



This form is free of charge

## Business visa

(Spouses, children and other accompanying family members need to apply for a tourist visa)

- Passport valid for at least three months beyond the departure date from the Schengen area and containing at least two empty pages. The passport must not be older than 10 years**
- Copy of the passport or travel document (pages with photo, personal data, validity extension and signature)**
- Copy of valid permanent residence permit for non-Libyan citizens**
- 1 passport-sized colour photo, not older than six months, white background**
- Copy of the last 3 Schengen visas (if applicable)**
- Schengen visa application form C duly completed, dated and signed by the applicant**  
<https://www.sem.admin.ch/sem/fr/home/themen/einreise/visumantragsformular.html>
- Signed invitation from the inviting company/business partner in Switzerland, stating the following:**
  - o First name, family name, date of birth and passport number of the invited person
  - o Motive and duration of stay
  - o Information in regards to the cost/expenses of the stay (possible assumption of costs through inviting company/business partner)
- Proof of sufficient means of subsistence: original bank or postal account statement of the last 3 months stamped by the bank or post office of all the accounts (current and savings account if applicable)**
- Original stamped letter from the bank confirming the account's balance**
- Proof of accommodation (e.g Hotel reservation or other accommodation)**
- Travel medical insurance valid for duration of stay (+ 15 days) and accepted in all Schengen countries with a coverage of at least 30'000 € including repatriation expenses to the country of origin**
- Form "Declaration of consent to a visa application procedure ....." (appendix 4, refer to webpage) to be completed personally by the applicant**

### Additional required documents depending on the activity

#### Salaried employee (including salaried physicians and engineers)

- Original certificate of employment
- Original 3 last salary slips
- Mission order containing information in regards to the cost/expenses of the stay

#### Independent / self-employed

- Copy of the extract of the trade register
- Original company's bank account statement of the last 3 months stamped by the bank, if applicable
- Original stamped letter from the bank confirming the account's balance

#### Lawyer, physician and engineer (not salaried)

- Copy of the affiliation with the bar council or specific occupational union

### Fees:

VFS Global service fees + equivalent in Tunisian Dinars of:

- 80 € per adult
- 40 € for children between 6 and 12 years of age
- Children below the age of 6: free of charge

## **Important information:**

Documents in Arabic need to be translated in an official Swiss language (German, French and Italian) or in English. A copy of the Arabic document is to be provided with the application.

Do not send any document to the Embassy directly, unless you have been specifically asked to do so.

The Embassy reserves the right to:

- Request additional documents.
- Submit the application to the authorities in Switzerland.
- Summon up the applicant for an interview or the collection of biometric data (e.g. fingerprints – in case they cannot be copied).
- Modify this information without further notice.

The only partner of the Embassy is VFS Global (phone number: +216 70 145 758 / email: info.chtn@vfshelpline.com). No other commercial relationship is maintained with any agency/company.

The visa application needs to be deposited at least 15 days prior to the planned departure date, but not earlier than 6 months ahead of the planned visit. The applicant is sole responsible to take the necessary precautions in order to respect these deadlines. It is strongly recommended to fix an appointment well in advance. If you wish to submit your application directly at the Swiss Embassy in Tunis you may get the relevant appointment through VFS Global. Please be informed that the waiting lists may be considerably longer than those at VFS Global because of the limited resources of the Embassy

The processing time of Schengen visa application is between 8 to 15 working days. These are only approximate indications and processing time may vary according to the circumstances.

No information regarding the status of a Schengen visa application will be given by the Swiss Embassy before the end of the above mentioned processing time.

Even the submission of all the listed documents does not guarantee the issue of the requested visa.