



Visa for business, theoretical training, short study, research or internship less than 3 months, stage

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.
- ☐
- ☐ 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.
- ☐ Extract from the family record book (ekhray kaid aily): original or certified copy, less than six months old or stamped by the competent authorities to certify that it is up to date.
- ☐ Flight reservation (roundtrip) or other proof of intended transport.
- ☐ Hotel reservation for the whole trip and a detailed travel itinerary. with proof that financial resources are sufficient to cover the cost of accommodation, if the reservation is not prepaid or can be cancelled free of charge before arrival. Other prepaid accommodation (vouchers issued by local travel agencies cannot constitute proof of other prepaid accommodation) or private accommodation with proof of ownership.
 - confirmation of booking for a package holiday;
 - other appropriate document indicating the planned travel program (e.g. reservation(s) and ticket(s) for an event(s) at the destination(s));
 - a detailed travel plan, submitted in written form by the applicant.
- ☐ Proof of personal assets or means of subsistence, such as:
 - bank statements bearing the bank's official stamp and showing movements over the last six months, with bank information on the means and conditions of withdrawing money from the account (general account conditions, sometimes included in bank statements)
 - credit card with account statements for the last six months
 - proof of income from property.
- ☐ **Specific documents for business travels, theoretical training and short stay study (less than 3 months):**
 - Invitation letter from the company in Switzerland, mentioning: name of the person invited and of the company in Lebanon/Syria (if applicable), purpose and nature of the meeting, exact dates of the meeting, possible expenses coverage, typed out name of the person signing.
 - Register of commerce of the company in Switzerland (this does not apply to public administration entities).
 - Information to be provided by the company sending the applicant:
 - for company directors: proof of current business relations, such as invoices or customs documents;
 - for employees travelling on behalf of the company: certificate of employment, specifying the purpose of the trip and the person or entity who will pay for the applicant's travel and accommodation expenses (and who will act as the applicant's guarantor, if applicable).
- ☐ **Specific documents for study, research or internship**
 - **for studies and/or research: certificate of admission or enrolment at an educational establishment for theoretical or practical courses.**
 - **for work placements: work placement agreement or letter of confirmation from the host company.**

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Non-Lebanese nationals residing in Lebanon:

- residence permit valid for at least three (3) months after the planned date of return to Lebanon;
- work permit valid for at least three (3) months after the planned date of return, 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 US dollars (in cash and exact amount), according to the current exchange rate (see <https://www.eda.admin.ch/countries/lebanon/en/home/visa/entry-ch/up-90-days/fees-schengen.html>) and is not refundable.**

Beirut, 6/2024