



Leaflet SWISS SCHENGEN VISA TOURISM SCHOOL TRIPS

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 is only accepted in written form to info.cheg@vfsglobal.com by calling +20221600058
- The mandatory "Schengen Consultation", which takes a processing time period of 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 only online on the VFS website: <https://visa.vfsglobal.com/egy/en/che/>

Note: For school trips of students, it is advisable to make a group booking for all students and submit all applications at the same time.

General requirements

Visa Application Form	https://www.eda.admin.ch/countries/egypt/en/home/visa/entry-ch/up-90-days/documents-schengen.html# Must be duly filled-in and signed by the applicant!
Passport	➤ Original + copies of all non-empty pages ➤ issued within the last 10 years ➤ contains at least 2 blank pages ➤ must be valid for at least 3 months beyond the return from the planned trip
Previous passport	➤ covering the past 7 years ➤ copies of biometric data page plus all non-empty pages
1 passport-size personal photo	➤ with white background ➤ not older than 6 months
Proof of accommodation	➤ confirmed hotel reservations covering the entire trip in the Schengen countries
For school trips	➤ Letter from the Camp in Switzerland confirming: • the names of participating students (Names, Birth Dates and Passport No.) • the accommodation and the duration (with dates of planned stay) • the payment of the trip expenses
Round-trip Ticket	➤ only air travel reservation (not confirmed)
Original Certificate of employment (HR-letter)	➤ containing the following information: • full address and contact persons of the company • Name and position of the countersigning officer • Name, position, salary and recruitment date of the applicant • confirmation of annual leave approval • purpose of the trip
For company owners	➤ original and copy of the commercial registry and valid tax card
For students	➤ Proof of enrolment in school / university for the current academic year
For students participating in a school trip	➤ Letter from the school confirming: • the names of participating students (Names, Birth Dates and Passport No.) • the accommodation and the duration (with dates of planned stay) • the payment of the trip expenses
Bank statement	➤ Original ➤ covering the past six months ➤ current or saving account (Deposit Certificates will <u>not</u> be considered!) ➤ closing balance must show sufficient means to cover the expenses of the trip
International Travel Insurance	➤ covering the entire period of intended stay ➤ valid for all Schengen countries ➤ 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) ➤ a printout certificate/policy in English of *AMAN sticker* on the passport.
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
For minors	➤ <u>if the minor travels without parents or legal guardian:</u> consent of parental authority or legal guardian provided either through a notarized certificate or by a letter signed at the Embassy or VFS office ➤ <u>if the minor travels with one parent or legal guardian:</u> consent of parental authority or legal guardian, who is not travelling with the child, provided either through a notarized certificate or by a letter signed at the Embassy or VFS office ➤ Translated Birth Certificate of the minor ➤ passport copy of both parents or legal guardian (only biometric data page + page with the signature)