



## Short stay visa (max. 90 days per 180 days period) for: Business visit or short business training

### Where to apply:

All residents of the Sudan and Eritrea shall apply in person at the Embassy of Switzerland in Khartoum

### Appointment:

No prior appointment is needed. **Please note that the visa process takes at least 15 days!**

### Documents:

All required documents (as below) need to be submitted in English, German, Italian or French. Arabic/Eritrean documents without official translation from the University of Khartoum in one of the mentioned languages will not be accepted.

**The main destination of your visit must be Switzerland**, but the visa issued will permit you to travel in all Schengen countries (unless stated otherwise on the visa).

**The visa fee (equivalent to 60 EUR) must be paid cash in USD (bills from 2009 and 2013 only – exact amount required).** The current visa fee is published on our website.

## Required documents for business visit or short business training

Please present your documents in the following order:

1.	<b>Visa application form</b>	Fully completed and signed by the applicant
2.	<b>Two passport pictures</b>	- In colour, 35x45 mm - White or light grey background, undamaged and of recent date (not older than 3 months) - <b>Photoshop pictures will not be accepted</b>
3.	<b>Passport</b>	- Valid for at least 3 months beyond the validity of your visa request - With at least two blank visa pages
4.	<b>Medical insurance Original + Copy</b>	Minimum coverage of EUR 30'000, for medical costs and medical repatriation, valid in all Schengen countries during the whole validity of the issued visa
5.	<b>Flight Reservation</b>	When applying for a visa for multiple visits: flight reservation of the first visit. Attention: A confirmed return ticket. The ticket should be bought only after the visa has been issued
6.	<b>Proof of accommodation</b>	For the whole duration of the intended stay in the territory of the member states of the Schengen area.
7.	<b>Proof of solvency</b>	<b>Bank statements from the last 3 months, no deposits</b> <b>Proof of solvency of your employer's company</b> , if the company pays the costs of travel and living – or; <b>Proof of your personal solvency, in case personally covering the costs of travel and living</b> <b>Proof of solvency for employees:</b>

		<ul style="list-style-type: none"> <li>- a letter from the employer (in English or in Arabic with an English translation) <b>on official company paper</b> with stamp, signature, date and clearly mentioning:</li> <li>- Address, telephone and fax numbers of the company</li> <li>- Name and position in the company of the countersigning officer</li> <li>- Name of the applicant, position, salary and years of employment</li> <li>- Approval for leave or absence</li> </ul>
8.	<b>Business certificate of your company and original letter from your employer</b>	<ul style="list-style-type: none"> <li>- a sealed copy of the business certificate</li> </ul> <p>A letter from the employer (in English, or in Arabic with English translation) on official company paper with stamp and signature, mentioning clearly:</p> <ul style="list-style-type: none"> <li>- full address and contact persons of the company</li> <li>- the name and position of the countersigning officer</li> <li>- name, position, salary and years of employment</li> <li>- the purpose of visit</li> <li>- confirmation of position after return</li> <li>- the person or the entity who will bear your travel and living costs</li> </ul>
9.	<b>Original invitation letter from the organizer of the event or the training in Switzerland</b>	<p>On official company paper with stamp and signature, mentioning clearly:</p> <ul style="list-style-type: none"> <li>- full address and contact persons of the company</li> <li>- the name and position of the countersigning officer</li> <li>- purpose and duration of the visit, signed by the responsible person</li> <li>- In addition to the print version you are bringing, the organizer has to send the invitation to the Embassy (before you hand in the application) to <a href="mailto:kha.visa@eda.admin.ch">kha.visa@eda.admin.ch</a></li> </ul>
10.	<b>Photocopies of:</b>	<ul style="list-style-type: none"> <li>- identity page and signature page of your passport</li> <li>- copies of former Schengen visas</li> <li>- copy of residence permit (for foreign applicants)</li> </ul>

*Please note that an Embassy may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above list. The applicant is hereby informed that submitting the above mentioned documents does not guarantee the issuance of a visa.*

Khartoum, 26.08.2018