



**Visa section**

Opening times: Monday to Friday 08h30 – 11h00

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## Visa for business, theoretical training, short study less than 3 month, stage

### 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 for the whole trip and a detailed travel itinerary
- Proof of sufficient financial means - Recent bank statements turnover during the last six (6) months

### Specific documents for business travels:

- Invitation letter from the company in Switzerland, mentioning: name of the person invited and of the company in Lebanon/Syria (if applicable), purpose and nature of the meeting, exact dates of the meeting, possible expenses coverage, typed out name of the person signing*
- Register of commerce of the company in Switzerland.*
- Recommendation letter of the employer in Lebanon/Syria mentioning: profession, position, number of years in service, monthly salary, number of annual leave, purpose and exact dates of the granted leave, typed out name of the person signing. Letter also has to mention as well: name of the company visited in Switzerland, nature of the meeting, possible expenses coverage.*

### Specific documents for theoretical training:

- Invitation letter from the company in Switzerland, mentioning: name of the person invited and of the company/institution in Lebanon (if applicable), purpose and nature of the training, exact dates of the training, possible expenses coverage, typed out name of the person signing.*
- Register of commerce of the company in Switzerland (if applicable).*
- The recommendation letter of the employer in Lebanon/motivation letter or the school/university confirmation (cf. Point 4) has to mention as well: name of the company/institution visited in Switzerland, nature of the training, possible expenses coverage.*

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.**