

Good practices in the field of visas for civil society actors



4 May 2023

International Environment House II

PROGRAMME

14:30 – 14:35

Welcome address

Mr. Salman Bal, Director, CAGI

14:35 – 14:40

Introduction

Ms. Anne-Lise Favre Pilet, Chief of Section, Swiss Mission

14:40 – 15:10

Schengen Reform and implications for NGOs

Ms. Mirjam Plisson, Policy Advisor, Section Travel Authorisation, SEM

Ms. Salomé Blum, Policy Advisor, Section Travel Authorisation, SEM

15:10 – 15:40

Submission of visa applications and appeals

Mr. Grégoire Kubschi, Deputy Head of Section, Admission and Residence Division, SEM

Mr. Marco Bruzzo, Specialist Advisor, Admission and Residence Division, SEM

15:40 – 16:00

Q & A

16:00 – 16:30

Refreshments

Welcome address

Mr. Salman Bal
Director, CAGI

Introduction

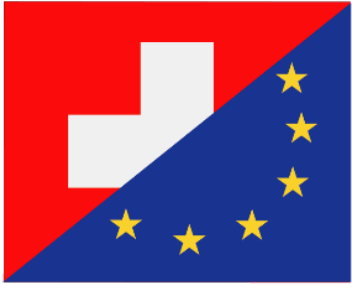
Ms. Anne-Lise Favre Pilet
Chief of Section, Swiss Mission

Schengen Reform and implications for NGOs

Ms. Mirjam Plisson & Ms. Salomé Blum
Section Travel Authorisation, SEM



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CH  ETIAS



Kofinanziert von der
EUROPÄISCHEN UNION



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E

European

T

Travel

I

Information

A

Authorisation

S

System



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Third Country Nationals (TCN)

TCN requiring visa

Visa-exempt TCN

Visa

ETIAS



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Costs

80€

7€

Validity

Different validity periods
Single or multiple entries

Valid for 3 years
multiple entries

Responsible Member State

Member state of main
destination

Member state which contributed
the newest data to the hit

Responsible Authority (CH)

FDFA (Embassy abroad)
SEM
Cantonal Migration Offices

National ETIAS Unit (SEM)

