



Checklist for Business Visas / Official Visits with a standard passport, whether or not mentioned in the Ministry of Foreign Affairs' note verbale

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.
- In accordance with Article 25a of the Visa Code (cooperation on the readmission of irregular migrants) and on the basis of a report from the European Commission, the Member States of the Schengen Area must adopt, on a temporary basis, an implementing decision concerning 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 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 (three) months 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. • Head coverings: see the guidelines. • White or light background, in colour, with no shadows. • Size: 35mm x 45mm (standard ICAO dimensions). 	<input type="checkbox"/>	<input type="checkbox"/>



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 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 English, translated to English, or in an official Swiss language.		

Required Supporting Documents for all categories of applicants

		✓	✗	n/a
9.	Proof of financial situation Verifiable evidence of sufficient means of subsistence during intended stay: <ul style="list-style-type: none"> Payslips A valid international credit card accompanied by bank statements Bank account statements of the last three months; or A form for proof of sponsorship and/or accommodation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Proof of professional status Original company letter of your employer and trade license or NOC letter for spouse/children <ul style="list-style-type: none"> For the company letter: on a proper letterhead with contact details including e-mail and phone numbers, duly stamped and with the name and position of the signatory. Please note that also the company's owners require such letter, however not signed by themselves. The letter must contain the following information about the visa applicant: the company, position, joining date, salary and the dates of the approved leave. The company must assure/confirm the continuation of the employment after the desired trip abroad. If your sponsor is not a commonly known Swiss or multi-national company, also hotel confirmation(s), trade license and bank statement (last 3 (three) months is required. For applicants under a spouse's or parent's visa: NOC letter from (resident visa) sponsor. Self-employed persons: must submit the original trade license 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Resident permits For foreign residents: presentation of a residence permit from Senegal, Gambia, Guinea-Bissau, Mali, Mauritania or Cape Verde. Must be valid for another 3 (three) months beyond the intended date of departure from the territory of the Member States.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	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"/>
13.	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"/>



Additional Required Supporting Documents

	✓	✗	n/a
14. Invitation <ul style="list-style-type: none"> Business: Original invitation from a firm or an authority in Switzerland and any other Schengen State if applicable, to attend meetings, conferences or events connected with trade, industry or work indicating purpose and duration of stay and including a declaration of sponsorship, if the travel expenses and/or accommodation are covered by them. Official delegation/mission: Letter issued by the authority concerned confirming identity of the applicant, purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations), period of intended stay and accommodation details. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Existence of relations Documents which show the existence of trade relations or relations for work purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Entry tickets for fairs and congresses, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. <ul style="list-style-type: none"> Letter from company or employer in Switzerland indicating purpose and duration of visit as well as who is to cover the costs. The company in Switzerland must additionally send the invitation letter by email to: dakar.visa@eda.admin.ch as a PDF, duly signed dated and 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. If the applicant is travelling with their family <ul style="list-style-type: none"> In addition to proof of family relationship, family members must submit an application for a tourist visa. 			

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 check-list. 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:

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.**