SCHENGEN VISA PROCEDURES
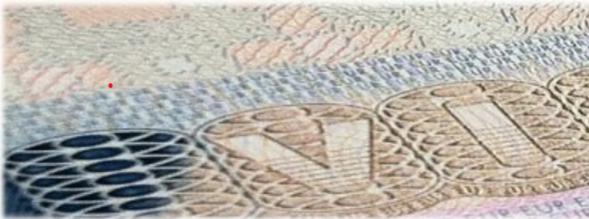## A STEP BY STEP QUICK GUIDE

1. Register your application ONLINE
2. Book your appointment online
3. Prepare your documents according to the Embassy's fact sheets
4. Submit your documents in person (appointment only): Embassy of Switzerland, Nizami Street 96 E (Landmark I Building), Baku

Welcome to Switzerland's Online visa system

1. Online Visa System

After downloading the application form as a PDF, please make sure to click "next" to reach the visa fee payment question (credit card or cash payment). Subsequently, you must confirm you choice by clicking "next" in order to complete the registration process.

Tourism: if you are intending to stay in more than one hotel during your stay in the Schengen area, please add all hotels by using the "+" option.

Visa customers who prefer to fill in their application on paper only (rather than online) have to ask for an appointment by e-mail. Priority will be given to customers who fill in their visa application online.

2. Appointment

A time slot can only be booked if the visa application is filled in online at the same time.

If no time slot is available within the next 14 days, please write an e-mail to: baku.visa@eda.admin.ch and provide the information required on the Embassy's webpage in order to receive a direct appointment:
1. online ID-number of application
2. copy of passport
3. reason for travel
4. planned travel dates

Please do not send any other documents with your request.

The Visa section reserves the right to reschedule appointments as needed. Therefore, please check your e-mails regularly, also in the spam folder.

3. Documents to be submitted, other information

Please make sure to submit a **complete** file on the day of your appointment according to the Embassy's Visa information sheets which can be downloaded from the Embassy's website.

Quick Links

Online application

Appointment

General visa information

Fact sheets Visa C (short term)

Fact sheet Visa D (long term)