



**Leaflet SWISS SCHENGEN VISA
TRIPS TO INTERNATIONAL ORGANIZATIONS (GENEVA INTERNATIONAL)
ORDINARY PASSPORT HOLDERS
for trips under 90 Days**

General application rules:

- All requested documents have to be translated into German, French, Italian or English
A list of recognized translators can be found at the Embassy website:
<https://www.eda.admin.ch/countries/egypt/en/home/dienstleistungen/arzt-anwalt.html>
- If a requested document cannot be provided, there must be a written explanation instead, clarifying why the document is not available
- Accompanying family members without Diplomatic, Service or Special status and without invitation from an International Organization, should refer to the Leaflet "TOURISM" or "VISTING FAMILY / FRIENDS", depending on the purpose of the trip.
- Communication regarding visa matters are only accepted in written form to info.cheg@vfsglobal.com or by calling +20248837966
- The mandatory "Schengen Consultation", which takes a processing time period of at least 10 working days, can only be started upon receiving a complete application file meeting the requirements
- The Embassy reserves the right to ask for additional documents or a personal interview with the applicant.

How to apply:

Prior to the submission of a visa request, an appointment has to be fixed with our external service provider VFS Center **only online** on the VFS website: <https://visa.vfsglobal.com/egy/en/che/>

General requirements

Visa Application Form	https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html# Must be duly filled-in and signed by the applicant!
Passport	➤ issued within the last 10 years and contains at least 2 blank pages ➤ must be valid for at least 3 months beyond the return from the planned trip
Previous passport	➤ covering the past 7 years ➤ copies of biometric data page plus all non-empty pages
1 passport-size photo	➤ with white background and not older than 6 months
Round-trip Ticket	➤ only air travel reservation (not confirmed)
Official invitation letter from the International Organization in Switzerland	➤ on official paper, stamped and signed ➤ personally addressed to the name of the applicant ➤ containing the following information: • full address and contacts of the International Organization • Purpose and duration of the visit with detailed program • Person or entity who will bear the travel and living costs in Switzerland
Detailed itinerary of the trip	➤ Original on company letterhead and must include all stop-over in other countries
Bank statement	➤ Original and covering a period of the past six months ➤ Only current or saving account (Deposit Certificates are not accepted!) ➤ closing balance must show sufficient means to cover the expenses of the planned trip
International Travel Insurance	➤ covering the entire period of intended stay ➤ valid for all Schengen countries ➤ minimum coverage must be EUR 30'000.00 (this includes expenses of repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay) ➤ a printout certificate/policy in English of *AMAN sticker* on the passport.
Visa Fees	There are no visa fees for official trips (participation to a meeting / session / workshop) if the invitation is sent from the United Nations Office or any other International Organizations in Genève or an Embassy / Mission in Genève / Bern

Additional special requirements

For foreigners living in Egypt

- Must have a residence permit in Egypt valid for at least 3 months beyond the return from the planned trip
- original and copy of the accreditation card from the Egyptian Ministry of Foreign Affairs

For official trips in relation to an Egyptian governmental delegation:

- Must provide a Note from the Ministry of Foreign Affairs stamped and signed containing the following information:
- Purpose and duration of official travel, with exact entry and exit dates
 - Indication of the country of main destination

For official trips in relation to UN and International Organizations:

- Must provide a Note / endorsement letter containing the following information:
- Purpose and duration of official travel, with exact entry and exit dates
 - Indication of the country of main destination

For official trips in relation to NGO delegation or other:

- Must provide an Endorsement letter of the company / NGO sending the applicant to Switzerland - on official company paper, stamped and signed - containing the following information:
- full address & contacts of the company / NGO
 - Name, position, years of service & salary of applicant
- Other requirements:
- Employment certificate with salary indication if endorsement company / NGO is not the employer
 - Original bank statement covering the past six months copied and translated