



Amman, 17.09.2024

Requirements for a Schengen visa for applicants residing in Jordan

(Please read this information sheet carefully)

The applicant has to present the visa application form **in person**, using the corresponding original form, duly completed, in one of the Swiss languages or in English and **personally signed** by the applicant. The submitted documents will not be returned.

Important notice:

Every application for a Schengen visa takes a minimum processing period of 15 days. **Please be aware, that the Schengen consultation period cannot be accelerated or shortened.**

GENERAL REQUIREMENTS

Please note: All documents have to be submitted in original and translated into English or a Swiss national language (German, French or Italian). The submitted documents will not be returned.

- **National passport, valid at least three months beyond the planned stays in Switzerland.**
- Copy of the national passport (A4), from pages with personal data, official remarks **and photocopy** of all visas in the passport. Please bring along former passports and copy former Schengen visas
- One (1) recent passport size photograph per applicant, including children;
- For foreigners living in Jordan
Residence and Work permit (yearly), valid one month after the intended departure
- Family booklet called دفتر عائلة in Jordan.
- Original bank statements in English for the last 3 months
- For students
Document confirming enrolment
- For self-employed persons
Original of the commercial registry and the company's annual license to operate
- For employees
Certificate of employment, specifying the date of recruitment, position in the company, salary level, leave permission, and contact details of employer.
- For pensioners
Copy of pension – document
- For minors travelling alone
a signed authorization by both parents including copies of their passports, in addition to the mandatory presence of both parents when applying for the visa. (For group school trips please contact the Embassy for exceptions).
- For minors travelling with only one parent
Signed authorization from the father or respectively from the mother from the police station or (relevant court)
- If applicable
Photocopy of the visa for the country to be visited after Switzerland (f. ex: USA, UK)

INCORRECT DECLARATIONS AND/OR FALSIFIED DOCUMENTS WILL LEAD TO THE IMMEDIATE REFUSAL OF THE APPLICATION AND MAY HAVE FURTHER CONSEQUENCES.

VISA handling FEES

The fees are non-refundable in case the application is rejected or withdrawn.

Select the reason of your stay in Switzerland and submit additional documents accordingly:

Tourism

- Detailed travel plan for the whole trip with reservation of accommodation, transport, and proof of sufficient means to cover the travel and accommodation costs
- Flight reservation;
- Confirmed hotel booking (in case of any amendments of hotel reservations please inform the Embassy **immediately**)
- 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. The insurance policy must cover the costs for repatriation in case of disease, urgent medical expenses and/or hospitalization. **This insurance has to be valid for the entire duration of your stay and it is recommended to start the insurance 3 days before the intended date of trip plus 15 days after the return to avoid any unexpected changes in the trip (such as flight cancellations, delays, rebooking)**

Visit

- Flight reservation;
- Signed invitation by the host in Switzerland together with copy of his/her Swiss passport or his/her Swiss ID-document or copy of the "residence-permit" in Switzerland, confirming dates of visit, address in Switzerland and coverage of expenses; brought by the applicant himself on the date of appointment.
- If the inviting person is to cover the applicant's expenses, the inviting person must provide evidence of possession of sufficient financial resources to cover the intended stay.
- 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. The insurance policy must cover the costs for repatriation in case of disease, urgent medical expenses and/or hospitalization; **This insurance has to be valid for the entire duration of your stay and it is recommended to start the insurance 3 days before the intended date of trip plus 15 days after the return to avoid any unexpected changes in the trip (such as flight cancellations, delays, rebooking)**
- *The Visa Section informs the applicant about the procedure in case a sponsorship declaration is considered necessary. It is recommended to apply well in advance, as the decision of the competent Cantonal Migration Office in Switzerland might take 2-4 weeks. A benevolent sponsorship declaration gives no claim to a visa.*

Business

- Written invitation by the company in Switzerland stating the goal of the business-trip, duration of the journey and the obligation to bear all the costs; The invitation has to be signed by authorized persons according to the company registry (an original signature, scanned signatures are not accepted) and brought by the applicant himself on the date of appointment.
- Written confirmation by a Jordanian company (employer) stating the goal of the business trip, duration of the journey and the obligation to bear all the costs (if covered by it); it has to state the name and title of the signing person, and name position, salary, years of employment, and company registration details
- Flight reservation, confirmed hotel reservation (in case of any amendments of hotel reservations please inform the Embassy **immediately**)
- 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. The insurance policy must cover the costs for repatriation in case of disease, urgent medical expenses and/or hospitalization. **This insurance has to be valid for the entire duration of your stay and it is recommended to start the insurance 3 days before the intended date of trip plus 15 days after the return to avoid any unexpected changes in the trip (such as flight cancellations, delays, rebooking)**
- *The Visa Section informs the applicant about the procedure in case a sponsorship declaration is considered necessary. It is recommended to apply well in advance, as the decision of the competent Cantonal Migration Office in Switzerland might take 2-4 weeks. A benevolent sponsorship declaration gives no claim to a visa.*

