



**Leaflet SWISS SCHENGEN VISA  
BUSINESS  
SWISSCHAM**

**General application rules:**

- Only visa applications with Switzerland as a main travel destination are accepted.  
In case of multiple destinations, the visa must be submitted at the Embassy of the country where the longest stay will be.
- All requested documents have to be translated into German, French, Italian or English  
*A list of recognized translators can be found at the Embassy website:*  
<https://www.eda.admin.ch/countries/egypt/en/home/dienstleistungen/arzt-anwalt.html>
- If a requested document cannot be provided, there must be a written explanation instead, clarifying why the document is not available.
- The visa fee will not be refunded in case of refusal or withdrawal.
- Communication regarding visa matters are only accepted in written form to [info.cheg@vfsglobal.com](mailto:info.cheg@vfsglobal.com) or by calling on +20221600058
- The mandatory "Schengen Consultation", which takes a processing time period at least 10 working days, can only be started upon receiving a complete application file meeting the requirements.
- The Embassy reserves the right to ask for additional documents or a personal interview with the applicant.

**How to apply:**

Prior to the submission of a visa request, an appointment has to be fixed with our external service provider VFS Centre online on the VFS website: <https://visa.vfsglobal.com/egy/en/che/>

All SWISSCHAM members receive the privilege of the fast-track appointment service at VFS Global Centre.

- For fast appointment requests please call +202 3332 3019 and inform the VFS call center agent of your SWISSCHAM company.

## General requirements

Visa Application Form	<a href="https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html#">https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html#</a> Must be duly filled-in and signed by the applicant
Passport	<ul style="list-style-type: none"><li>➤ original and copies of all non-empty pages</li><li>➤ issued within the last 10 years</li><li>➤ contains at least 2 blank pages</li><li>➤ must be valid for at least 3 months beyond the return from the planned trip</li></ul>
Previous passport	<ul style="list-style-type: none"><li>➤ covering the past 7 years</li><li>➤ copies of biometric data page plus all non-empty pages</li></ul>
1 personal photo	<ul style="list-style-type: none"><li>➤ with white background</li><li>➤ not older than 6 months</li></ul>
Round-trip Ticket	<ul style="list-style-type: none"><li>➤ only air travel reservation (not confirmed)</li></ul>
Detailed itinerary of the entire trip	<ul style="list-style-type: none"><li>➤ including stop-over in other countries</li><li>➤ original on company letterhead</li></ul>
Certificate of employment (HR-letter) for company owners	<ul style="list-style-type: none"><li>➤ containing the following information:<ul style="list-style-type: none"><li>• date of recruitment (hiring date)</li><li>• position</li><li>• salary level</li><li>• confirmation of annual leave approval</li></ul></li><li>➤ original and copy of the commercial registry and valid tax card</li></ul>
International Travel Insurance	<ul style="list-style-type: none"><li>➤ covering the entire period of intended stay</li><li>➤ valid for all Schengen countries</li><li>➤ minimum coverage must be EUR 30'000.00 (this includes expenses of repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay)</li><li>➤ a printout certificate/policy in English of *AMAN sticker* on the passport.</li></ul>
Bank statement	<ul style="list-style-type: none"><li>➤ in original</li><li>➤ covering the past six months</li><li>➤ only current or saving account (Deposit Certificates will <u>not</u> be considered!)</li><li>➤ closing balance must show sufficient means to cover the expenses of the planned trip</li></ul>
Visa fees	payable in EGP (only exact amount is accepted!)

## Additional special requirements

For foreigners living in Egypt ➤ must have a residence permit in Egypt valid for at least 3 months beyond the return from the planned trip

## Requirements from the inviting entity in Switzerland

*These requirements should be sent directly to the applicant, to be added to her/his visa application file*

Official invitation letter ➤ on official company paper, stamped and signed containing the following information

- full address and contacts of the company
- name and position of the countersigning officer (must be registered in the Swiss commercial registry)
- full name of the invited person
- purpose and duration of the planned visit
- who bears the traveling and living costs in Switzerland