Scope of examination

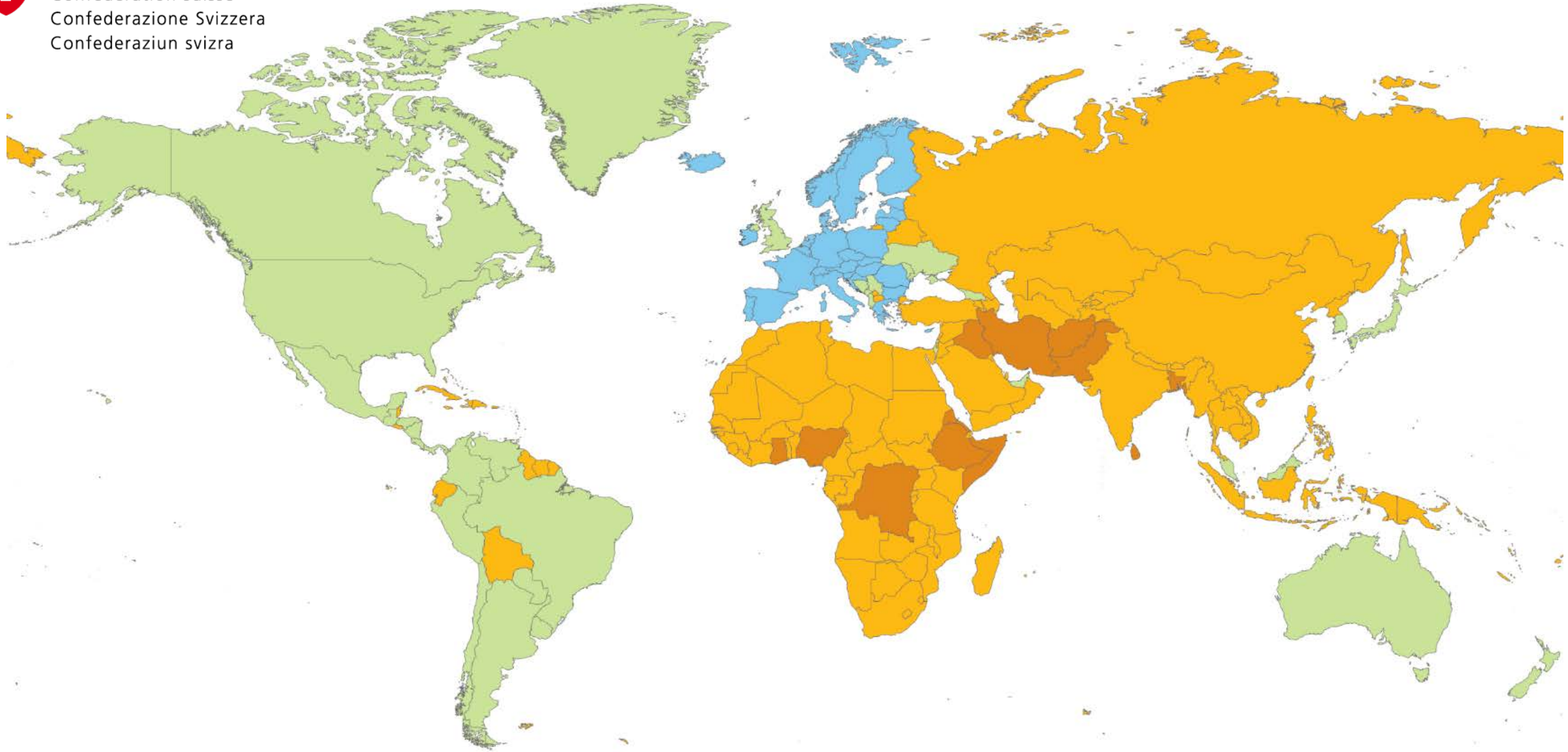
In-depth case-by-case
examination of all applications

