



## SCHENGEN VISA PROCEDURE- AIRPORT TRANSIT

**Caution: visa applications must be submitted at least 15 days prior to your departure and at the earliest 6 months before the departure date.**

Any person applying for a short stay visa should **make an appointment on [yaounde.visa@eda.admin.ch](mailto:yaounde.visa@eda.admin.ch)**. On notification day, **the applicant shall report in person** to the Consular services (unless a visa marked "VIS" has already been issued, and for minors aged less than 12), with a file comprising the following documents **in order**:

- + **Valid visa for the final country you are travelling to + 1 photocopy;**
- + 1 visa application form, available on [www.swiss-visa.ch](http://www.swiss-visa.ch) ("online application"), completed, dated and signed;
- + 1 recent passport sized photograph, in color, in light background;
- + Original passport + 1 photocopy of the customized page. The passport must be valid for a period of more than 3 months after the visa expiry date and must have at least 2 blank pages;
- + Proofs of your job or occupation in Cameroon, a leave certificate from your employer, your last three pay slips and your bank statement for the past three months, if you are invited, bank statements of your guarantor. If you are an independent worker, the latest licenses of your business with trade register. If you are jobless, proofs of the spouse's occupation. Any other evidence of income in Cameroon may be required.
- + Original travel health insurance+1 photocopy valid for duration of stay according to fly reservation and covering any medical emergencies, hospital care and repatriation. This health insurance policy has to cover expenses up to 30,000 euros and has to be valid in all **Schengen countries**;
- + Photocopies of your previous Schengen visas;
- + Valid ID card (from the age of 16) or a request for renewal + 1 photocopy;
- + Birth certificate, with the supplementary judgement if need be + 1 photocopy of each;
- + Marriage certificate (if you are married) + 1 photocopy;
- + Divorce decree (if you are divorced) + 1 photocopy;
- + Cameroonian resident's permit for foreign nationals + 1 photocopy;
- + Confirmed round trip reservation to Switzerland;
- + For appointment made online: the confirmation e-mail of the appointment;
- + **MINORS** must show in addition for any travel purpose a parental authorization signed by both parents together with copies of their identity cards/ passports (**we accept legal guardians only on presentation of guardianship judgement**);
- + Fee: **Bring the exact amount must be paid when submitting your application.**  
Adults: XAF 60'000 / Children from 6 to 12: XAF 30'000 / Children < 6: free of charge



The said documents should not be sent by mail or e-mail to the Embassy.

**ONLY APPLICATIONS THAT MEET ALL THE REQUIREMENTS WILL BE EXAMINED. THE EMBASSY RESERVES THE RIGHT TO REQUEST FURTHER DOCUMENTATION, TO CHECK THE AUTHENTICITY OF DOCUMENTS AND REQUEST THE PRESENCE OF THE APPLICANT, SHOULD THEY DEEM IT NECESSARY.**

**\*Please make sure your file is complete, before making an appointment!**

***The possession of a visa does not automatically confer the right to enter. Any visa holder is required to provide documents at the border confirming that he/ she fulfils the conditions of entry.***

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