



Requirements for a Schengen Visa for Officials of Fiji (< 90 days)

Is your personal appearance at the visa section necessary?

Starting from 15 May 2015, all diplomatic representations of the Schengen member states in Australasia have to capture the biometric data (finger scans and facial image) of persons applying for a Schengen visa. The data will be kept in the Visa Information System (VIS) for 5 years.

If your finger scans have not been collected yet, **personal appearance is mandatory**.

Exception: if the applicant travelling to Switzerland is a member of a delegation which is headed by a minister and if she or he is travelling with the minister, exemption from having the biometric data given is granted.

If your finger scans were collected within the last 59 months, then you won't have to give new fingerprints for your next visa application(s) and personal appearance is not necessary. However, **you have to provide a copy of your previous biometric Schengen visa sticker**.

You will still have to appear in person to give your fingerprints in case the previously collected fingerprints prove to be of insufficient quality.

- **Short term Schengen visa application** to be lodged under the following link: https://www.swiss-visa.ch/register/i210_select_country_view.action and printed out, dated and signed by the applicant

Note that it is **essential** for the further processing of your application that you **include an email address**

- **1 recent, color passport photograph** (please submit loose photograph, no staples or paper clips)
- **Original passport and a photocopy** of it (personal data page, *as well as* previous Schengen visa page(s)) Please note that your passport:
 - needs to be valid for a minimum of three months *after* the end of your planned stay in Switzerland and the Schengen area, *and*
 - needs to have at least two empty pages *and*
 - and must contain a valid visa for the third country you will be visiting after leaving the Schengen area (in case this is not Fiji)
- **Invitation letter** of the inviting organization in Switzerland
- **Confirmation of the applicant's Government branch** confirming the attendance of a meeting/conference on official business
- **Diplomatic note** mentioning the aim and duration of stay in Switzerland
- If the applicant is **holder of an ordinary** (not diplomatic or service passport) **passport: Copy of the policy of an international travel health insurance**, which needs to be:
 - covering the costs of a rescue operation, repatriation for medical reasons, medical assistance in an emergency, as well as emergency hospital care in case of an accident or sudden illness during your stay in the Schengen area
 - covering at least EURO 30'000.00 or CHF 50'000.00, and
 - valid in **all Schengen member states**, and
 - contracted with a society whose headquarter or branch is in Switzerland, Liechtenstein or in a member of the European Union or the EFTA.
- Visa fee: **please note:** the visa fee is waived for all delegates of the Fiji government who travel for a conference organized by Switzerland or an Organisation with whom Switzerland has concluded a "headquarter agreement"; for more information please consult the website under the following link: <https://www.eda.admin.ch/eda/en/home/foreign-policy/international-organizations/international-organizations-switzerland.html> (the list "*International organizations in Switzerland (list Swiss mission Geneva)*" can be found and downloaded under "Documents" in the bottom of the page)

- Self-addressed, trackable, prepaid return courier bag (only in case you do not have to appear in person): **please note:** the Embassy recommends to lodge all applications through the High Commission of Fiji in Wellington, which will be in charge to collect the passport and send it back to Fiji

Please also note that the Embassy strives to issue the visa and hand the passport back as an exception on the occasion of the appointment at the Embassy (if you have to appear in person) only if all the above mentioned documents can be presented. However, due to unforeseen reasons (for example IT system not working), delays have to be accepted, also this is not expected.

Please do not hesitate to inform all your contacts in Fiji about the procedure in order to ensure a smooth handling of all applications from government officials of Fiji.

For more detailed information, please visit the website of this Embassy under the following link: <https://www.eda.admin.ch/countries/new-zealand/en/home/visa/entry-ch/up-90-days.html>.

The Embassy of Switzerland reserves the right to request additional documents and the submission of a complete file does not guarantee the granting of a visa.