Manual risk assessment in case
of hits

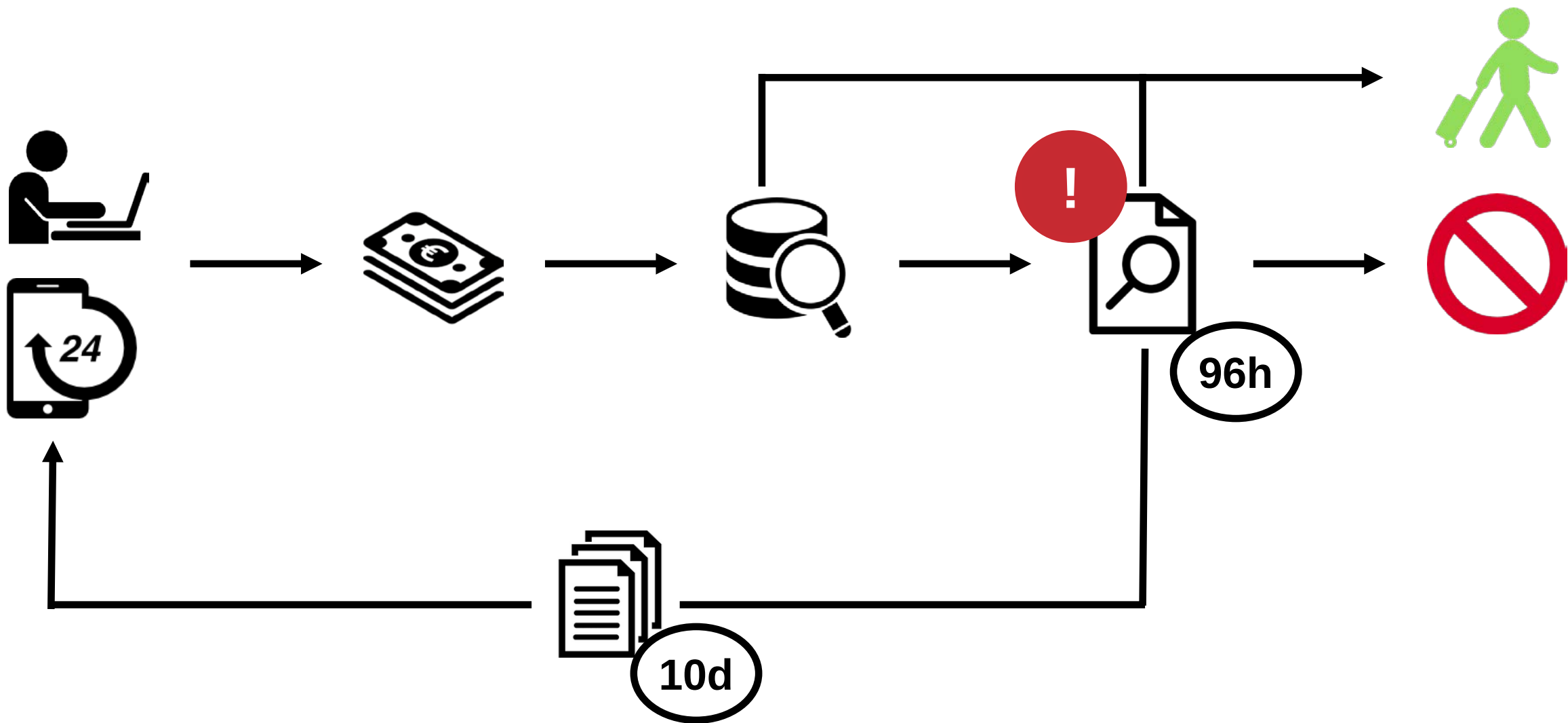
- in EU information systems
- on risk indicators
- Criminal offence, stay in war zone, expulsion decision



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- European countries applying ETIAS
- ETIAS required
- Visa required
- Visa + airport transit visa (ATV) required by all Schengen States





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Apply for someone else

Applicant information

Travel document review

Additional personal details

Family member

Country of first intended stay

Criminal offences

Past travel

Decisions to leave and return

Apply for someone else

Are you filling in this application on behalf of another person?

*Required fields

Third party information

Relation to the applicant:*

Surname (family name)
of the third party:*

Pappa

First name (given name(s))
of the third party:*

Maria

Name of organization:*

Travel Albania

☐ Not applicable

Name of firm:*

Travel Albania

☐ Not applicable

Address

Street name:*

Gjergj Kastrioti

☐ Not applicable

Street number:*

2

☐ Not applicable

Apartment number:*

☒ Not applicable

2nd line address:*

☒ Not applicable

Postal code:*

1001

☐ Not applicable

Town/City:*

Tirana

Country:*

Albania

Contact

Work phone number:

+355

663245

Mobile phone number:

+355

6985678877

Email address:*

maria.p@gmail.com

☐ I confirm that the applicant has authorised me to apply on his/her behalf and we have signed the declaration or representation*

Download the declaration of representation form here

Read [more](#) about applying on behalf of others.

Having trouble filling in the form? Check this [guide](#) or [request support](#).

Download the application form here

Save and continue later

Cancel

Next





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Check your ETIAS status

Current travel authorisation

Previous travel authorisation(s)

Application No.	Status	Valid for	Valid until
G343F2-2327	Refused	-	-

Request an ETIAS travel authorisation with limited validity

 Check [here](#) for more information about who can request an ETIAS travel authorisation with limited validity.

▼ Disclaimer

Please note that having a valid ETIAS travel authorisation does not guarantee automatic right of entry or stay.

Please check [here](#) for further information about how long you are allowed to stay in the European countries requiring ETIAS.