Event

- Written invitation by the event-organizer in Switzerland; stating who will be responsible for costs and brought by the applicant himself on the date of appointment.
- Official note from the Ministry of Foreign Affairs and Expatriates for participants from governmental sector /Written guarantee by a reliable Jordanian company for private sector and the obligation to bear all the costs (if covered by it); it has to state the name and title of the signing person.
- 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. The insurance policy must cover the costs for repatriation in case of disease, urgent medical expenses and/or hospitalization.; **This insurance has to be valid for the entire duration of your stay and it is recommended to start the insurance 3 days before the intended date of trip plus 15 days after the return to avoid any unexpected changes in the trip (such as flight cancellations, delays, rebooking)**

- Flight reservation; and confirmed hotel reservation (in case of any amendments of hotel reservations please inform the Embassy **immediately**)
- *The Visa Section informs the applicant about the procedure in case a sponsorship declaration is considered necessary. It is recommended to apply well in advance, as the decision of the competent Cantonal Migration Office in Switzerland might take 2-4 weeks. A benevolent sponsorship declaration gives no claim to a visa.*

Medical treatment

- Confirmation of the hospital or rehabilitation centre in Switzerland that they agree to receive the case and confirm the payment of the treatment and to contain the date, location of the appointment and type and duration of treatment to be provided
- Evidence of treatment already undertaken in Jordan and the proof of the necessity of medical treatment abroad and that it cannot be treated in Jordan.
- Financial guarantee: confirmation of prepayment for the medical treatment or any other proof of financial arrangements made
- 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. The insurance policy must cover the costs for repatriation in case of disease, urgent medical expenses and/or hospitalization. **This insurance has to be valid for the entire duration of your stay and it is recommended to start the insurance 3 days before the intended date of trip plus 15 days after the return to avoid any unexpected changes in the trip (such as flight cancellations, delays, rebooking)**
- Flight reservation; and confirmed hotel reservation (in case of any amendments of hotel reservations please inform the Embassy **immediately**)

NOTE:

According to the valid visa regulations, the Swiss Embassy has at any time the right to ask for further additional documents or to reject a visa.

Please note, that **incomplete visa applications will not be taken in or processed**. If your file is incomplete, you will have to arrange a new appointment to submit the full dossier. The 15 days of Schengen processing will start once a complete file is submitted. **IMPORTANT: The Schengen Consultation period cannot be accelerated or shortened.**

VISA: URGENT VISA APPOINTMENT (fast-track)

If due to medical or humanitarian reasons you must travel urgently to Switzerland. The Visa Section at the Embassy of Switzerland in Amman can speed up the visa process for persons in emergency situations. In order to examine your situation, you are kindly asked to duly fill out the required form and sign it (https://www.eda.admin.ch/content/dam/countries/countries-content/jordan/en/Fast-track-form_ENG.pdf) If possible, add and provide the Embassy with supporting documents to confirm the urgency of your situation. The Visa Section will then contact you immediately.

Right to appeal

The applicant may appeal to the State Secretariat for Migration (SEM) against a visa refusal decision within 30 days of notification (Article 6 paragraph 2bis of the Federal Act on Foreign Nationals, FNA, SR 142.20). The appeal must be submitted in writing and in one of the official languages of Switzerland. It must be dated and signed by the appellant, and addressed either to the Swiss diplomatic mission that refused to issue the visa or the State Secretariat for Migration (SEM), CH-3003 Bern-Wabern. After advance payment of an administrative fee of CHF 200 (Article 63 of the Federal Act on Administrative Procedure, APA, SR 172.021), The State Secretariat for Migration (SEM) shall issue a contestable decision. Advance payment must be made according to the indications of the diplomatic mission or the SEM.

Important notes

- Please note that the Embassy of Switzerland in Jordan **does not** cooperate with any agents or agencies providing their services outside this Embassy regarding visa applications.
- Please be aware that the booking of appointments is free of charge through the link www.swiss-visa.ch