



## Short stay visa (max. 90 days per 180 days period) for: Visit to family / friends

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### 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.

Family members of EU- EEA citizens (including Swiss) are exempt from the visa fee and the proof of valid travel insurance if they fulfill the requirements as mentioned on **page 3**.

## Required documents for visit to family / friends

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>For minors (under 18 years)</b>	<b>Student card &amp; original letter of the school</b> , mentioning: - Full address, telephone number of the school - Permission for absence - Name and function of the person giving the permission - Original Birth Certificate, legalized by MFA + 1 copy thereof - Notary Certificate of permission to travel from both parents or legal guardians ( <b>when minor is travelling alone</b> ) or the <b>parent or legal guardian not travelling (if minor is travelling with one parent)</b> , legalized by MFA, and when

		<b>not in Sudan, attested by the relevant authorities in the country of residence.</b>
7..	<b>Invitation letter from Switzerland (not older than 3 months)</b>	<ul style="list-style-type: none"> <li>- An invitation letter issued and signed by the host/sponsor and his spouse if married</li> <li>- A copy of the residence permit (if non Swiss national) and copy of national passport of the host and his spouse (if married) in Switzerland.</li> <li>- In addition to the print version you are bringing, the host has to send the invitation to the Embassy (before you hand in the application) to <a href="mailto:khartoum@eda.admin.ch">khartoum@eda.admin.ch</a></li> </ul>
8.	<b>Original financial guaranty by the sponsor</b>	<p><b>If the sponsor lives in the country of destination</b></p> <ul style="list-style-type: none"> <li>- Proof of a regular income over the last 3 months</li> </ul> <p><b>If the sponsor lives in Sudan/Eritrea but invites the applicant to travel together to the country of destination</b></p> <ul style="list-style-type: none"> <li>- Signed guarantee letter</li> <li>- Copy of the residence permit for Sudan/Eritrea</li> <li>- Proof of a regular income (letter of employer)</li> <li>- Proof of a residence in the country of destination or invitation to stay with close family</li> </ul>
9.	<b>Proof of solvency of the applicant (if without sponsor)</b>	<p><b>Bank statements from the last 3 months, no deposits</b></p> <p><b>For employees:</b></p> <ul style="list-style-type: none"> <li>- a sealed copy of the business license of the employing company</li> <li>- a letter from the employer (in English, or in a Swiss language) on official company paper with stamp, signature, date and clearly mentioning: <ul style="list-style-type: none"> <li>- address and telephone and fax numbers of the employing company;</li> <li>-the name and position in the employing company of the countersigning officer;</li> <li>-the name of the applicant, position, salary and years of employment;</li> <li>-approval for leave or absence.</li> </ul> </li> </ul> <p><b>For retired persons:</b> Proof of pension or other regular income</p> <p><b>For unemployed adults:</b> If married: Letter of employment and income of the spouse + copy of translated certificate of marriage, legalized by MFA. If single/divorced/widow/widower: Any other proof of regular income.</p>
10.	<b>Marriage certificate Original + Copy</b>	Original to be presented at the counter including translated copy
11.	<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.*

### **Simplifications for family members of EU- EEA citizen (Swiss)**

The below mentioned family members of EU- EFTA citizens (including Swiss) are exempt from the visa fee.

- The spouse and the relatives in the descending line (children) who are not yet 21 years old or to which regularly subsistence is provided\*
- The relatives in the ascending line and the relatives of the spouse in the ascending line to which regularly subsistence is provided\*;
- For students, the spouse and children which regularly subsistence is provided\*;  
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### **\*Proof of regular subsistence payments by the EU-EEA or Swiss citizen (bank statements)**

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### **Erleichterungen für Familienmitglieder von EU- EFTA Angehörigen**

Folgende Familienmitglieder EU- EFTA oder Schweizer Angehöriger sind von der Visumgebühr ausgenommen.

- Der Ehegatte und dessen Verwandten in absteigender Linie (Kinder), die noch nicht 21 Jahre alt sind oder denen Unterhalt\* gewährt wird.
- Die Verwandten in aufsteigender Linie und die Verwandten des Ehegatten in aufsteigender Linie, denen Unterhalt\* gewährt wird.
- Bei Studentinnen/Studenten der Ehegatte und die Kinder, denen Unterhalt\* gewährt wird.

Der Gesuchsteller muss seine Familienmitgliedschaft belegen können

### **\*Beleg über regelmässige Unterhaltszahlungen des EU-EFTA oder Schweizer Angehörigen (Bankbelege)**

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### **Simplifications pour les membres de la famille d'un ressortissant de l'UE, de l'EEE ou de la Suisse**

Pour les membres de la famille d'un ressortissant de l'UE, de l'EEE ou de la Suisse, le visa sera établi gratuitement dans les cas suivants :

- son conjoint et leurs descendants de moins de 21 ans ou à charge\*
- ses ascendants et ceux de son conjoint qui sont à charge\*
- dans le cas de l'étudiant, son conjoint et leurs enfants à charge\*

Le demandeur doit prouver qu'il est membre de la famille.