Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland to the United Arab Emirates and the Kingdom of Bahrain

Checklist for tourist and private household employees' visa

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; and
- 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.	☐	☐
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.	☐	☐
3.	**Travel Document** • 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. *Please note that during the processing time,* ***no passport withdrawal is possible.***	☐	☐
4.	**Photograph** • 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. • Size: 35mm x 45mm (standard ICAO dimensions).	☐	☐
5.	**Biometric data (fingerprints)** • 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.	☐	☐
6.	**Payment of visa fee** • For adults: Euro 90.00 • For children 6 to 12 years: Euro 45.00 • For children below 6 years: free of charge *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.*	☐	☐
7.	**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
8.	**Proof of financial situation** Verifiable evidence of sufficient means of subsistence during intended stay: • 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.	☐	☐	☐
9.	**Proof of professional status** Original company letter of your employer and trade license or NOC letter for spouse/children • 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.	☐	☐	☐
10.	**United Arab Emirates or Kingdom of Bahrain resident permits** Must be valid for another 3 (three) months beyond the intended date of departure from the territory of the Member States or, for GCC citizens, a UAE/Bahrain-ID-card, valid for 3 (three) months after the intended departure date from the territory of the Member States.	☐	☐	☐
11.	**Travel Itinerary:** • 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.	☐	☐	☐
12.	**Travel health insurance** The insurance must be issued in the United Arab Emirates or the Kingdom of Bahrain 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.	☐	☐	☐
13.	**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.	☐	☐	☐
14.	**For Russian passport holders only:** Copy of the internal passport (issued at the age of 14): pages concerning the applicant's personal data, issued international passports, marital status and registration in Russia. The copy must be accompanied by an unofficial summary translation from Cyrillic into English, German, French, or Italian.			

Additional Required Supporting Documents

		✓	✖	n/a
15.	**Accommodation** • 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.**	☐	☐	☐
16.	**Household employees:** • 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.	☐	☐	☐

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

Points 8, 9, 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.**