Application for a Schengen Visa C

General supporting documents to be submitted by the applicant

- You may only apply for a visa at the Embassy of Switzerland in Dar es Salaam if **your main purpose of travelling is in Switzerland**, if you are spending **more time in Switzerland than in any other Schengen country(ies)** or if you are spending the same amount of time in Switzerland as in the other Schengen country(ies) and are entering Switzerland first.

- Visa applicants will be received by appointment only. It is strongly recommended to request an online appointment on a timely manner **at least 45 days prior to the planned departure but no later than 15 days prior to your departure**.

How to apply for a Schengen visa C

- In order to apply for a Schengen Visa please visit the following website and follow the procedure by filling out the application form directly online: www.swiss-visa.ch.
- **Print** the filled application form.
- Make an online appointment by following the instructions in the email automatically received after completing the online application form.
- Prepare your visa application according to the list of requirements (see below).
- Submit your complete file on the day of your appointment.

Documents to be submitted

☐ One duly filled-in **online application** form signed personally by the applicant (in case of **minors**, **both parents need to sign** the application form).

☐ **Passport** valid at least six months beyond the planned stay, not older than 10 years and with at least two empty pages.

☐ One Photocopy of identification pages of passports.

☐ Copy of all previous visas, exit/entry stamps and resident permits.

☐ Introduction letter

☐ Travel/health/accident insurance with minimum medical coverage of the TZS equivalent of Euro 30.000,00. (Applicants must present original insurance policy with details of the coverage amounts and a photocopy of the same). The insurance must be valid in all Schengen countries and for the whole period of staying in the Schengen area. **In order to have a flexible travel schedule, it is suggested to issue the Insurance for a few days longer than the planned travel time**. For further information please visit: http://www.schengenvisainfo.com/schengen-visa-insurance/ .

☐ Visa processing fee for all types of visa: **EUR 90.00 to be paid in TZS Shillings** (children 6 to 12 years, EUR 45.00) at the current exchange rate. Visa processing fees are not reimbursable if a visa application is withdrawn or refused.

☐ **For non-Tanzanian applicants**: proof of legal stay in Tanzania (i.e. valid residence permit for Tanzania).

☐ **For Students**: Student card or signed and stamped copy of his / her enrolment at the educational establishment in question.

☐ **For Employees**: a signed and stamped introduction letter from the applicant´s employer, with at least the following information:
- address and contact details of the employer,
- period / duration of stay,
- purpose of stay,

- salary and the annual leave,
- name and position of countersigning officer.

☐ **For Business owners**: the business registration document and/or TIN certificate.

☐ **For minors**: birth certificate and parental consent.
- If the minor is travelling without his / her legal guardian, the consent of the parental authority or legal guardian must be provided as a legalised certificate issued by a competent authority or as a form signed on the premises of the consulate where the application is lodged.
- If the minor is travelling with one of his / her legal guardians, the consent of the parental authority (parents not travelling with their minor child) or legal guardian must be provided as a legalised certificate issued by a competent authority or as a form signed on the consulate premises.
- EXCEPTION: the single parent with whom the minor is travelling has sole legal guardianship.

☐ **Proof of a hotel reservation**, or proof that private accommodation will be provided (letter or scanned attachment to email from the host confirming that the host will provide accommodation), or proof of sufficient financial means to cover the applicant´s accommodation costs for the whole duration of his/her intended stay in the Schengen area.

☐ **Proof of sufficient means of subsistence** for the duration of the stay, such as regular income, e.g. salary slips for at least the last three months, bank statements for at least the last three months.
- if supported by another family member / spouse: additional proof of kinship (birth certificate/marriage certificate).

☐ **Flight reservation / round trip booking**

In addition to the documents listed above, depending on the purpose of your trip, the following documents have to be submitted (Invitation to be sent directly by the host to the Embassy by Email: daressalaam.consular@eda.admin.ch).

Visit to Family

☐ Signed invitation and proof of legal status from the host in Switzerland and, if relevant, proof of sponsorship / financial solvency by the person inviting the applicant. Such invitation should include a copy of the identity card / passport and / or residence permit of the person inviting the applicant.

Under the national legislation of the Member Sate in question such proof may be provided in a document that can be obtained from the relevant competent authority of that Member State[1] or as written confirmation from the host and as other documentation.

☐ Documentation (marriage certificate, birth certificate) proving the relationship with the family member inviting the applicant.

Tourist visa

☐ Itinerary of planned trip with associated transport, hotel and tour bookings.

Business visa

☐ A letter of invitation. This must be written by a company / organisation located in Switzerland mentioning:
- address and contact details of the company,
- period/duration of stay, purpose of stay, name and position of countersigning officer,

[1] 1 The Swiss Embassy may declare the issue of a visa dependent on a declaration of guarantee (Verpflichtungserklärung) if the applicant does not have sufficient financial funds. The host in Switzerland engages to meet uncovered costs of up to CHF 30'000.- for living expenses, including accident and illness, as well as for the return trip, which arise for public welfare due to the presence of the foreign national. If a declaration of guarantee is necessary, the Swiss foreign mission in charge will provide the foreign visitor with the necessary forms and instructions. The procedure may take up to 6 weeks.

- the nature of the business relationship between the host company and the applicant / applicant´s company,
- proof of enrolment in seminar / conference / workshop (if applicable).

 If attending a conference:
- name,
- location,
- contact person for that conference with a registration or invitation and proof of receipt of payment.

 If a company is inviting the applicant: a copy of the Certificate or Registration / Business License of the inviting company.

Sports or cultural events or for other reasons

 A letter of invitation. This must be written by the host company / organisation located in Switzerland mentioning:
- address and contact details of the company / organization,
- period/duration of stay,
- purpose of stay,
- name and position of countersigning officer,
- the nature of the business relationship between the host company / organisation and the applicant / applicant´s company / organization.

 If attending a conference:
- name,
- location,
- contact person for that event with a registration or invitation and proof of receipt of payment.

 Proof of registration of the Tanzanian organisation by the competent authority in Tanzania, if the applicant belongs to an organisation / association (not applicable to individual artists and individual sportsmen / women).

Medical treatment

 A letter from the clinic / host medical institution confirming the applicant´s appointment at the clinic / medical institution in question.

 Financial guarantee: proof of a bank payment or transfer of the cost of the treatment to the clinic, on the basis of the payment plan agreed with the clinic.

 Medical / health documentation issued by the applicant´s country of residence attesting applicant´s illness; declaration by a public or private healthcare facility (which must be accredited by the National Health Service) indicating the type of treatment, the date it will begin, its estimated duration and the costs associated with it. The documentation should indicate that treatment abroad is necessary.