



## Check-list: Visa for Official visit (excluding Cameroonian diplomatic and service passports) C visa category

**Important: all applicants must apply for a visa in person.**

✓ n/a X

### 1 Visa application

- Fully completed form on [www.swiss-visa.ch](http://www.swiss-visa.ch), printed, dated and signed by the applicant.
- Minors: visa application form signed by parents and mentioning father/mother, first name and surname next to each signature, parents must be present at the counter on the day of submission with the minor.
- A recent passport size photo on a white background only. Will not be returned.

### 2 Travel documents

- National passport, signed, valid for more than 3 months after the end of the intended stay and at least 2 empty pages.
- Photocopies of personal information pages of passport and foreign visas.
- Minors: authorisation to leave the country signed by both parents and legalised by the police officer, accompanied by a copy of their identity card also legalised by the police officer.
- Resident foreigners: residence permit in Cameroon, valid for at least 3 months from the date of entry.
- Confirmed round trip reservation showing the entire itinerary.
- Don't buy the ticket before receiving the visa. The Embassy is not responsible for the loss of the ticket in case of refusal. For a 3-month stay, the ticket reservation must not exceed **90 days**.
- Schengen travel insurance.
- 30,000 Euros coverage, valid for the entire Schengen area and covering the entire duration of the planned trip.

### 3 Justification of the stay

According to the situation:

- Note verbale from the respective Ministry and/or Embassy stating: Surname, first name, occupation, passport number, purpose of travel, date of invitation and duration of stay.
- Mission order
- Invitation from the host organisation stating: Name, surname, profession, passport number, purpose of the trip, date of
- Reservation of hotel(s) in Switzerland for the entire stay

### 4 Documents concerning the applicant's civil status

- National identity card, birth certificate, family certificate, marriage certificate, death certificate of spouse

### 5 Si le requérant voyage avec sa famille

En plus de la preuve de la relation familiale, les membres de la famille devront soumettre une demande de visa pour tourisme.

#### Other important information

- Please note that other documents may be required.
- The original of each required document must be accompanied by a photocopy, which will remain in the file.

#### Processing time

- The visa application can be submitted 6 months and at the latest 15 days before the planned date of departure for Switzerland.
- The processing time is between 5 and 7 working days, or more depending on the particular case.

#### Visa fee\*: exact amount to be paid in cash and in FCFA at the counter when submitting the application

- Adults and children over 12: XAF 61'000 / children between 6 and 11: XAF 30'500 / children under 6: free

#### Free visa for

- Spouse / partner / child under 21 years of age or permanently dependent\*\* / child of spouse/partner / permanently dependent ascendants\*\* /ascendants of the spouse/partner of an EU, Swiss or EFTA national whose family relationship is proven by a civil status document (marriage certificate registered at the civil status office of the Schengen State national, etc)

- Applicants on official travel

\* Prices may change without notice

\*\* proof of regular support (payments, money transfers, etc.) must be attached to the file. Taking care of the person during his or her stay in Switzerland cannot be considered as permanent support.

The above information is subject to change at any time, we advise you to consult our website [www.eda.admin.ch/yaounde](http://www.eda.admin.ch/yaounde) for your next trips.