

Check-list: Private visit (family/friends) short stay - category C visa

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

✓ n/a X

1 one completed visa application form (www.swiss-visa.ch), duly signed by the applicant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>The form must imperatively be printed and brought to your appointment!</i>	
2 Passport	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>valid for at least three months beyond the planned stay in Switzerland, at least 2 empty pages + previous passports</i>	
3 Copies of personal information in passport and copies of previous Schengen visa	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4 Two recent passport-size photographs with white background	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5 Airline ticket reservation to Switzerland	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Do not buy the airline ticket. The Embassy cannot be held liable if your visa is refused.</i>	
6 Travel insurance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<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>	
7 Proof of financial means and social ties to Gambia	
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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b letter from local employer confirming funding of trip (if applicable)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c Copies of Business papers (if self-employed) such as business registration certificate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d Housewives: marriage certificate and employment letter of husband	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e Retired persons: certificate of receipt of a retirement pension.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8 An invitation letter signed by the host together with a copy of his/her passport, identity card or resident permit. It should state what is being provided (e.g. flight, accomodation, food expenses and/or other expenses). The invitation including the copy of the identity documents has to be sent by the <u>host directly to the Embassy</u>: dakar.visa@eda.admin.ch (or telefax: -221 33 822 36 57)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9 Civil status documents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>For example: marriage certificate, birth certificate, divorce certificate</i>	
10 For Foreigners residing in Gambia: resident permit for Gambia	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>with a minimum validity of three months after return to Gambia</i>	
11 Minors	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> • Authorization to leave the territory signed by both parents and legalized by the police station, accompanied by a copy of their identity card also legalized by the police station, visa application form signed by the parents and mention father / mother, first and last name next to each signature, mandatory presence of the parents at the ticket office on the day deposit with the minor • The birth certificate • Certificate of (pre) school registration covering the period of the planned stay • Parents' banking extracts for the last 3 months • Indication of parents' profession and supporting documents on their income 	

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

