



## Checklist for Short Stay (C Visa) Diplomatic, Service and Special Passports

No.	Documents Required
1	<p><b>Valid national passport:</b></p> <ul style="list-style-type: none"> <li>- Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages and 1 copy thereof.</li> </ul>
2	<p><b>Visa application form :</b></p> <ul style="list-style-type: none"> <li>- Completed, signed twice by the applicant, if applicable, authorization of third person.</li> <li>- The additional page “complementary page to the visa application” has to be signed as well.</li> </ul> <p>The visa application form is free of charge and can be downloaded from the website: <a href="https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</a></p>
3	<p><b>Two recent passport-sized photographs</b> with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.</p>
4	<p><b>Verbal Note from the Ministry of Foreign Affairs of the Kingdom of Saudi Arabia</b> stating also the purpose of the visit.</p>
5	<p><b>Special Passport holders:</b> If the purpose for the stay is <u>not official</u>, you must enclose travel insurance.</p> <p>Travel Insurance:</p> <p>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 or death during the stay. The minimum coverage must be EUR 30'000.00.</p>

### Additional requirements for: Non – Saudi Nationals:

1	Verbal Note from their Ministry of Foreign Affairs or Diplomatic Mission in Saudi Arabia stating also the purpose of the visit.
2	Iqama, exit/re-entry visa and 1 copy thereof.

### **Remarks:**

- 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
- Accompanying family/staff members with no Diplomatic-Special passport should refer to the Leaflet “TOURISM” or “VISTING FAMILY / FRIENDS”, depending on the purpose of the trip.

**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.

The earliest you can apply for your visa: 6 months before your intended trip.

The latest you can apply for your visa: at most 15 days before your intended trip.

Where to apply for Schengen visas: <https://www.vfsglobal.ch/switzerland/saudiArabia/>

**We however recommend you to start the application procedure as early as possible, by VFS Global, in order to avoid any inconvenience with your travel dates.**

**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**