

## **VISA FOR SWITZERLAND**

### **21st International Meeting of National Mine Action Programme Directors and United Nations Advisers (NDM-UN)**

**13 - 16 February 2018**

All meeting participants are responsible for making their **own** visa arrangements. Individual invitation letters for non-sponsored delegates are issued by UNMAS HQ. If you require a letter for visa purposes, please contact Ms. Larisa Khiryanova at [khiryanova@un.org](mailto:khiryanova@un.org)

Switzerland is a member of the Schengen Area and Schengen regulations apply.

Kindly note that it is your responsibility to allow sufficient time for the visa application process (including transit visas). We recommend that you contact the Swiss representation in your region as soon as possible for information about visa application procedures and documents to be presented. Please visit the Swiss Federal Department of Foreign Affairs website where you will find information about applications for Schengen visas and the list of Swiss representations abroad.

#### **VISA APPLICATION FORM**

You can download the visa application form on the [webpage of the Federal Office of Migration](#) where you can also find further information about entry to Switzerland.

Your main destination country must issue your Schengen visa. Therefore, because Geneva is your final destination, you must apply to Switzerland for the visa. Please note that even if you plan to transit through or stop over in other Schengen countries during your trip, Switzerland must be the issuing country.

If you do apply for a Schengen visa in another country's embassy, you are usually required to enter the Schengen area via the country of the issuing embassy. It is therefore very important for sponsored delegates to inform the sponsorship programme administration that an application for a Schengen visa has been made at an embassy other than a Swiss one. This information must be taken into consideration when issuing the flight ticket.

## **HEALTH INSURANCE**

Some visa applications might include an obligation to acquire travel insurance covering up to Euros 30'000. This insurance needs to be purchased by the participant.

## **DOCUMENTS TO BE PRESENTED IN THE VISA APPLICATION**

Applications must contain all the required documentation. A complete file facilitates the rapid treatment of the visa application.

The following documents represent the minimum requirements for a visa application:

- a travel document whose validity exceeds that of the stay, including the period necessary for the return journey
- an application form for a Schengen visa
- two photos
- the letter of invitation to the meeting
- any other supporting documents concerning the purpose of the journey: eg. a “note verbale” duly initialed together with an order to perform the mission, confirmation of registration etc.

For information about meeting venue and arrival in Geneva, please consult the practical information page.