Go back to ETIAS homepage



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+ humanitarian reasons
+ intl. obligations
+ national interests



3 years



max. 90 days

Responsible Member State:
Member state who contributed
newest data to the hit

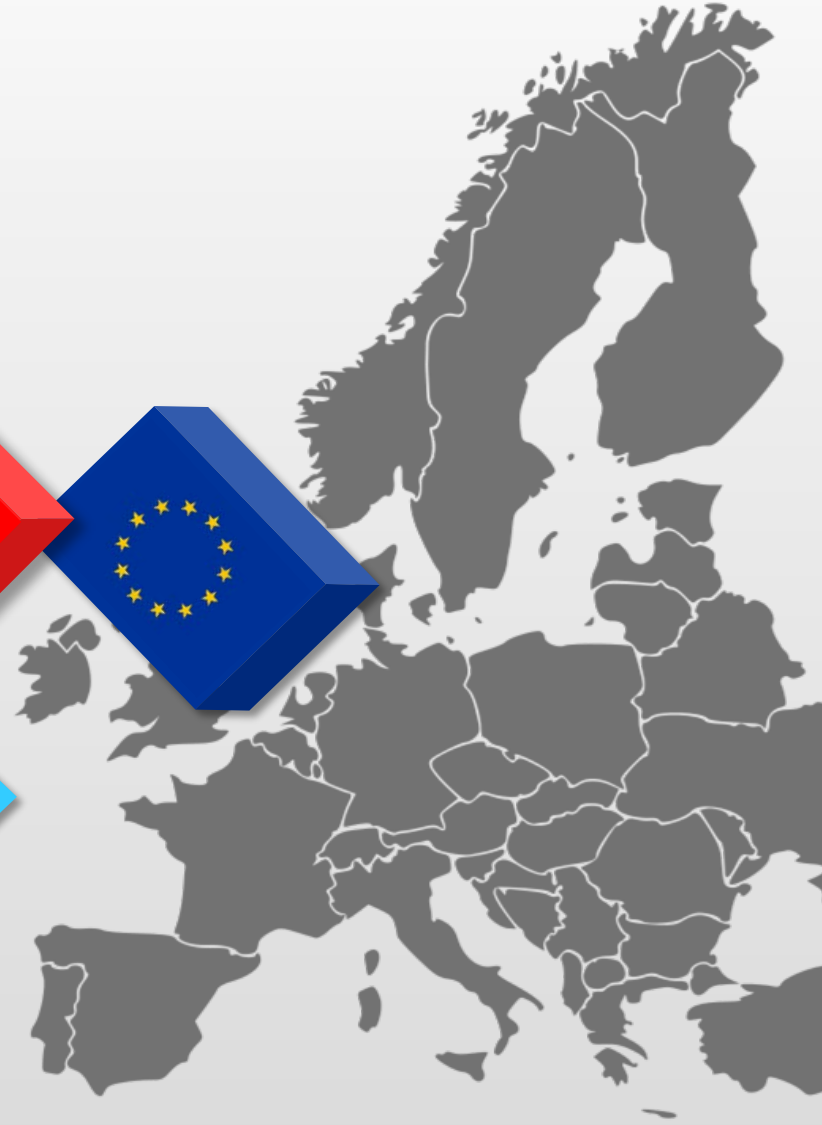
Responsible Member State:
State of first intended stay



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Entry/Exit System (EES)



EUROPÄISCHE UNION
Fonds für die innere
Sicherheit ISF

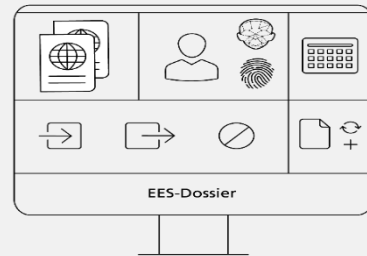


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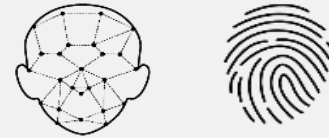
TCN for short stay



