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| Bundeslogo_sw_pos_600 | Embassy of Switzerland in Kenya |

**Checklist for the Issuance of a SCHENGEN Visa for EMPLOYMENT / WORK**

**PLEASE READ CAREFULLY !**

**From 6th June 2013 biometric Schengen visas will be issued. Therefore, all visa applicants**

**have to personally come to the Consulate to submit the visa application. Please also see**

**the document ‘Introduction of Biometric Visa’ on our homepage.**

**The** **Embassy of Belgium in Kigali is not competent for visa linked to employment or work**

**in Switzerland.**

Visa applicants to **lodge their visa applications** at the **Swiss Consulate in Kigali.**

Visas can only be processed if the applicant is legally **resident in Rwanda.**

**Please make sure that you have all the necessary documents when you apply.**

**Incomplete applications will not be accepted and a new appointment will have to be made.**

This checklist is intended for applicants who have received a job offer from a company or

Organization based in Switzerland / Liechtenstein and also for those who will be assigned

or transferred there. It is **not** for those who are still looking for employment abroad.

**Visa requirements:**

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| 🗹 ***Please bring the original documents and provide the Consulate in Kigali with clear double sided photocopies. Do not staple the documents together.*** |

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| **four visa application forms D** , which must be complete and properly filled-out and signed by  the applicant (write in block letters and use black or blue ink only). The form may be obtained for  free from the Embassy or downloaded from our website: <http://www.eda.admin.ch/nairobi> or  <http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html> |

**Four (4)** recentclear and coloured **passport-size photo** (With white/grey background; **Please**

**do not staple the photo on the form**.)

**Valid passport** (Must be valid at least 3 months from the end of the approved duration stay;

Must contain at least 2 blank visa pages.) **Previous passport in original** if a new passport has

been issued within the last 3 years.

**Four (4) photocopies of valid passport + National ID Card** (page containing holder’s

personal information and photo, important reminders, signature and other passport information).

 **Four (4) photocopies of all visas** (valid and expired)

 **four (4) photocopies** of signed employment contractby both employer and employee.

Employer to also confirm if travelling with the family.

**International travel insurance** (May be purchased locally or in Switzerland; must have written

proof of coverage of at least **EUR 30’000.-- / USD 50’000.-- / CHF 50’000.--** to cover expenses for

personal **accident**, urgent **medical treatment**, urgent admission in a **hospital** or urgent

**repatriation** on medical grounds; with coverage including ALL Schengen member states). The

insurance has to cover the entire stay in the Schengen area including entry and exit day.

**If travelling with spouse and/or children : two (2)** photocopies of marriage certificate & birth

certificates of the children

 **Computer printout** of confirmed **trip air travel reservation** (Do not yet buy an airline ticket.

The Embassy cannot be held responsible for any financial losses in case you have to return it).

**For foreign nationals who have valid residence status in Rwanda and need a visa for Switzerland / Liechtenstein / Schengen States**, submit also a copy of the valid Re-Entry permit.

**VISA PROCESSING AND ISSUANCE:** Visa applications for work purpose will be transmitted for decision to the competent Swiss immigration authority where the applicant intends to reside. The Embassy is only allowed to issue an entry visa upon receipt of a positive decision or authorization.

**Please note that the normal processing period is 8-12 weeks at the minimum.**

**VISA PROCESSING FEE for adults: frw 101’000,-- for D visas in Kigali.**

**Postage Fee: frw. 28’000,--**

**Visa fee is paid cash in RWF according to the exchange rate of the day.**

(Please prepare the **exact** amount in order to avoid delay).

*The requirements above are applicable to* ***Rwandese citizens and foreign nationals who have valid residence status in Rwanda and require a visa to enter the SCHENGEN territory****.*

***I M P O R T A N T I N F O R M A T I O N***

In particular cases, the Embassy explicitly reserves the right

- to request more information or additional documents

- The Embassy will not assume any responsibility should the visa application be rejected

- reject an application based on incorrect/false declarations or on forged or missing documents

In addition to the above mentioned requirements, the application will be assessed on the criteria for which the relevant documents have been submitted:

* the purpose of the journey
* accommodation, or proof of sufficient means to cover accommodation
* assessment of sufficient means of subsistence both for the duration of the intended stay and for the return to the country of origin or residence

The visa handling fee must be paid at the time the visa application is submitted to the Embassy.

The fee is **NOT** reimbursed in case of the application finally being rejected, or withdrawn.

In any case, it is **NOT allowed to begin working** without the necessary work or entry visa.

The Embassy does not dispose of information on job vacancies in Switzerland /

Liechtenstein, nor is in a position to provide assistance in terms of recruitment.

Inquiry of application status email us with your **visa file number** to the email address below.

For Visa enquires only send an email [nai.visa@eda.admin.ch](mailto:nai.visa@eda.admin.ch) .

Telephone Visa Section for enquiries only from Monday to Thursday between: 13.30–15.00 hrs.

**Contact information of the Visa Section (Embassy of Switzerland in Nairobi)**

**Address** 89 General Mathenge Drive

Spring Valley,

Westlands

P.O. Box 2600

Nairobi 00621

KENYA

**Visiting Hours** Monday to Thursday 08:00 AM until 11:00 AM

**Visa enquiries Telephone** (+254) 708 168 982

**Visa enquiries E-mail** [nai.visa@eda.admin.ch](mailto:nai.visa@eda.admin.ch)

**Visa Section Fax** (+254 20) 267 3535

**Website** [www.eda.admin.ch/nairobi](http://www.eda.admin.ch/nairobi)

**Contacts de l’Agence consulaire (Ambassade de Suisse à Kigali)**

**Addresse** 38, Blvd de la Révolution

Case postale 957

Kigali, Rwanda

**E-mail** ac-kigali@sdc.net

**Website** www.eda.admin.ch/nairobi

**Heures d’ouverture** Lundi à Vendredi 09:00h à 11:00h

**Fax** (+250) 252 25 61

**Téléphone** (+250) 252 57 55 34

As of June 2013 / Replaces all previous information See next page



POLITE NOTICE

On the 5th April 2010 a new Visa regulation came into force for all Schengen Member States. If you want to apply for a Schengen visa, please consider the following:

1. All visa applications have to be submitted at least

15 calendar days before the date of the intended .

departure.

2. An application submitted less than 15 calendar

days before the intended departure may be

accepted, but the applicant should bear in mind

that the final decision might be taken after the

intended date of departure.

3. Visa applications cannot be submitted earlier than

three months before the start of the intended visit.

4. It is the applicant's responsibility to take the

necessary precautions to respect the deadlines

where an appointment system is in place.

5. Normal processingtime for visa applications can

take up to 15 calendar days.

6. When further scrutiny is needed, the deadline may

be extended up to a maximum of 30 calendar

days. Exceptionally, where additional

documentation is required, the deadline may be

extended up to a maximum of 60 calendar days

after the application has been considered

admissible.