VISA – Invitation letter requirements

Dear Participants,

Since January 2017 the Swiss Embassies throughout the world are requiring more information from participants requiring a visa to enter Switzerland or the Schengen area.

Before sending an invitation letter request to CECAM, please double check exactly what information is needed from your local Embassy. The requirements are different from Country to Country.

Your local Swiss Embassy can be found through this main site: https://www.eda.admin.ch/eda/en/home/reps.html

Once you have chosen your Country go under: Information for people travelling to Switzerland - Visas

This information is mandatory to all Swiss Embassies:

- Full first Name and Surname:
- Title (Mr Mrs Ms Dr Prof or other):
- CECAM Workshop/Tutorial name and dates:
- Date of birth dd/mm/year:
- Town and Country of birth:
- Passport Nr. (Country of passport if different from birth):
- Full name and address of your affiliation:
- email address of your local Swiss Embassy so that I can send them a copy of your invitation letter: (not always needed)

Since January 2017 some Swiss Embassies are also requesting the below information:
- Please check if the Embassy requires information on your accommodation details?
- Are you presenting a talk or a poster during the workshop/school?
- CECAM might have to email the Invitation directly to the Embassy
- The Swiss Embassy might require the original invitation letter which we can send recommended (please note that it will take several weeks to deliver)
- If you are bringing a family member(s) wife, children, please include all their details in the request: Name, Surname, date and place of birth

Once you know exactly what information in required, please email CECAM at: charlotte.sterling@epfl.ch

Many thanks

Charlotte
Workshop and School Coordinator