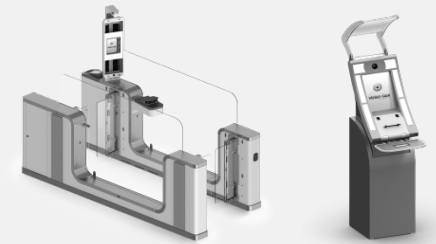
Electronic Stamping



Biometrics



Infrastructure





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Official **ETIAS** website: www.travel-europe.europa.eu/etias_en

Official **EES** website: www.travel-europe.europa.eu/ees_en

Email address of **Swiss National ETIAS Unit**: Sektion-ETIAS@sem.admin.ch

Submission of visa applications and appeals

Mr. Grégoire Kubski & Mr. Marco Bruzzo
Admission and Residence Division, SEM



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Appeal procedure following a visa refusal



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Visa obligation

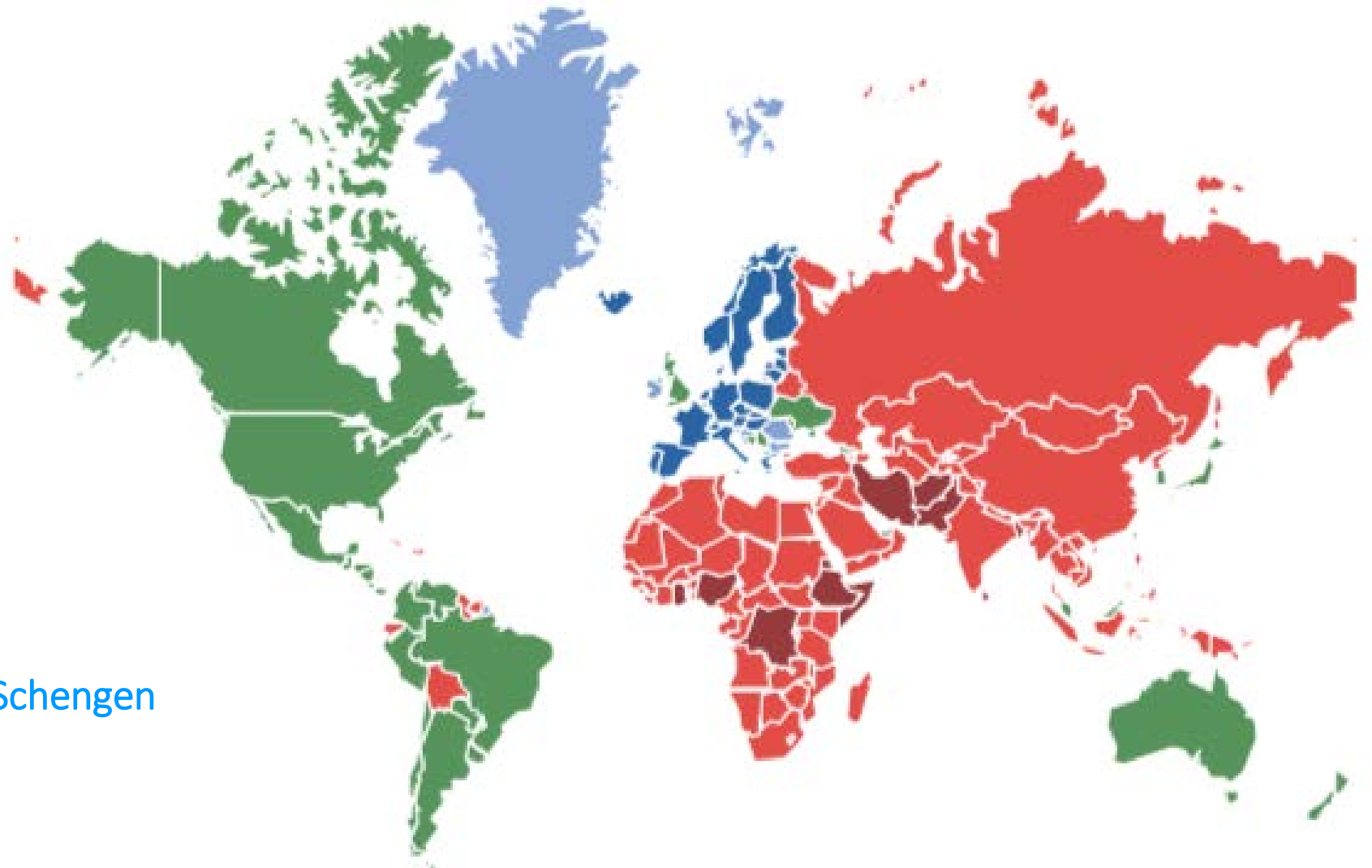
Visa required

Visa not required

Visa required for
airport transit

Schengen states

EU countries, not members of Schengen





Do I Need a Visa?

Information on visa requirements for your nationality is available at [Link](#)

No

What do I need to keep in mind when entering Switzerland?

Your stay in the Schengen area (including Switzerland) may not exceed 90 days in any 180-day period.

Please note the [Entry requirements](#) for Switzerland.

If you enter Switzerland without a visa, you may be questioned by the border authorities on the reason for your stay and on your financial means. You may be refused entry if there is any doubt as to the reasons for your stay, or if you do not have sufficient financial means. In the case of the latter, you may be required to submit a declaration of sponsorship by a guarantor at the border.

If you are travelling to Switzerland to visit someone, it may be helpful to have a personal invitation from your host to show to the border authorities or to be met by your host at the airport. This is not mandatory, however.

Yes

Where should I submit my visa application?

If you require a visa, you can submit your application to the [Swiss embassy or consulate](#) responsible for your place of residence

Where can I obtain an application form?

You can download the [Application form](#) from our website or obtain the application form free of charge from the appropriate Swiss embassy or consulate.

What documents do I have to enclose with the application?

How much does the visa cost?

