



# Visitor Visa (family and friends)

## Required documents:

- ☐ One 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 preceding years, valid at least three months beyond the planned stay in the Schengen states and containing at least two empty pages.
- ☐ One copy of the applicant's passport: first pages, last page and all pages with previously obtained visas.
- ☐ One recent passport-sized picture according to ICAO guidelines.
- ☐ Visa application fee: EUR 80.-, children age 6 to 12: EUR 40.- (**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 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 months ago.
- ☐ Flight reservation (roundtrip) or other proof of intended transport.
- ☐ Proof of sufficient financial means – Recent bank statements turnover during the last six months.
- ☐ Hotel reservation or invitation letter signed for each applicant by the host residing in Switzerland, along with a photocopy of the Swiss identity or residency permit of the host.
- ☐ **For employees:**
  - Recommendation letter from the employer in Lebanon/Syria addressed to the Embassy mentioning: profession and 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.
  - Register of commerce and circular of the company in Lebanon/Syria.
  - Registration at the National Social Security Fund (if applicable).
- ☐ **For self-employed and liberal professions:**
  - Motivation letter addressed to the Embassy with information as in the employer's recommendation letter.
  - Proof of actual professional activity.
  - Syndicate membership card (if applicable).
  - Register of commerce and circular of the company in Lebanon/Syria (if applicable)
  - Registration at the National Social Security Fund (if applicable).
- ☐ **Students:** Confirmation of registration in the school/university for the current and following year (confirming the permission to leave when the stay is planned outside of school/university holidays).
- ☐ **For minors:** Parental authorization certified by the Mayor or "Déclaration parentale" form (available at the Embassy) signed by the parents in front of a visa section employee, along with a photocopy of their passports, proof of parental custody (if applicable).

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.**
- **Submission of applications up to 6 months, and at the latest 15 days, before the trip.**
- **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.**