Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland in Saudi Arabia

سفارة سويسرا بالمملكة العربية السعودية

Checklist for Schengen Visa (type C): Short Stay Domestic helpers / Personal Nurses

No.	Documents Required All documents should be in English or translated to English	Yes	No
1	**Valid national passport, recognized by Switzerland:** - Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages and signed. - If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted. - 1 copy of your passport's data page.		
2	**Visa application form :** - Completed, signed twice by the applicant, if applicable, authorization of third person. The visa application form is free of charge and can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html		
3	**One recent passport-sized photograph** with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.		
4	**Travel Insurance:** Proof of travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment not excluding COVID-19 infections, or death during the stay. The minimum coverage must be EUR 30'000.00.		
5	**Flight Ticket:** Copy of flight reservation/s including details of the itinerary and the flight reservation number.		
6	**Working contract:** Copy of work contract from employer/sponsor in Saudi Arabia stating employment status, duty, date of recruitment, length of contract and whether renewable or not, as well as salary. **Contract must be dated and signed by both parties**. **Q. 21 & 22 of application should be filled in accordingly.**		
7	**Justification** of all family's members of traveling at the same time with the domestic helper (i.e. number of children to be taking care of, or medical report justifying accompaniment of an adult. Copy of employer/sponsor passport with valid visa if applicable.		
8	**Financial Means:** Letter of the sponsorship stating the sponsorship and Bank statements for the last three months, including the current balance, or other verifiable evidence of sufficient means of subsistence during the intended stay, e.g. credit card copy and credit card statement.		
9	**Information sheet for domestic including information on 1st entry in KSA** Copy of KSA visa for first time entry into Saudi Arabia or stamp of first entry into KSA.		

Depending on your visa type:

For domestic: - Proof of accommodation during intended stay: hotel reservation or copy of a rental contract or proof of self-used property in the name of the applicant.		

Additional requirements for: Non – Saudi Nationals:

1	Iqama valid for at least three months after the planned date of return, and one copy thereof.		
2	Copy of **Electronic Exit Re-Entry Visa.** The visa must be valid beyond the intended date of departure from the territory of the Schengen States		

Personal appearance of the applicant is mandatory to submit a visa application, if the fingerprints have not been captured during the last 59 months. If the fingerprints have been captured during the last 59 months, the application can be sent through a representative

General Information:

The Embassy of Switzerland in Saudi-Arabia have outsourced the application process for short-term visas (so called Schengen visas) to the external service provider VFS Global

Our external service provider will support you during the application process. VFS Global is responsible for receiving your visa application, checking the completeness and acceptability of your application form and application documents, collecting biometric data, receiving the visa fee and other fees (service fee and optional fees) and returning your passport. The decision whether or not to issue a visa is taken by the Swiss Embassy only, VFS Global is not involved in the decision.

Where to apply for Schengen visas: https://www.vfsglobal.ch/switzerland/saudiarabia/

When should you place your visa application?
It is recommended to place your visa application 6 weeks prior to your intended travel date.
Please be aware that it is possible to place your visa application 6 months before your intended trip and at the most 15 days before your planned arrival date to the Schengen area.

Please be aware that foreigner domestic helpers or personal nurses, especially on their first travel into Schengen, will be limited to one entry and the validity of visa strictly restricted to their given schedule. During the high season (May to August), a later change of schedule will not be accepted.

How much should you wait before you get an answer?
You should wait between 10 to 15 days before getting an answer.
This period may be longer if you place your application in a busy period (summer vacations and school holidays).

Declaration:

I have been informed that an application without a complete set of documentation according to the above-mentioned checklist may result in a rejection of my visa application. Besides, the Embassy of Switzerland Riyadh reserves the right to ask for additional supporting documents and may request for personal interview at the embassy.

_____	_____	_____
Date	Applicant Signature	VFS Staff