format 35x45mm)
Digital files and photocopies will not be accepted.
- Original national biometric passport (**must be valid for at least 3 months** beyond the planned stay, issued within the previous 10 years and have at least **2 blank visa pages** – recto/verso
- Copy of the page containing the personal data
- Copy of previous Schengen visa issued within the past 5 years (if applicable)
- Flight reservation (round trip)

Please do not pay the ticket before the Embassy's decision

November 2024



- 1 Schengen travel health insurance confirming coverage of € 30 000 for each of the following items : emergency medical expenses, emergency hospital treatment, repatriation for medical reasons or mortal remains. The insurance has to cover the entire stay in the Schengen area including entry and exit day.
- Confirmation of cost undertaking (if the journey is financed by a sponsor other than the inviting organization)
- Confirmation of hotel reservation
- Family certificate (photocopy) or birth certificate

Employee/civil servant / self-employed :

- Certificate of employment / copy of business license and tax return / commercial and company register extract
- Certificate of leave of absence issued by the employer
- Proof of financial means (extract of bank accounts and salary slips of the last 3 months)

Student :

- School confirmation letter
- Copy of student card
- Certificate of leave of absence issued by the school
- Confirmation of registration for a new academic year (with date of beginning of the school year)

Visa fees : 90 EUR

To be paid in Ariary, cash at the time of lodging the visa application at the Embassy.

The visa fee is not refunded if the visa is denied or the application withdrawn

The usual time to process a visa application is approximately 15 working days.

The Embassy of Switzerland reserves the rights to request other documents if necessary.

Incomplete application will not be processed.

The Embassy of Switzerland is open to the public: Monday to Thursday: from 09.00 am to 11.30 am