You should enclose your travel document, proof of health insurance and any other documents to support the purpose of your visit. You can obtain information on the documentation required and visa fees on the [website](#) of the appropriate embassy/consulate.

Do I need to submit a declaration of sponsorship?

The embassy/consulate will decide whether you need to submit a declaration of sponsorship (see information sheet *Declaration of Sponsorship*).

→ https://www.sem.admin.ch/sem/en/home/themen/einreise/merkblatt_einreise.html

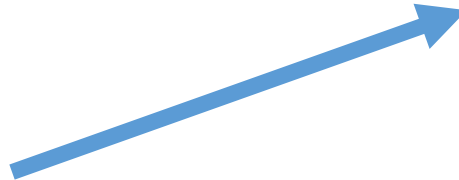


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Where to find the list of required visa documents ?



Swiss embassy website



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Embassy of Switzerland to Lebanon and Syria

Visa for business, theoretical training, short study less than 3 months, stage

Required documents:

- ☐ One application form duly completed in German, French, Italian or English; online by typewriter or in block letters with a blue or black pen; and personally signed by the applicant (for minors' signatures of both the parents are required).
- ☐ Signed passport, issued within ten preceding years, valid at least three months beyond the planned stay in the Schengen states and containing at least two empty pages.
- ☐ One copy of the applicant's passport: first pages, last page and all pages with previously obtained visas.
- ☐ One recent passport-sized picture according to ICAO guidelines.
- ☐ Visa application fee: EUR 80.-, children age 6 to 12: EUR 40.- (**USD equivalence, exact cash**)
- ☐ Original and one copy of a travel / health insurance; **minimum coverage EUR 30,000. - valid for all Schengen states** for the whole period of the intended stay, minimum one month. The insurance policy must cover the costs for repatriation in case of disease, urgent medical expenses and/or hospitalization.
- ☐ Family register issued less than three months ago.
- ☐ Flight reservation (roundtrip) or other proof of intended transport.
- ☐ Hotel reservation for the whole trip and a detailed travel itinerary.
- ☐ Proof of sufficient financial means – Recent bank statements turnover during the last six months.

