



Visitor Visa (family and friends)

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 kaïd aily): original or certified copy, less than six months old or stamped by the competent authorities to certify that it is up to date. Proof of family ties between the visa applicant and the person inviting him/her to the destination country (such as an extract from the family record book), if applicable.
- ☐ Flight reservation (roundtrip) or other proof of intended transport.
- ☐ 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.
- ☐ Invitation letter signed for each applicant by the host residing in Switzerland, containing the following information: name of applicant; name of host and address; reason and duration of visit; along with a photocopy of the Swiss identity or residency permit of the host.
- ☐ **For employees:**
 - proof of employment from the employer in Lebanon/Syria addressed to the Embassy mentioning: profession and position, date of start employment, monthly salary, number of annual leave, purpose and exact dates of the granted leave, typed out name of the person signing. The last three pay slips.
 - Register of commerce and circular of the company in Lebanon/Syria.
 - Registration at the National Social Security Fund (if applicable).
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- ☐ **For head of company, self-employed and liberal professions:**
 - Motivation letter addressed to the Embassy with information as in the proof of employment.
 - Proof of actual professional activity.
 - Syndicate membership card (if applicable).
 - Register of commerce and circular of the company in Lebanon/Syria (if applicable)
 - Registration at the National Social Security Fund (if applicable)
 - For head of company, company bank statements for the last three months or company tax returns.
 - For self-employed and liberal professions, tax returns and proof of current business activities (orders, contracts, etc.).
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- ☐ **Students:** Confirmation of registration in the school/university for the current and following year (confirming the permission to leave when the stay is planned outside of school/university holidays).

For minors: a) for minors travelling with their parents: a school certificate only.
b) for minors travelling alone or with just one parent, or with their legal guardian:

01/2020

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- the minor's birth certificate and a copy of the passport of one of the parents or the legal guardian;
- notarized consent of the non-travelling parent(s) or proof that the travelling parent or legal guardian (unless both parents are present at the time of application) has sole custody;
- school leaving certificate;
- for minors travelling alone only: proof of the organization of the minor's travel and of the parents' financial means covering all travel and accommodation costs in the country of destination, as indicated above.

☐ 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