



Check-list for visa applicants

- ❖ The Embassy needs to be provided with the original documents as well as clear double-sided photocopies. Documents must not be stapled together.
- ❖ Documents written in Arabic must be translated into English or in one of the Swiss national languages.
- ❖ Applicants need to make sure to have all requested documents when applying. Incomplete applications are not accepted and a new appointment will have to be made.

One (1) visa application form dully filled out, dated and signed by the applicant. Write in block letters and use black or blue ink only. The form may be filled in and printed online on www.swiss-visa.ch, downloaded from the [website](#) or obtained for free from the Embassy.

One (1) passport-sized picture. Color picture, 3.5 – 4 cm in width, neutral light background, head takes up 70-80% of the surface. Not older than 6 months.

Valid passport (must be valid at least three (3) months from the end of the planned stay in the Schengen territory, at least two (2) blank visa pages) and **one (1) photocopy of the passport.**

Previous passports

For non-South Sudanese applicants residing in South Sudan

One (1) photocopy of the applicant's South Sudanese residence permit. If the applicant intends to return to South Sudan, the residence permit should be valid for at least 3 months after the planned stay in the Schengen territory. In case the applicant does not intend to return to South Sudan: proof that the entry to country of origin or any other third country is guaranteed.

Preliminary ticket booking or travel itinerary
(it is not necessary to buy a flight ticket at this stage).

Travel insurance (may be purchased locally or in Switzerland - must have written proof of coverage of at least **EUR 30'000.00**). The insurance has to cover the entire stay in the Schengen area including entry and exit day.
Holders of a diplomatic passport are not required to present an insurance.

Invitation

The inviting organization abroad must additionally send the invitation letter by email to the Embassy as an e-mail attachment.

Note Verbale from Ministry for Foreign Affairs, Embassy or International Organization, including personal data, function in the administration, purpose of the visit, dates of the visit.

if available, a letter from the relevant ministry/organization.

Addis Abeba, October 2017

Important information: In particular cases, the Embassy explicitly reserves the right to request more information, additional documents or to send the application to the Swiss Federal authority for decision. The Embassy does not assume any responsibility should the visa application be refused.