



Checklist for Schengen Visa (type C): Official Trip Diplomatic, Service and Special Passports

No.	Documents Required
1	Valid national passport: - Issued within the last 10 years with at least two blank pages and 1 copy thereof.
2	Visa application form : - Completed, signed twice by the applicant. The visa application form is free of charge and can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html For short-term stays in the Schengen area of up to three months, select Schengen visa application form.
3	Two recent passport-sized photographs with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.
4	Verbal Note from the Ministry of Foreign Affairs, Diplomatic Mission or the International Organization stating also the purpose of the visit.

Additional requirements for: Non – Saudi Nationals:

1	Valid Iqama, 1 copy thereof.
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General Information:

Visa Section, Embassy of Switzerland, Diplomatic Quarter, Riyadh between Sunday and Thursday, from 08:00 am to 11:00 am, **by appointment only.**

To book an appointment, contact the Embassy directly by e-mail at riyadh.visa@eda.admin.ch

For short-stay, personal appearance of the applicant is mandatory to submit a visa application, if the fingerprints have not been captured during the last 59 months.