



Airport transit

Please note that only the transit through one airport within the Schengen area is an airport transit. If your flight connection includes more than one airport within the Schengen area, you are entering Schengen and thus need to apply for a Schengen visa.

- ❖ Please bring the original documents and provide the Embassy with clear double sided photocopies. Do not staple the documents together.
- ❖ Please make sure to have all requested documents when you apply. Incomplete applications will not be accepted and a new appointment will have to be made.

One (1) visa application form dully filled out, dated and signed by the applicant. Write in block letters and use black or blue ink only. The form may be filled in and printed online on www.swiss-visa.ch, downloaded from the [website](#) or obtained for free from the Embassy.

One (1) passport-sized picture. Color picture, 3.5 – 4 cm in width, neutral light background, head takes up 70-80% of the surface. Not older than 6 months.

Valid passport (must be valid at least three (3) months from the end of the planned stay in the Schengen territory, at least two (2) blank visa pages) and **one (1) photocopy of the passport.**

Previous passports

For non-Ethiopian applicants residing in Ethiopia.

One (1) photocopy of the applicant's Ethiopian residence permit. If the applicant intends to return to Ethiopia, the residence permit should be valid for at least 3 months after the planned stay in the Schengen territory. In case the applicant does not intend to return to Ethiopia: proof that the entry to country of origin or any other third country is guaranteed.

For minors (under the age of 18 years)

- a) original and one (1) photocopy of birth certificate;
- b) copy of both parents' ID-cards and passports, if applicable (all pages containing any type of information);
- c) legalized written consent letter from both parents if the minor travels alone, or from the parent that is not accompanying the child when travelling;
- d) if either one of the parent is absent or deceased this must be supported by a court decision or a death certificate when applicable;
- e) if the legal guardian is someone else apart from the parent as stated in the birth certificate a custody order must be submitted proving the legal guardianship;
- f) a letter from school containing the minor's name, name of parents, grade, number of years at school, school holidays, contact details, date and name of school representative;
- g) if the minor travels with a group: a complete list of names of all group members travelling and name of person in charge of the group.

Flight reservation / booking including return flight

Photocopy of the visa for the country of next or final destination (or guarantee of admission by foreign immigration authority or proof of local immigration requirements if visa is granted upon arrival)

VISA FEE

- ❑ The visa fee is published on our [website](#).

The fee has to be paid in cash in local currency at the moment of the application. Please prepare the **exact** amount in Ethiopian Birr in order to avoid delay. The visa fee is not refunded if the application is withdrawn or if the visa is refused.

Addis Abeba, October 2017

Important information: In particular cases, the Embassy explicitly reserves the right to request more information, additional documents or to send the application to the Swiss Federal authority for decision. The Embassy does not assume any responsibility should the visa application be refused.