



My Online-ID .....

## Information sheet Visa C for Truck drivers from Montenegro Loading / unloading goods in Switzerland

### REQUIRED DOCUMENTS

#### 0. How to get started

- Only applicants with a valid legal status in Montenegro can apply for a Schengen visa at the Swiss Embassy in Belgrade.
- The applicant must fill in the online visa application form [www.swiss-visa.ch](http://www.swiss-visa.ch) and **print it out**.
- The applicant must request an appointment by e-mail [belgrade.visa@eda.admin.ch](mailto:belgrade.visa@eda.admin.ch) with his **online ID** and a **copy of passport**.
- Appointments cannot be changed nor transferred to another person.
- The applicant must appear in person.
- All documents issued in a local language must be translated into a Swiss official language (German, French, Italian) or in English.
- Appointment booking is free of charge
- The Embassy does **not** collaborate with agencies.

#### I. Documents

- Visa form duly completed, dated and signed. It must be filled in **online, printed** as a PDF file and submitted at the appointment.
- 1 passport-photo in colour, not older than 6 months, fulfilling ICAO [requirements](#).
- Valid passport containing at least 2 blank pages.
- Previous passport if available.
- Copy of **all** pages of the current **and** the previous passport.
- For non-Montenegrin citizen:** valid Montenegrin residence permit (original + 1 copy).
- Proof of health travel insurance valid for the **entire stay** and **covering the whole Schengen area**. The insurance must cover the minimum amount of € 30'000 as well as repatriation expenses to the home country. **Only health travel insurances issued by an insurance in the Schengen area, in Serbia or in Montenegro are accepted.** Terms and conditions of the insurance must be attached and translated if in a foreign language.
- (M-4 form) original + translation (Prijava podataka PIO fondu, obrazac M4 + prevod)**
- For employed drivers:** Confirmation of employment issued by the employer on company letter-head paper with the following information:
  - Name, first name, date of birth, nationality and passport number of the driver
  - Starting date of employment + indication whether employment is for a fixed or indefinite period.
  - Names of companies in Switzerland with which the employer has a relationship/contract.
  - Detailed information on the purpose of the stay in Switzerland and the type of goods transported.
  - The confirmation must be duly dated and signed by an authorized person.
- For self-employed who act as drivers themselves:**
  - **copy of the extract from the central register of business entities (izvod iz CRPS-a + prevod).**
- Written confirmation from the partner company in Switzerland containing the driver's personal details (surname, first name, date of birth, nationality, passport number), duly dated and signed.
- Valid driving license in original + copy of both sides.
- International Consignment Notes (CMR). If possible one CMR per month for the last 6 months (CMR must be dated, legible and bear the customs clearance stamp) and/or transport orders.**
- Visa is free of charge.

#### II. Before attending the appointment

- The documents must be submitted in the same order as on this sheet.
- Make sure that **all** documents in a **local** language are translated into a Swiss official language (German, French, Italian) or in English even if it is not specified on this sheet.
- Illegible documents will be considered invalid and therefore missing.
- The passport photo must meet the [requirements](#), if not, the application will not be accepted.
- Make sure that all submitted documents contain **all requested** information **before** submitting your application.
- Visa applications and required documents must be **complete**, filled in and signed **before** arriving at the counter. There is no time available to fill in forms at the counter.
- If incomplete, the application will **not** be accepted and it will be **necessary to book another appointment** (no emergency appointments available).

#### III. Important Information

- Processing time is 7 working days at the earliest.
- The personal presence of the applicant is not necessary to collect the passport.

#### Please be aware that the Embassy of Switzerland:

- Does not accept applications without prior appointment.
- Does not hold visa application pending while waiting for the missing documents.
- Does not inform about the status of the application during the examination
- Reserves the right to:
  - request additional documents
  - to set longer deadlines for the return of passports.
  - transmit the application to authorities in Switzerland for decision/approval
  - summon the applicant for an interview
  - change this regulation without any prior notice