Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland to South Africa, Botswana Eswatini, Lesotho and Namibia

Regional Consular Centre Southern Africa

Pretoria, 02.03.2026

VISA REQUIREMENTS FOR A BUSINESS VISA

The visa application must be submitted to the competent office. Please find the relevant information on the link "Where to apply".

Please note that the Embassy of Switzerland in South Africa works only with the Company VFS Global for submitting a visa request for Switzerland. Be aware that this representation ***does not*** cooperate with any agents or other agencies providing their services outside this Embassy or the premises of VFS Global regarding visa applications.

- **The processing time for a Visa application is 15 consecutive days according to the Schengen Visa Codex; this delay can in general not be accelerated.**
- **Applications can only be processed if all required documents have been submitted.**
- **Visa applications may be submitted up to 6 months prior to departure and must be submitted at least 15 days before departure.**

☐ 1 Schengen visa **application form** duly filled in by computer, dated and signed.

☐ 1 **passport-size colour photograph**, not older than 6 months (background has to be light and plain). For more details, visit this link.

☐ **Valid national passport**, with at least 3 months validity after the scheduled return from the Schengen States and with at least 2 blank pages.

☐ **Round trip flight reservation** or detailed travel itinerary with name, dates and flight numbers specifying the dates of entry and exit from the territory of the Member States. If applicable: proof of Inter-Schengen travel (car rental/flights/train and/or bus tickets).
Important: Do not buy the actual flight ticket before the visa has been issued.

☐ **Overseas Travel Medical Insurance for Schengen States**
Policy should contain the following details and correct wording:
- Policy number, name of ensured applicant, covered dates as well as scheduled benefits
- Territory/Destination: SCHENGEN STATES/COUNTRIES (*Worldwide is not accepted*)
- Minimum coverage of EUR 30'000
- Medical treatments and repatriation included

TIP: Please allow for extra days on the duration of the travel medical insurance. This will allow the Visa section to be more flexible with the duration of the visa.

☐ **Invitation letter** from the inviting company/organisation in Switzerland.
The invitation must be signed by an authorized person according to the Swiss registry of commerce. It should contain the following information:
- Name, first name and date of birth of the person
- passport no. of every person who is invited and their position
- purpose of visit
- length of stay with entry and departure dates
- who will cover the expenses for travelling and accommodation

In case a longer validity multiple entries visa is requested, it has to be explicitly requested by both companies in Switzerland and South Africa, mentioning the frequency of the foreseen meetings. Kindly note that the final decision lies however with the Swiss representation.

☐ **Proof of confirmed accommodation** for the duration of the intended stay.
Important: Amending or modifying any hotel reservations should be reported to the Embassy immediately.
Cancelled hotel reservation/booking may lead to a refusal of the visa.

☐ Recent **original and signed letter of employment** from the employer in the country of residence addressed to the Swiss Embassy stating: the monthly wages, purpose and duration of the trip to Switzerland and the continuing employment after the period of leave with the specific date of returning to work. No contracts will be accepted.

Please turn the page

☐ Self-employed: proof of registration of the business issued by the country of your residence (in South Africa: certification from the Companies and Intellectual Property Commission or the Revenue Service).

☐ Scholar/Student: letter from school/college/university in the country of residence, certifying the student status of the applicant.

☐ Health Professions: valid licence to practice from **HPCSA** (for South Africans).

☐ Lawyers: proof of registration with Law Association.

☐ Unemployed/Retired: proof of residence required (utility bill/rental agreement/signed letter from property owner with ID copy).

☐ For participants of conferences/exhibitions/sports events: proof of registration and payment.

☐ For official visits: a Note Verbal from the Department of International Relations and Cooperation or any other relevant South African Ministerial Department.

☐ **Personal bank statements** from the last 3 months (savings or cheque) baring original bank stamp and applicant details. Neither cash nor credit card statements/overdraft facility will be accepted. Note that the minimum requirement is CHF 100 (students CHF 30) per day in the Schengen area.
Only applicable if self-employed: business bank statements from the last 3 months.
Bank statements are mandatory, even if the inviting company or the employer is sponsoring the trip.

☐ **Photocopies** of previous (in the last two years) **Schengen Visa**(s) **including the entry and exit stamp** in the Schengen area.

☐ **Photocopy of the passport** page containing the personal data.

☐ Non-South African nationals: **South African residence permit or temporary residence permit** valid at least 3 months beyond the planned stay in the territory of the Member States.

☐ Should you be travelling to other country/countries outside the Schengen States before your return to your home country, you need to submit a **copy of a valid visa for the relevant country/countries** if applicable.

☐ **Visa fee**

IMPORTANT INFORMATION FOR THE APPLICANT

- The processing time for a visa application takes 15 days according to the Schengen Visa Codex; this delay can in general not be accelerated.
- No visa information (progress, input of additional documents from the applicant's side, collection date, expediting, etc.) is given by phone or email to the applicant, or 3rd parties, after the visa application has been submitted at VFS Global.
- All documents must be submitted in a Swiss official language (German, French, Italian) or English.
- Only complete applications can be accepted. Submission of an incomplete visa application file may lead to a visa refusal.
- The Embassy reserves the right to ask for additional documents and/or information.
- During the processing period the passport has to remain with the Swiss representation for the complete duration of the visa process.
- False or falsified documents will lead to a refusal of the visa and/or further consequences.

REMARKS VFS GLOBAL

- Applicant requests a visa with extended validity ☐
- Applicant travels alone ☐ with family members ☐ with a group ☐
- Applicant has been advised that his/her documents are incomplete ☐
- Applicant has been advised that the application was submitted less than 15 days before departure ☐

Additional comments:

_____

For the applicant: I have read and agreed to the terms and conditions

Place & Date: _____

Signature Applicant: _____

Signature VFS GLOBAL Agent: _____