



## Check-list: Business visa / short stay / category C

**Important: all of the listed documents have to be submitted in person**

	✓	n/a	X
<b>1 one completed visa application form (<a href="http://www.swiss-visa.ch">www.swiss-visa.ch</a>), duly signed by the applicant</b> <i>The form must imperatively be printed and brought to your appointment!</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2 Passport</b> <i>valid for at least three months beyond the planned stay in Switzerland, at least 2 empty pages + previous passports</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3 Copies of personal information in passport and copies of previous Schengen visa</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4 Two recent passport-size photographs with white background</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5 Airline ticket reservation to Switzerland</b> <i>Do not buy the airline ticket. The Embassy cannot be held liable if your visa is refused)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6 Travel insurance</b> <i>to cover the entire period of stay, valid throughout the territory of all the Schengen States, with a minimum coverage of EUR 30'000</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7 Proof of financial means and social ties to Gambia</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>a Personal or company bank statements (originals) of the last 3 months with salary slips of the last 3 months or contract (if employed) and bank credit card</b>			
<b>b letter from local employer confirming funding of trip (if applicable)</b>			
<b>c Copies of Business papers (if self-employed) such as business registration certificate</b>			
<b>8 Hotel reservation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9 Original invitation of the host company in Switzerland. Must be sent to the Swiss Embassy in Dakar <a href="mailto:dakar.visa@eda.admin.ch">dakar.visa@eda.admin.ch</a>. The letter must include</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The name and the passport number of the applicant			
• The nature of business			
• The guarantee of bearing all expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the assurance that the applicant will return to Gambia before the visa expires			
<b>10 Company letter of employer</b> <i>On proper letterhead duly stamped and with the name and position of the signatory. Please note that even the owner of the company needs a letter and that the applicant cannot sign his/her own letter. The letter must contain the following information about the visa applicant: date of joining the company, position, salary and the dates of the approved leave. The company has to guarantee the return of the applicant and the bearing of all expenses (if not provided by Swiss company).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11 Company documentation</b> <b>such as commercial register, trade licence</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12 If the applicant is traveling with his family</b> In addition to proof of the family relationship, family members will have to apply for a tourist visa.			
<b>13 For Foreigners residing in Gambia: resident permit for Gambia</b> <i>with a minimum validity of three months after return to Gambia</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please note that other documents might be requested**

all original documents have to be submitted with a copy. Originals will be given back to the applicant whereas copies remain in the visa file

**Processing time**

You can file your visa application at the earliest 6 months before the planned travel to Switzerland. Processing time is about 5 to 7 days but can be longer. The appointment list usually being booked solid for two weeks, you should start your application at least one month before traveling.

**Visa fee: To be paid in cash and in FCFA at the counter**

Adults and children above 12 years: € 80

Children between 6 and 12 years: € 40

In accordance with Art. 25a of the Visa Code (cooperation on the readmission of irregular migrants) and based on a report of the European Commission, Schengen area Member States decided to temporarily adopt an implementing decision with respect to The Gambia.

Visa free of charge for:

Children below 6 years

Spouse or partner of UE or EFTA citizen. (marriage certificate has to be submitted)

Holders of diplomatic and service passports on official mission



It's strictly forbidden to use the mobile phone in the premises of the Embassy