



VISA REQUIREMENTS FOR A BUSINESS VISA

The visa application must be submitted to the competent office. Please find the relevant information on the link “Where to apply”: <https://www.eda.admin.ch/countries/south-africa/en/home/visa/entry-residency/visa/visaantrag.html>

Each application must be complete with photocopies of all the required documents (including passport). Note that no copies will be made by the Embassy on your behalf and incomplete applications will not be accepted.

- ☐ 1 Schengen visa application form duly filled in, dated and signed, sign where ever it says signature.
<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>
- ☐ 2 passport-size colour photographs, not older than 6 months, (undamaged, of good quality and of recent date). Do not staple or damage the photo, background has to be light and plain. For more details, please refer to:
http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf
- ☐ Valid national passport (issued within the last 10 years), with at least 3 months validity after the scheduled return from the Schengen States and with at least 2 blank pages.
- ☐ Round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member States. If applicable: proof of Inter-Schengen travel (car rental/flights/train and/or bus tickets).
Important: Do not buy the actual flight ticket before the visa has been issued.
- ☐ Overseas medical travel insurance for Schengen States/Europe stating the following:
 - Minimum coverage of EUR 30'000
 - Medical treatments and repatriation included
 - Certificate of Insurance valid for the entire duration of the intended stay
 - Policy must state policy number, name of ensured applicant, covered dates as well as scheduled benefits (please allow for extra days for the embassy to be more flexible with the duration of the visa).
- ☐ Invitation letter from the inviting company/organisation in Switzerland.
The invitation must be signed by an authorized person. It should contain the following information:
 - Name, first name and date of birth of the person
 - passport no. of every person who is invited
 - purpose of visit
 - length of stay with entry and departure dates
 - who will cover the expenses for travelling and accommodation

In case a one year multiple entries visa is requested, it has to be explicitly requested by both companies in South Africa and Switzerland, mentioning the frequency of the foreseen meetings. However, please note, that whether a one year visa is granted or not is decided on a case to case basis.

- ☐ Recent original and signed letter of employment from the employer in the country of residence addressed to the Swiss Embassy stating: the monthly wages, purpose and duration of the trip to Switzerland and the continuing employment after the period of leave with the specific date of returning to work.
- ☐ If self-employed: a certification from SA Companies and Intellectual Property Commission or SA Revenue Service.
- ☐ For participants of conferences: proof of registration and payment.
- ☐ For official visits: a Note Verbale from the Department of International Relations and Cooperation or any other relevant South African Ministerial Department.
- ☐ If neither company explicitly state that they cover all the costs of the applicant, current 3 months bank statement of private bank account or current 3 months bank statement of business (if self-employed) bearing original bank stamp and applicants details. Sufficient funds (approx. CHF 100.00 per day for Adults and approx. CHF 30.00 for students) will be required. Neither cash nor bank letters are accepted.
- ☐ Photocopy of the passport including the signature page and previous Schengen visas.
- ☐ Non-South African nationals: South African residence permit or temporary residence permit valid at least 3 months beyond the planned stay in the territory of the Member States.
- ☐ If your main travel destination is not a Schengen country, the visa of that country has to be in your passport before you apply for the Schengen visa.
- ☐ Please note that you can apply for a visa at the earliest 90 days prior your intended day of entry into one of the Schengen Member States.
- ☐ Visa application fee in **ZAR at the time of submission**.
- ☐ A minimum of **10** working days is required to process an application.

Place & Date: _____

Signature Applicant: _____

Signature Agent: _____