



Checklist for Schengen Visa (type C): Official Trip Diplomatic, Service and Special Passports

No.	Documents Required
1	Passport: Original with (1 copy) <ul style="list-style-type: none">- Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages.
2	Visa application form: <ul style="list-style-type: none">- Completed, signed twice by the applicant. <p>The visa application form is free of charge and can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</p> <p>For short-term stays in the Schengen area of up to three months, select Schengen visa application form.</p>
3	Two recent passport-sized photographs with a white background, not stapled. Full face, no head or face cover(s) that prevent(s) full visibility of the facial features.
4	Verbal Note from the Ministry of Foreign Affairs, Diplomatic Mission or the International Organization stating also the purpose of the visit. If not stated in the Verbal Note. Q. 24 purpose of stay must be filled in.
5	Flight Ticket Copy of flight reservation/s if available.

Additional requirements for: Non – Saudi Nationals:

1	- Valid Iqama, 1 copy thereof, translated in English.
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General Information:

- **Visa free of charge.**
- **Only official visit will be accepted at our counters.**

Visa Section, Embassy of Switzerland, Diplomatic Quarter, Riyadh between Sunday and Thursday, from 08:00 am to 11:00 am, **by appointment only.**

To book an appointment, contact the Embassy directly by e-mail at riyadh.visa@eda.admin.ch

For short-stay, personal appearance of the applicant is mandatory to submit a visa application, if the fingerprints have not been captured during the last 59 months.