Visa requirements

General Information
For visa applications and pick up, the visa section is open Monday to Thursday from 9.00 – 12.00

- ***Every visa applicant has to book an appointment online and apply personally at the counter at least 3 weeks before the departure date - no exceptions are granted to this rule.***

  High season: *for the period of May/June/July/August/September, appointments should be made 6-8 weeks in advance.*
- *The visa application shall be accepted only* ***as a complete file with all necessary documentation. Incomplete applications will not be accepted.***
- *A visa application does not give the right to actually obtain a visa.*
- *Visa applications must be submitted with all documents mentioned below,* ***in original and all necessary photocopies****. The submission of additional documents might be required.*
- ***At the counter: the visa fee must be paid in the exact amount in ILS and in cash only.***
- ***IMPORTANT: Please note that the Jordanian passport "Series-T" (without national number) is not a recognized document for entry to Switzerland.***

More information can be found on this webpage: Visa – Entry to and residence in Switzerland

I. ONLINE APPLICATION FOR ALL APPLICANTS (No. 1 – 6 purpose of visit)

Step 1: visit website: **www.swiss-visa.ch** *"Welcome to Switzerland's Online visa system"*

Step 2: enter your legal residence (f.ex. "Palestine" and confirm)

Step 3: fill in the **online application** and **print** it out (free of charge – no fees to be paid):

- ❑ 1 **"Application for Schengen Visa"**, **Printout (4 pages) of the completed and signed online application form** mentioning the allocated **Online ID number** on it. One form per applicant.

Step 4: make an **online appointment** *(free of charge – no fees to be paid)*:

- ❑ 1 Online appointment *per person* mandatory at least 3 weeks before departure (no exceptions).

Step 5: a **personal interview** with the applicant is required: present yourself at the Representative Office of Switzerland on the date and time that was given to you by the online appointment and take the printout of the application form as well as the following documents:

II. GENERAL REQUIREMENTS FOR ALL VISA APPLICANTS

- ❑ **Passport** (Original): must be **signed by the bearer** and valid for at least three months beyond the end of the planned sojourn containing at least two blank pages.
- ❑ Copies of the passport page and the signature page.
- ❑ Copies of issued visas during the last 3 years.
- ❑ photocopy of the identity card of the applicant
- ❑ 1 recent photograph for each applicant, with **white background**, not more than 6-months old, 35-40 mm in width, close-up of head and top of shoulders so that the face takes up 70-80% of the photograph (mouth must be closed).
- ❑ Document that proves **accommodation** in the Member State: booking of **hotel reservation** for whole period of stay in the Member State if accommodation is not provided by host or official form/invitation letter confirming accommodation by host.
- ❑ **Proof of solvency**: copy of bank statements for the last 3 months, copy of credit card with credit card statements, and/or copy of salary slips of the last 3 months, and/or letter of invitation by company/institution confirming that they bear all costs related to travel and stay.
- ❑ **Proof of occupation/professional life/study**: confirmation letter from the **employer** with indication of salary, seniority and annual leave; Confirmation letter from the University.
- ❑ Proof of **travel medical insurance** throughout the trip covering the Schengen States with a minimum coverage of EURO 30,000. (please refer to point III)
- ❑ **Information about travel arrangement**: **reservation of round-trip ticket** with intended **dates** of travel
- ❑ Current visa processing fee for all types of visas to be paid in **exact amount in ILS cash** (not refundable if the application is refused or withdrawn). **No additional fees are required.**

Visa for minors (under age 18)

- Application form must be signed by the applicant's both father and mother
- Copy of the father's and the mother's identification card / or passport with their signature
- A signed confirmation letter of the parents that they have no objection to the travel of their child and that they (or third party) will take full responsibility for the child's living expenses.
- School confirmation letter that the child is registered for the academic year.

III. DOCUMENTS TO BE SUBMITTED DEPENDING ON THE PURPOSE OF THE VISIT

1. Business Visa

- ❑ General requirements for all visa applicants
- ❑ Signed **invitation** from Member State's **company** including full name of the applicant, purpose and length of visit, coverage of costs of travel and accommodation, in addition to company's contact details. The invitation has to be forwarded by email or fax from the Swiss company/organization directly to this Office. (Fax not from Switzerland will not be accepted).
- ❑ Employment letter, mentioning position and salary as well as professional mission.

2. Visit of a friend

- ❑ General requirements for all visa applicants
- ❑ Signed **invitation** from a friend including full name of the applicant, purpose and length of visit, address of stay in Member State, contact details of the host. Some Member States require that the inviting person use a standard form of proof of sponsorship and/or private accommodation (cf. the website of the Member State concerned); the invitation letter must be forwarded by email or fax from the host directly to this Office. Copy of the passport or resident permit of the host must also be sent.