Specific documents for business travels:

- Invitation letter from the company in Switzerland, mentioning: name of the person invited and of the company in Lebanon/Syria (if applicable), purpose and nature of the meeting, exact dates of the meeting, possible expenses coverage, typed out name of the person signing.
- Register of commerce of the company in Switzerland.
- Recommendation letter of the employer in Lebanon/Syria mentioning: profession, position, and number of years in service, monthly salary, number of annual leave, purpose and exact dates of the granted leave, typed out name of the person signing. Letter has to mention as well: name of the company visited in Switzerland, nature of the meeting, possible expenses coverage.

Specific documents for theoretical training:

- Invitation letter from the company in Switzerland, mentioning: name of the person invited and of the company/institution in Lebanon (if applicable), purpose and nature of the training, exact dates of the training, possible expenses coverage, typed out name of the person signing.
- Register of commerce of the company in Switzerland (if applicable).
- The recommendation letter of the employer in Lebanon/motivation letter or the school/university confirmation (cf. Point 4) has to mention as well: name of the company/institution visited in Switzerland, nature of the training, possible expenses coverage.

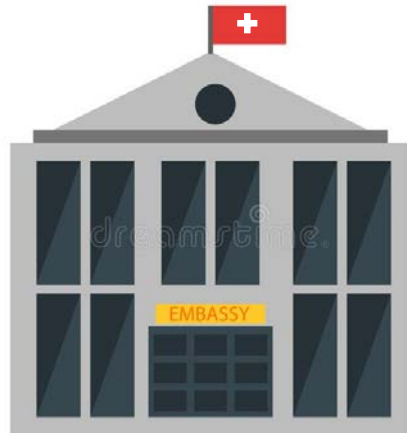
The Embassy of Switzerland reserves the right to request additional documents.

IMPORTANT NOTE!

- Only duly filled out, dated and signed forms as well as complete visa applications will be accepted.
- Original documents have to be presented, they will not be returned unless provided with a photocopy.
- The documents in Arabic have to be translated into French, German, Italian or English.
- The visa application forms have to be filled out in French, German, Italian or English.
- The visa application fee is payable in USD (in cash) and is not refundable.



