



Checklist for Schengen Visa (type C): Official Trip Diplomatic/Special & Normal Passports

No.	Documents Required
1	<p>Passport: Original with (1 copies), recognized by Switzerland:</p> <ul style="list-style-type: none"> - Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. - If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted. Copy of Saudi family ID card is required if applying with the family with English translation.
2	<p>National ID Card هوية وطنية</p>
3	<p>Visa application form:</p> <ul style="list-style-type: none"> - Completed, signed twice by the applicant. <p>The visa application form is free of charge and can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</p> <p>For short-term stays in the Schengen area of up to three months, select Schengen visa application form.</p>
4	<p>Two recent passport-sized photographs with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.</p>
5	<p>Verbal Note from the Ministry of Foreign Affairs, Diplomatic Mission or the International Organization stating also the purpose of the visit.</p>

Additional requirements for: Yemeni Nationals:

1	<p>Flight Ticket: Copy of flight reservation/s including details of the itinerary and the flight reservation number.</p>
2	<p>Travel Insurance: Proof of travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment not excluding COVID-19 infections, or death during the stay. The minimum coverage must be EUR 30'000.00. in English Only insurance from KSA, EU or Switzerland is accepted.</p>
3	<p>Employment letter: Original letter from employer/sponsor in Saudi Arabia/Yemen stating employment status, position held, date of recruitment, length of contract and whether renewable or not, as well as salary, attested by the Chamber of Commerce. The letter must include the purpose of the visit and cost coverage guarantee, whether it is covered by the company or by the applicant. in English If Self-employed: valid original trade licence and one copy thereof with English translation.</p>
4	<p>For Business/conference/event: - Invitation letter from a company/authority in Switzerland to attend a meeting, conference or confirmed registrations for trade fairs or congresses. The invitation letter must state the exact period and duration of the event, and whether the company covers the costs for the applicant's stay or not. Hotel reservation covering the intended stay.</p>