



General requirements for Schengen visa application

Please note that the **Swiss Embassy in Riyadh will accept Schengen visa applications only if the main destination of the trip is Switzerland**

- q **One application form**, duly filled in and **personally signed** by the applicant (form can be downloaded from the Website <http://www.eda.admin.ch/riadh>)
- q **Two** recent passport size **photographs** (35x40mm). The face must cover 70 to 80% of the picture surface. One must be posted in the appropriate field
- q **Original passport (+ copy)** signed by its bearer, valid at least three months beyond the intended stay in the Schengen area, including copy of former Swiss and Schengen visas
- q **Original confirmed round trip ticket (+ copy)** should the departure take place within 30 days; otherwise a flight booking
- q **Employer's / sponsor's** letter written in **English**, addressed to the Embassy of Switzerland and mentioning the work contract duration (from/until), the salary and a brief job description. This letter has to be certified by the Chamber of Commerce. The sponsor must clearly specify his full responsibility over the applicant during his stay in Switzerland and guarantee his return to Saudi Arabia. **Diplomats** must instead present a note issued by the Ministry of foreign affairs in Riyadh, respectively their own embassy
- q **Medical insurance** valid for the duration of the stay in the Schengen area to cover the costs of an eventual medical assistance and / or a repatriation to the Kingdom
- q **SAR 320.-** in cash only; no refund in case of rejection or withdrawal of the visa application
- q If any, **visa (transit or entry) for the next country** of destination
- q For non Saudi citizens, a copy of the Saudi resident permit (**iqama**) and **exit/re-entry visa**.

Additional documents for a business visa

- q **Invitation letter and hotel reservation** issued and sent directly by the Swiss counterpart to the visa applicant.

Additional documents for a tourist visa

- q **Hotel reservation for all travellers** issued and sent directly by the hotel in Switzerland to the visa applicant.
- q **Original bank statement** showing the activity of the last **six months**
- q Address, intended travel program or routing must be **clearly stated on the application**.

Additional documents for a visit visa (family, friends, etc.)

Application must be submitted at least eight weeks prior to departure

- q **Invitation letter** issued and sent directly by the Swiss host to the visa applicant.
- q **Original bank statement** of the applicant, showing the activity of the last six months.

Please note:

An application must be submitted to the embassy between Saturday and Wednesday, from 08.00 to 11.30 a.m, **but at least 20 days prior to the travel date**

An incomplete application form will not be accepted

A visa will usually be delivered **after 15 days**, between noon and 01.00 p.m.

The Embassy of Switzerland in Riyadh reserves the right to modify the content of these general requirements, to request additional documents or a personal appearance in case of doubts

For further information, please do consult the website of this embassy <http://www.eda.admin.ch/riadh>