



SCHENGEN C VISA – SPORTS AND CULTURAL PURPOSES / SHORT STAY

Processing your visa application

- Book an appointment online by visiting the following website: <https://visa.vfsglobal.com/sen/en/che>
- Payment can be made by POS or Bank transfer or QR Code payment (XOF) during the appointment. Please check the exact visa fee on VFS website <https://visa.vfsglobal.com/sen/en/che> before the appointment.
- Processing a Schengen visa application takes at least 15 days once the application reaches the Embassy (no fast track available).
- Applicants must appear in person at the VFS Switzerland Visa Application on the appointment date
- All documents need to be submitted on paper A4.
- Application form needs to be signed by parents or legal guardian (if parents not available) for minors.
- In accordance with Art. 25a of the Visa Code (cooperation on the readmission of irregular migrants) and based on a report of the European Commission, Schengen area Member States to temporarily adopt an implementing decision with respect to The Gambia. This means that the processing time of the application is at least 45 days for Gambian nationals.

Admissibility Criteria

Please note: If the admissibility criteria outlined below are not fully met, your visa application will be deemed inadmissible. In such cases, the Embassy of Switzerland will according to Art. 9(3) Visacode:

- Return your application form and any documents you submitted.
- Destroy any biometric data collected during the application process.
- Reimburse the visa fee;
- Cease further examination of your application.

	✓	✗
1. Admissible submission period Applications shall be lodged no more than six months, and for seafarers in the performance of their duties no more than nine months, before the start of the intended visit, and, as a rule, no later than 15 calendar days before the start of the intended visit.	<input type="checkbox"/>	<input type="checkbox"/>
2. Duly filled out and signed application form (English, German, French, Italian) https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html If the applicant is a minor under the age of 18, both parents must sign the form and add a copy of their passports. If one of the parents is unable to sign the form, he/she must submit a letter of consent together with a copy of his/her passport.	<input type="checkbox"/>	<input type="checkbox"/>
3. Travel Document <ul style="list-style-type: none"> • its validity shall extend at least 3 months (three) after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States. However, in a justified case of emergency, this obligation may be waived. • it shall contain at least two blank pages. • it shall have been issued within the previous 10 years. <i>Please note that during the processing time, no passport withdrawal is possible.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of all Schengen, UK, US, Canadian visas	<input type="checkbox"/>	<input type="checkbox"/>
5. Photograph <ul style="list-style-type: none"> • One recent (taken within the last 6 months) ICAO-compliant photo, glued onto the application form. • Head coverings: see the guidelines. • White or light background, in colour, with no shadows. 	<input type="checkbox"/>	<input type="checkbox"/>



	<ul style="list-style-type: none"> Size: 35mm x 45mm (standard ICAO dimensions). 		
6.	Biometric data (fingerprints) <ul style="list-style-type: none"> Biometric data must be collected for first time travellers or travellers whose biometric data was collected more than 59 months ago. Travellers with valid biometric data (taken less than 59 months ago) are exempted of lodging the application in person. A representative may be appointed if duly authorized. 	<input type="checkbox"/>	<input type="checkbox"/>
7.	Payment of visa fee <ul style="list-style-type: none"> For adults: Euro 90.00 For children 6 to 12 years: Euro 45.00 For children below 6 years: free of charge. <p><i>For the amount in local currency, refer to the VFS website, frequently asked questions. In case of application being refused or withdrawn the fee is not reimbursed.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Language All documents must be in an official Swiss language or in English.	<input type="checkbox"/>	<input type="checkbox"/>