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Swiss embassy



Appeal within
30 days of
notification of
the decision

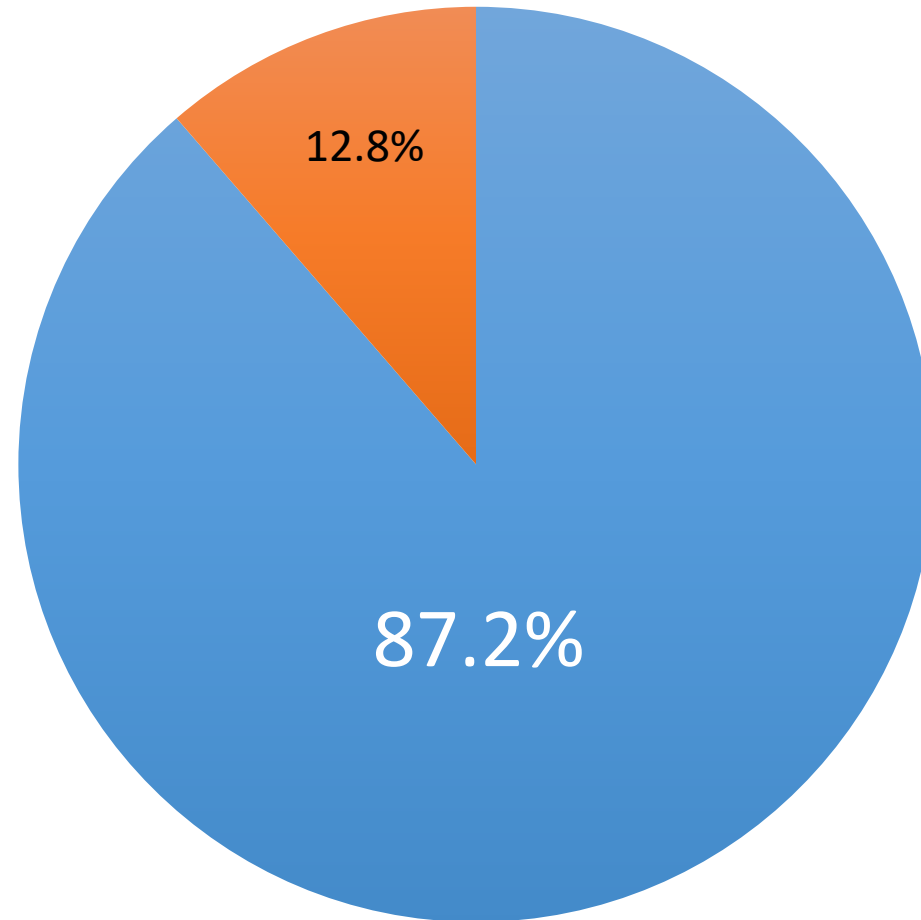


SEM (State
Secretariat for
migration)



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Visa applications to the Swiss authorities in 2022



■ 414'622 visas issued ■ 53'084 refused visas



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Visa refusal decision

- reasons for refusal indicated on the decision
- legal remedies indicated at the end of the decision



Conditions for formal admissibility of an appeal

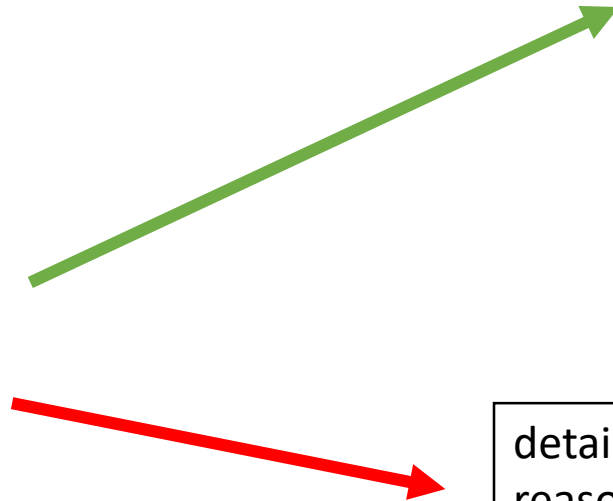
- Appeal written in one of the three swiss national languages
- Appeal containing the grounds and objections raised
- Compliance with the 30-day appeal period
- Appeal signed by hand or with a swiss qualified electronic signature



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SEM (State
Secretariat for
migration)



detailed
reasoned
decision



Appeal within 30
days of
notification of
the decision



FAC (Federal
Administrative Court)



Important elements that the SEM takes into account

- Clearly defined purpose of the stay ;
- Concordance between the various documents provided ;
- A personal and detailed letter of invitation from the organization based in Switzerland ;
- The visa applicant should be aware of the important elements of their trip for the interview at the embassy ;
- Clarity on the coverage of travel costs ;
- Other ordinary visa requirements fulfilled (health insurance, valid travel document, etc.) ;
- Binding ties in the country of origin (migration risk assessment).

Q&A



Next conferences

Housing and insurance information session

Tuesday 9 May, 12:30 - 13:45 @ CAGI, La Pastorale

How to disrupt and optimize VAT ?

Tuesday 6 June, 8:30 - 10:00 @ CAGI, La Pastorale

Thank you for your attention

CONTACT

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106 Route de Ferney
1202 Genève
Mo-Fr : 9 a.m. – 4:30 p.m.

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welcome.cagi@etat.ge.ch



www.cagi.ch

@CagiGeneva

