



## SWITZERLAND REQUIREMENTS

The Regional Consular Centre in Pretoria as well as the Consulate General in Cape Town has introduced **an appointment system** through an external service provider.

**TLS Contact: [www.tlscontact.com/za2ch](http://www.tlscontact.com/za2ch) Call centre: +27 (021) 410 0118**

**The application needs to be processed on line and an appointment needs to be booked.**

**First time applicants need to have fingerprints done.**

☐ Valid Passport validity 3 months after date of return PLUS a copy of passport (Two blank pages and passport signed)

☐ Completed Application Form

☐ Copy of SA Identity Book

☐ Two colour passport-size photos - biometric specification

☐ Copy of all previous Schengen Visas

☐ Copy of itinerary or e-ticket

☐ Copy of latest 3 months bank statements (FOR ALL TOURISM TRAVEL)

☐ ORIGINAL Letter of employment / confirmation from school/university

☐ If self employed copy of CC / company registration certificate - certified

☐ Confirmed hotel accommodation & if tours booked full details

☐ Copy of travel medical insurance policy - stating the following: Covered for a minimum of EUR 30,000, medical treatments and repatriation included. Must state policy number, name of insured applicant, scheduled benefits as well as covered period (please allow for extra days to be more flexible with the duration of the visa)



## **REQUIREMENTS FOR BUSINESS TRAVEL**

- ORIGINAL SA company letter giving details of trip
- Invitation letter from Swiss Company explaining nature of business

Both letters must be signed

- If neither letter states that costs will be covered then 3 months bank statements of the applicant need to be submitted
- If self employed submit copy of company/CC registration papers and latest 3 months bank statements

## **MINORS**

Unabridged birth certificate & certified written consent of both parents if child travelling alone

Certified written consent from non travelling parent if only one parent travelling with minor child

Certified copy of non travelling parent passport must be included.

## **SPOUSES OF EU CITIZEN**

Copy of marriage certificate & EU spouses passport & copy of own passport