Checklist OFFICIAL VISIT

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1	**Duly filled out and signed application form** It has to be signed by the applicant himself or the legal guardian. If the applicant is a minor under the age of 18, both parents must sign the form and add a copy of their passports. If one of the parents is unable to sign the form, he/she must submit a letter of agreement together with a copy of his/her passport https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html	☐	☐	☐
2	**Passport** • The original passport. • The passport must contain the signature of the passport holder • The passport must contain at least two empty pages. • The passport was issued within the last 10 years. • The passport must be valid for at least 3 months beyond the intended departure date from the Schengen States	☐	☐	☐
3	• Copy of the passport (A4), from pages with personal data, and official remarks • Copies of all visas in the passport. • Copies of former Schengen visas for the last 5 years **with entry and exit stamps**	☐	☐	☐
4	**Photo** • One recent photo (taken within the last 6 months) according guidelines ICAO-compliant photo. • White or light background, in colour, with no shadows. • Size: 3.5 x 4.5 cm (standard ICAO dimensions) • Full visibility of the face	☐	☐	☐
5	**Residency permit + copy** For foreigners living in Jordan Residence and Work permit (yearly), valid one month after the intended departure	☐	☐	☐
6	**Proof of professional status:** • **employees:** • for private sector: certificate of employment, specifying the date of recruitment, position in the company, salary, **confirmation of approved paid or unpaid leave**, and contact details of employer. •for governmental sector: Verbal Note from the Ministry of Foreign Affairs and Expatriates or the respective Embassy • **self-employed:** business registration and the company's annual license to operate. • **pensioners:** proof of pension from the Social Security Corporation if applicable	☐	☐	☐
7	**Invitation letter** • Invitation letter from International Organization mentioning the full name of the official traveller, the purpose, name of organisation to visit and duration of stay. • If several entries are needed, this has to be clearly explained in the invitation letter of the host institution	☐	☐	☐
8	**Flight ticket** Copy of flight reservation (incl. return flight). Do not purchase the tickets before obtaining the visa.	☐	☐	☐
9	**Accommodation** Proof of accommodation for each night of the entire intended trip.	☐	☐	☐
10	**Travel insurance (only for ordinary passport holders)** A travel medical insurance covering emergency medical, hospitalization and repatriation cost (including in case of death). The minimum cover should be of 30.000 EUR. This insurance must be valid for the entire Schengen area and throughout the duration of the stay.	☐	☐	☐
11	**Payment of visa fee:** For Diplomatic and official passport holders: free of charge For Ordinary passport holders if the sponsor is an International Organization with Headquarters Agreement in Switzerland: free of charge	☐	☐	☐

IMPORTANT NOTES!

- ***All documents*** *have to be submitted in original and* ***translated*** *into English or a Swiss national language (German, French or Italian).*
- Keep all the originals of the supporting documents separately. Original documents have to be shown at the VFS counter but will be returned to the applicant after the interview.
- All the photocopies of the documents should be in A4 size.
- These photocopies are part of the application and will not be returned to the applicant.
- Do not staple any document
- **During the visa processing time, no passport withdrawal is possible**
- Admissible submission period:
  Applications shall be lodged no more than six months before the start of the intended visit, and, as a rule, no later than 15 calendar days before the scheduled date of travel.
  Schengen visa processing times **may take longer than 15 days,** therefore it is recommended to anticipate and organize travel plans and visa application accordingly.

Admissibility Criteria

Please note: If the admissibility criteria outlined above are not fully met, your visa application will be deemed inadmissible. In such cases, the Embassy of Switzerland will according to Art. 9(3) Visa code:

- Return your application form and any documents you submitted;
- Destroy any biometric data collected during the application process;
- Reimburse the visa fee; and
- Cease further examination of your application.

Biometric data (fingerprints)

- Biometric data have to be collected for first time travellers or travellers whose biometric data was collected more than 59 months ago or in case the collected biometric data cannot be copied due to the quality
- Travellers with valid biometric data (taken less than 59 months ago) are exempted of lodging the application in person. A representative may be appointed if duly authorized. However, the applicant would need to check with the embassy if the biometrics can be copied before submission.

Book your visa appointment at VFS Global in Amman
https://visa.vfsglobal.com/jor/en/che/

Important Information

The Embassy of Switzerland explicitly reserves the right:
to request more information or additional documents.

- to verify the contents and authenticity of the documents presented.
- to send the application to the Swiss Federal Authority for decision.
- to refuse a visa based on incorrect/false/incomplete declarations or on forged documents.

Passing the border:

The border authorities are obliged to examine whether the conditions for the traveller's entry still apply. If the prerequisites for entry no longer apply or if you are unable to provide the relevant evidence, you may be refused entry although you are in possession of a valid visa. **It is therefore strongly recommended that you carry copies of the documents you supplied with your visa application.**

Remarks to be filled by VFS

Place, Date: **Signature:**