3. Visit of a relative/family member

- ❑ General requirements for all visa applicants
- ❑ Signed **invitation** from the relative including full name of the applicant, purpose and length of visit, address of stay in Member State, contact details of the host. Some Schengen States require that the inviting person use a standard form of proof of sponsorship and/or private accommodation; the invitation letter must be forwarded by email or fax from the host directly to this Office. Copy of the passport or resident permit of the host must also be sent.
- ❑ Copy of relevant documents proving the family relation (certificates of birth, marriage etc.).

4. Training/internship/seminar/course

- ❑ General requirements for all visa applicants
- ❑ Certificate of enrolment at an education establishment or invitation from company/institution, including full name of the applicant, purpose and length of visit, address of stay in Member State, contact details of the education establishment/company/institution.
- ❑ In case of internship, letter from the company/institution indicating if the internship is paid (how much) or unpaid.

5. Political, scientific, cultural, sports or religious events

- ❑ General requirements for all visa applicants
- ❑ Signed **invitation from the organizing institution** of the event including full name of the applicant, purpose and length of visit, address of stay in Member State, contact details of the organizing authority.
- ❑ Documents that prove applicant's connection with the sending organization.

6. Tourism

- ❑ General requirements for all visa applicants
- ❑ **Hotel reservation** must clearly indicate check in and check out dates as well as the price per night.

7. Student/family reunification/gainful employment (National type D Visa, more than 3 months)

- ❑ General requirements for all visa applicants (no online application procedure necessary!)
- ❑ Completed application form in triplicate; with three passport size photographs
- ❑ letter of acceptance from the private school or the university in Switzerland
- ❑ Motivation letter including: reason of study in Switzerland, detailed programme, faculty, number of years, what will you do after you finish your study? and a detailed Curriculum vitae
- ❑ Last certificate awarded to be translated into English and legalised
- ❑ Proof of scholarship in case if the applicant was granted one with all relevant details
- ❑ In case a third party will be covering expenses: copy of passport, confirmation letter of the bank Manager including account Nr. and balance, and a personal letter confirming the acceptance in taking full responsibility for all expenses related to the planned sojourn in Switzerland of the applicant
- ❑ Original copy of Diplomas and Credentials or a justification from the Swiss organisation (for trainees).
- ❑ Please note that these applications have to be forwarded to the competent authority in Switzerland which in certain cases may require additional documents. It takes minimum 4 - 5 months until a reply from Switzerland is received.

Non-Palestinians living in the Occupied Palestinian Territory
This Representative Office can only issue visas to residents holding a valid resident permit. The valid re-entry permit must be stamped in their passport. One photocopy of the residence permit or re-entry visa is required.

For all categories of visa applications, the Representative Office might request further evidence to prove the bona fide facts of the application such as Employer's Certificate, agreement by parents for minors, business correspondence and business documentation etc.

IV. IMPORTANT INFORMATION REGARDING TRAVEL MEDICAL INSURANCE

Visa applicants are required to have medical travel insurance. It must cover any costs that may be incur in connection with emergency medical aid, urgent hospital treatment or transport to the country of origin for medical reasons or in the event of death.

The insurance is to cover costs of at least EURO 30,000 and to be valid in all Schengen States and throughout the stay.

When applying, applicants must be able to provide proof that they have medical travel insurance. They should also carry their insurance certificate with them during the trip since they may need to show it, e.g. at an entry checkpoint.

The following insurance companies operating in the West Bank and/or Gaza have so far been approved by Schengen Member States. Only insurance policies from those insurance companies will be accepted:

- Ahliea Insurance Group - AIG
- Al-Takaful Palestinian Insurance Co.
- Global United Insurance Company
- Trust International Insurance Company – Palestine
- National Insurance Company NIC
- Al-Mashreq Insurance Company
- Palestine Insurance Company

Please be notified that insurance must comply with the following rules:

- The minimum coverage shall be EURO 30,000
- The policy must cover repatriation for medical reasons
- The policy must cover urgent medical attention and/or emergency hospital treatment, during the stay(s) on the territory of the Member States
- The insurance must be valid throughout the territory of the Member States and cover the entire period of the person's intended stay or transit
- Claims against the insurance company must be recoverable in a Member State. Particular care should be taken to verify whether a local correspondent is indicated in the policy
- The insurance must cover on-the-spot assistance (medical expenses and repatriation etc.), which should be distinguished from reimbursement of expenses made only when the applicant has returned.

V. Schengen Visa for Estonia, Latvia, Lithuania and Slovenia

Switzerland is representing these 4 countries in terms of visa delivery for residents in the Westbank and East-Jerusalem (not Gaza). The same visa requirements as for Switzerland (see above) apply to all these countries.

Special requirements:

Estonia: No additional requirements

Latvia: An "Invitation for requesting a visa" ("Ielugums vizas pieprasisanai") is needed (Original). The «Invitation for requesting a Visa» has to be stamped by the "Office of citizenship and Migration Affairs of the Ministry of Interior" where it is filed and approved.

Lithuania: A letter of "Invitation ("Kvietimas") is necessary (Original).

Slovenia: A letter of guarantee ("Garantno Pismo") is necessary for visitors of private persons, universities, NGOs, etc. and must be legalized by a notary (Original).