



FOR DIPLOMATIC AND OTHER OFFICIAL GOVERNMENT MISSIONS:

Please note: To apply for a visa you need to be a resident of our consular district. All persons not living in Saudi Arabia, Yemen or Oman must apply in their country of residence. Foreign residents with a valid residence card (Iqama) may apply for a visa.

Requirements:

1. Three [national \(type D\) visa application forms](#), fully completed and signed by the applicant. Applications which are not duly completed, dated and signed will not be accepted. Please also indicate your e-mail address and a contact mobile phone number. The form can be downloaded from the website.
2. Four recent passport photos (very strict requirements, please consult the details on the webpage). Digital files and photocopies will not be accepted. One photo must be posted in the appropriate field on each of the three application forms, the fourth one should be directly handed to the officer at the time of application.
3. Original passport or travel document must be signed by its bearer, valid at least six months beyond the intended entry in the Schengen area. Furthermore, 3 copies of the passport pages with the personal data and former Swiss and Schengen visas must be attached to each application form.
4. Verbal Note from the Ministry of Foreign Affairs of the Kingdom of Saudi Arabia or Diplomatic Mission in Saudi Arabia.

The verbal note must include:

- The complete name (as mentioned in the passport) of all family traveling members
 - Job position / Title
 - Exact location of workplace in Switzerland
 - The name of the replaced individual in Switzerland
 - Signed and stamped
5. Three copies of the family book original and three copies thereof translated to English or French.
 6. For non-Saudi citizens, a copy of the Saudi resident permit (Iqama).
 7. Generally these applications are free of charge. Exceptions might be applicable.

Please note: The applications must be submitted to the Embassy between Sunday and Thursday, from 08:00 am to 11:30 am. To book an appointment, contact the Embassy on +966 11 488 12 91 (choose your preferred language then dial 1 for Visa Information then 2 for Visa Applications Appointments).

The file has to be submitted in English and according to above mentioned order.

Important Note: All Arabic documents must be translated to English or French.

Riyadh, 25.10.2016