



SCHENGEN VISA PROCEDURE- SHORT STAY (MAX 90 DAYS)

Caution: visa applications must be submitted at least 15 days prior to your departure and at the earliest 6 months before the departure date.

Any person applying for a short stay visa should **call the following number: 652 22 21 21, between 8:00 a.m. and 12:00 to make an appointment or book online on our website www.swiss-visa.ch**. On notification day, **the applicant shall report in person** to the Consular services (unless a visa marked "VIS" has already been issued, and for minors aged less than 12), with a file comprising the following documents **in order**:

- 1 visa application form, available on www.swiss-visa.ch ("online application"), completed, dated and signed;
- 2 identical passport sized photographs, in color, in light background, recently taken;
- Original passport + 1 photocopy of the customized page. The passport must be valid for a period of more than 3 months after the visa expiry date and must have at least 2 blank pages;
- Original travel health insurance+1 photocopy valid for duration of stay according to fly reservation and covering any medical emergencies, hospital care and repatriation. This health insurance policy has to cover expenses up to 30,000 euros and has to be valid in all **Schengen countries**;
- Photocopies of your previous Schengen visas;
- Valid ID card (from the age of 16) or a request for renewal + 1 photocopy;
- Birth certificate, with the supplementary judgement if need be + 1 photocopy of each;
- Marriage certificate (if you are married) + 1 photocopy;
- Divorce decree (if you are divorced) + 1 photocopy;
- Cameroonian resident's permit for foreign nationals + 1 photocopy;
- Confirmed round trip reservation to Switzerland;
- For appointment made online: the confirmation e-mail of the appointment;
- Fee: for online application with **E-Payment**, present your E-Payment receipt, or for **cash payment**, the exact amount must be paid when submitting your application.
Adults: XAF 54'000 / Children from 6 to 12: XAF 27'000 / Children < 6: free.

ONLY APPLICATIONS THAT MEET ALL THE REQUIREMENTS WILL BE EXAMINED. THE EMBASSY RESERVES THE RIGHT TO REQUEST FURTHER DOCUMENTATION, TO CHECK THE AUTHENTICITY OF DOCUMENTS AND REQUEST THE PRESENCE OF THE APPLICANT, SHOULD THEY DEEM IT NECESSARY.

Visa applications can be submitted by appointment only*, from Monday to Thursday, between 9:00 and 11:00 a.m.

***Please make sure your file is complete, before making an appointment!**



PLEASE READ PAGE N°2 ... 

BP 1169
Yaoundé - Cameroun

Tél: +237 222 21 18 57 / +41 58 464 18 56
Fax: +237 222 20 93 86 / +41 58 464 18 59
yaounde.visa@eda.admin.ch
www.eda.admin.ch/yaounde

The following documents must be attached to the visa application form depending on the nature of one's travel purpose:

The said documents should not be sent by mail, e-mail or fax to the Embassy.

VISITOR'S VISA (VISITING FRIENDS OR RELATIVES)

- ✚ An invitation letter (written in an informal manner in French, German or Italian), dated and signed by the host, in which he/ she promises to cover the applicant's travel expenses during his/her stay, and to ensure his / her return to Cameroon. Also provide the host and the applicant details (name, first name, date of birth, phone number, address and nationality) and the length of stay. Visiting relatives: a formal document proving the family relationship (family book, birth certificate, etc.) between the host and the guest;
- ✚ Photocopy of the residence permit/ passport of the person inviting in Switzerland;
- ✚ Proofs of your job or occupation in Cameroon, a leave certificate from your employer, your last three pay slips, a bank statement for the past three months, if available. If you are an independent worker, the latest licenses of your business with trade register. If you are jobless, proofs of the spouse's occupation. Any other evidence of income in Cameroon may be required.

BUSINESS / CONFERENCES / NGO VISA

- ✚ An invitation letter in one of the national languages, either from a company or from an authority, to attend interviews or conferences;
- ✚ A hotel booking bearing the reference of the person covering the expenses;
- ✚ Proofs related to your job in Cameroon such as a mission order from your employer (if independent: the latest licenses of your business with trade register), your three last pay slips and a bank statement for the last three months;
- ✚ Any further evidence of income in Cameroon may be required.

TOURIST VISA

- ✚ A hotel booking for the entire stay;
- ✚ Proofs of your job or occupation in Cameroon, a leave/job certificate from your employer, your last three pay slips, a bank statement for the past three months, if available. If you are an independent worker, the latest licenses of your business with trade register. If you are jobless, proofs of the spouse's occupation. Any other evidence of income in Cameroon may be required.

MEDICAL CARE

- ✚ A certificate from a doctor in Cameroon stating the need of treatment in Switzerland;
- ✚ A certificate from a doctor in Switzerland stating the appointment as well as the duration of treatment and the amount of expenses;
- ✚ A certificate of treatment fees coverage by the insurance company or a payment confirmation from the hospital/ from the doctor covering the amount of the treatment.

MINORS must show in addition for any travel purpose (short stay visa):

- ✚ A parental authorization signed by both parents together with copies of their identity cards/ passports (**we accept legal guardians only on presentation of guardianship judgement**).

The possession of a visa does not automatically confer the right to enter. Any visa holder is required to provide documents at the border confirming that he/ she fulfils the conditions of entry.