



## Check-list: Tourist Visa / Short stay visa

**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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The form must imperatively be printed and brought to your appointment!</i>			
<b>2 Passport</b>	<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>			
<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>	<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>			
<b>6 Travel insurance</b>	<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>			
<b>7 Proof of financial means and social ties to Gambia</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	<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.			
<b>8 Hotel Reservation in Switzerland</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9 Tourist itinerary of the applicant</b>			
Program containing the details of the trip (dates, places of visit, means of transport ... etc ...)			
<b>10 Civil status documents</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>For example: marriage certificate, birth certificate, divorce certificate</i>			
<b>11 For Foreigners residing in Gambia: resident permit for Gambia</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>with a minimum validity of three months after return to Gambia</i>			
<b>12 Minors</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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</li> <li>• The birth certificate</li> <li>• Certificate of (pre) school registration covering the period of the planned stay</li> <li>• Parents' banking extracts for the last 3 months</li> <li>• Indication of parents' profession and supporting documents on their income</li> </ul>			

**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)**



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