



## Check-list: Official visit / category C

### Important: all of the listed documents have to be submitted in person

	✓	n/a	X
<b>1 one completed visa application form (<a href="http://www.swiss-visa.ch">www.swiss-visa.ch</a>), duly signed by the applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The form must imperatively be printed and brought to your appointment!</i>			
<b>2 Passport</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>valid for at least three months beyond the planned stay in Switzerland, at least 2 empty pages + previous passports</i>			
<b>3 Copies of personal information in passport and copies of previous Schengen visa</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4 Two recent passport-size photographs with white background</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5 Airline ticket reservation to Switzerland</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Do not buy the airline ticket. The Embassy cannot be held liable if your visa is refused!</i>			
<b>6 Verbal note of the ministry of foreign affaires / invitation letter of the organization in Switzerland</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6,1 With diplomatic or service passport</b>			
Verbal note of the ministry of foreign affaires / Embassy of Gambia indicating			
Name, Passport number of all the members of the delegation			
Purpose of stay			
Travel dates			
<b>6,2 With ordinary passport</b>			
Verbal note of the ministry of foreign affaires / Embassy of Gambia indicating			
Name, Passport number of all the members of the delegation			
Purpose of stay			
Travel dates			
With ordinary passport without the note verbale of the Ministry of Foreign Affairs / Embassy of Gambia indicating			
<ul style="list-style-type: none"> <li>• The last 3 payslips</li> <li>• Certificate of leave, signed by the employer</li> <li>• Copy of the employment contract</li> <li>• Bank statement (s) in the bank for the last 3 months and bank credit card</li> </ul>			
<b>7 Invitation of the organisation to be sent directly to the Embassy in Dakar: <a href="mailto:dakar.visa@eda.admin.ch">dakar.visa@eda.admin.ch</a></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indicating:			
Name and Passport number			
Purpose of stay			
Travel dates			
<b>8 Travel insurance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>to cover the entire period of stay, valid throughout the territory of all the Schengen Stats, with a minimum coverage of EUR 30'000</i>			
<b>9 Hotel reservation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10 If the applicant is traveling with his family</b>			
In addition to proof of the family relationship, family members will have to apply for a tourist visa.			

#### Please note that other documents might be requested

all original documents have to be submitted with a copy. Originals will be given back to the applicant whereas copies remain in the visa file

#### Processing time

You can file your visa application at the earliest 6 months before the planed travel to Switzerland. Processing time is about 5 to 7 days but can be longer. The appointment list usually being booked solid for two weeks, you should start your application at least one month before traveling.

In accordance with Art. 25a of the Visa Code (cooperation on the readmission of irregular migrants) and based on a report of the European Commission, Schengen area Member States decided to temporarily adopt an implementing decision with respect to The Gambia. Visa fee was increased to 120 EUR.

**Visa for official visits are free of charge**



It's strictly forbidden to use the mobile phone in the premises of the Embassy