



VISA REQUIREMENTS FOR A TOURIST 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>
Minors: (under the age of 18)
Both parents must sign the visa application form. We need the following:
 - a) the minor's unabridged birth certificate (containing fathers and mother name)
 - b) certified copies of ID/passport of both parents
 - c) certified copies of Schengen Visa of both parents (if in possession of and if travelling with the child)
 - d) if the minor travels alone: certified parental consent by both parents
 - e) if the minor travels with only one parent: the other parent must produce the certified consent. If only one parent has guardianship of the minor, the relevant court documents / or death certificate
- ☐ 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).
- ☐ Photocopy of hotel bookings or tour arrangements in Switzerland and other Schengen States for the duration of the intended stay. In case of a pre-paid tour: details of the tour with a proof of payment to the tour operator.

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- ☐ 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.
If student: letter from school/college/university in South Africa certifying the student status 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**.
- ☐ **If your main travel destination is Croatia, Romania or Serbia**
Applicants with main travel destination Croatia, Romania or Serbia, need to be in possession of a valid visa of the respected country before applying for a Swiss Schengen visa.
- ☐ A minimum of **10** working days is required to process an application.

Place & Date: _____

Signature Applicant: _____

Signature Agent: _____