Required Supporting Documents for all categories of applicants

		✓	✗	n/a
9.	Proof of personal means of subsistence Verifiable evidence of sufficient means of subsistence during the intended stay: <ul style="list-style-type: none"> The last 3 payslips A valid international credit card, accompanied by bank statements Original bank statements for the last 3 months; or A form certifying funding and/or accommodation. <p>If the applicant is a part-time artist or self-employed:</p> <ul style="list-style-type: none"> Letter of introduction (specifying who will cover the full cost of the trip); extract from the company's commercial register, original (to be returned) and photocopy; the company's bank statements and personal bank statements for the last three months, stamped and signed by the bank. <p>If you are not a full-time athlete or artist and are in employment:</p> <ul style="list-style-type: none"> A letter from your employer stating your start date, annual salary, the duration of your leave, your return date, and specifying who will cover the full cost of the trip; payslips for the last three months; personal bank statements for the last three months, showing the amounts from the payslips, stamped and signed by the bank. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Letter of introduction from the sports club/institution in Senegal <ul style="list-style-type: none"> Please specify the amount and frequency of payments, the purpose and duration of the stay abroad, the start date of employment and the annual salary (where applicable), and state who will cover all expenses. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Letter from the National Federation <ul style="list-style-type: none"> Confirm that the sports club is an official member of the national league of Senegal, The Gambia, Guinea-Bissau, Mali, Mauritania or Cape Verde; specify the amount and frequency of payments, the purpose and duration of the stay abroad, the start date of employment and the annual salary (where applicable), stating who will cover the full cost of the travel expenses. 			
12.	Invitation letter from Switzerland <ul style="list-style-type: none"> Must include: the surname, first name and date of birth of each invited person, the purpose and exact duration of the trial, as well as the nature of the event, clearly stating who will cover the full cost of travel. The host organisation in Switzerland (sports club or cultural partner) must also send the invitation letter by email to the following address: dakar.visa@eda.admin.ch, in PDF format, duly signed and dated. 			
13.	Resident permits For foreign residents: presentation of a residence permit from Senegal, Gambia, Guinea-Bissau, Mali, Mauritania or Cape Verde.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	<ul style="list-style-type: none"> Must be valid for another 3 (three) months beyond the intended date of departure from the territory of the Member States. 			
14.	Travel Itinerary: <ul style="list-style-type: none"> Full travel itinerary. Arrival and departure flight information and if applicable travel dates to other Schengen countries. Do not purchase the tickets before obtaining the visa. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Travel health insurance The insurance must be valid throughout the territory of the Schengen Member States and cover the entire period of stay in the Schengen area. Medical and hospital coverage must be at least Euro 30'000 and must include repatriation in case of emergency or for medical reason. Credit Card insurances are not accepted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Minor <ul style="list-style-type: none"> Authorization to leave the country signed by the parents and certified by the police station, accompanied by a copy of their ID cards also certified by the police station. Certified copy of the birth certificate. Certificate of school (pre)enrollment covering the duration of the planned stay. Original bank statements for the parents covering the last 3 months and/or a credit card. Indication of the parents' occupation and supporting documents regarding their income. 			
17.	Minor traveling alone or only with one parent Original consent of parental authority or legal guardian either signed in front of a visa officer or duly legalised and copies of parents' or legal guardian's passport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Required Supporting Documents

		✓	*	n/a
18.	Accommodation <ul style="list-style-type: none"> Hotel reservations for the entire duration of your stay in the Schengen area. Proof of rental or ownership of real estate in the Member State of destination. Note: if the visa is granted, you might be asked to submit a hotel voucher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Household employees: <ul style="list-style-type: none"> Letter of employer / sponsor. The letter must contain the following information about the visa applicant: the sponsor/household, position, joining date and the date of the approved leave. In case of accompanying the sponsor's family, it must mention the family members and their leave period as well. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have been advised to provide the above-mentioned documents, but I intend to submit my application without the documents which are crossed in the checklist. I understand that failure to provide these documents may result in the refusal of my application

Applicant Name.

VFS Officer Name:

Applicant signature:

VFS Officer Signature:



Note for children and spouses of Swiss and EU/EFTA nationals

Points 9, 10, 11, 12, 15 do not apply. Instead, please include the following documents: copy of valid Swiss or EU/EFTA passport (of spouse/parent) and proof of family relation (copy of marriage for birth certificate, legalized by the competent UAE/Bahrain authorities).

Important Information

For all types of Schengen visas, the processing time is 15 days. During the visa processing time, no passport withdrawal is possible.

The Embassy of Switzerland explicitly reserves the right

- to request more information or additional documents and/or a personal interview.
- to verify the contents and authenticity of the documents presented.
- to send the application to the Swiss Federal Authority for decision.
- to refuse a visa based on incorrect/false/incomplete declarations or on forged documents.

Passing the border

The border authorities are obliged to examine whether the conditions for the traveller's entry still apply. If the prerequisites for entry no longer apply or if you are unable to provide the relevant evidence, you may be refused entry although you are in possession of a valid visa. **It is therefore strongly recommended that you carry copies of the documents which you supplied with your visa application.**