



Family reunification to a family member living in Switzerland

Oktober 2024

Requirements for the applicant's visa application and appointment at the Embassy

- Ethiopian, Djiboutian or South Sudanese nationality
- For any other nationality: **Valid Ethiopian Residence Permit**
 - If you do not have a valid Ethiopian residence permit, you must first contact the Ethiopian migration authorities to regularise your stay in the country.

Documents to be submitted in person to the Swiss Embassy in Ethiopia

For Swiss citizens or any other citizens in Switzerland with a valid residence permit:

- Three (3) copies** of the valid **Passport** (or **Identity card for Swiss citizens only**) of your spouse / husband / or family member living in Switzerland.
 - Copies of the first page only (photo, personal details and signature page)
- For citizens in Switzerland with a valid residence permit: **Three (3) copies** of your spouse / husband / or family member's valid residence permit in Switzerland.
- Copy of the **Certificate of civil status**, not older than 6 months (*document can be ordered at the civil status office or the place of origin in Switzerland*)
- Proof of marriage registration in Switzerland, not older than 6 months:
 - Please ask through e-mail or written letter the responsible civil status office in Switzerland, whether or not your marriage has already been registered.

For Ethiopian citizens or other citizens with a valid Ethiopian residence permit:

- Three (3) [National \(type D\) visa application forms](#)** duly completed, dated and signed by each applicant.
 - For each joint minor (under 18 years of age) included:**
 - Three (3) [National \(type D\) visa application forms](#)** duly completed, dated and signed by each parent.
 - Original and copy** parental consent letter agreeing to family reunification, duly completed, dated and signed by each parent.
 - If one parent has sole custody: **Original and copy** court decision legalised by the Ministry of Foreign Affairs.
 - If one of the parents is deceased: **Original and copy** death certificate* of the parent concerned, legalised by the Ministry of Foreign Affairs.
- Original and three (3) copies** of the valid **Passport** (if not available, the **original and copy** of the valid Emergency Travel Document (ETD) issued by the Ethiopian migration authorities)
 - Copies of the first page only (photo, personal details and signature page)
 - For each joint minor (under 18 years of age) included:**
 - Original and three (3) copies** of the valid **Passport** (if not available, the **original and copy** of the valid Emergency Travel Document (ETD) issued by the Ethiopian migration authorities)
- Three (3) passport photos** (3x4 cm, white background, not older than 6 months) for each applicant

- Original and three (3) copies of the birth certificate***/** (hospital / baptism certificates are not accepted) of the applicant
 - If you do not have a birth certificate: **Original and three (3) copies of a written letter, signed by you, explaining why you do not have it**
- Original and three (3) copies of the civil status record**** before the marriage of the applicant, depending on its situation:
 - If single before the marriage: **Non-marital certificate** or **non-impediment attestation***/**, not older than 6 months confirming the current civil status
 - If divorced before the marriage: **Divorce certificate(s)***/** and its **Court decision(s)** (issued by the competent court) of former marriage(s)
 - If widowed before the marriage: **Death certificate*** of deceased spouse/partner and its (former) **Marriage certificate(s)***/**
- Marriage certificate***/**, not older than 6 months (religious marriage certificates issued by Sharia courts or churches are not accepted). Also, marriage certificates of previous marriages, if applicable.
- Original and three (3) copies of the valid Resident ID card**, confirming the residence for each applicant
- Original and two (2) copies of the Criminal record “Certificate of Good Conduct”**** from the Federal Police Crime Investigation office, not older than 6 months
- A simple letter with the applicant's and the family member in Switzerland's **valid home addresses, e-mail and telephone numbers in Switzerland**, that the Embassy can contact them at any time.

The **Declaration form concerning voluntary verification** of foreign civil status documents, duly dated and signed (will be handed out to you at the counter on the day of your appointment.).

Please note: Certain documents may no longer be required if the person is already registered in the Swiss civil status register. You will be informed on the day of your appointment about this.

For any joint children who have NOT yet been registered in the Swiss civil register:

- Original and copy of the(ir) Birth certificate(s)***/** (hospital or baptism certificates are not accepted), with names of the parents
- If born before the marriage: **Original and copy of the Acknowledgement of paternity**** (issued by the competent court)
- If joint child adopted: Original and copy of the Adoption Contract**** (issued by the competent court)
- Original and copy of the(ir) valid Passport**, if already existing

For any joint children who are ALREADY registered in the Swiss civil register:

- Copy of the Certificate of civil status**, not older than 6 months (*document can be ordered at the civil status office or the place of origin in Switzerland*), mentioning the registered children
- Copy of the(ir) valid Passport**, if already existing

***All civil status documents have to be issued by the respective Vital Events Registration Agency (VERA)**

Original civil status certificates, which are only issued once (e.g. birth certificates) will be returned after having been verified.

Fake civil status certificates are reported to the appropriate authority

Translation

All documents written in Amharic, Oromia or Tigrinya need to be translated into German, French, Italian or English by one of the Embassy's officially recognized translation offices (see "*Legal practitioners used by the representation*" on our [website](#)).

Make sure that the information on your documents is correct. Names in Amharic, Oromia, Tigrinya and English must be written in the same way on all documents, including passports.

****Legalization**

All foreign civil status documents and court decisions must be legalised before being submitted to the Swiss representation:

**Ethiopian Ministry of Foreign Affairs
Addis Ababa**

Thorough verification of genuine and fraudulent certificates

As a general rule, foreign civil status documents to be submitted must undergo a thorough verification of their authenticity, which may take several months, by an authorised law firm/organisation selected by the Embassy. For this purpose, please submit the following to the Swiss representation

Additional documents and fees may be required, depending on the conclusions or the requirements of the authorities concerned in Switzerland.

Fake civil status certificates are reported to the appropriate authority

Interpreter

If the applicant's level of proficiency in either of these languages is insufficient, the applicant will be asked to bring a translator from one of our approved translation agencies (see "*List of Translation Offices*" on our [website](#)). The translator must provide proof of identity in the form of a valid, translated national identity card and/or passport.

Fees

All family reunification fees are listed on our [website](#) and are **payable in cash** at the ETB at the time of submission.

The following fees are due at the time the application is submitted and is not refundable. If you withdraw the application or it is rejected the fee will not be reimbursed.

Further information

Changes in civil status that take place abroad must generally be notified to the partners' country of origin.

If you are planning to get married in Switzerland, please check the checklist for "marriage to be performed in in Switzerland" published on the [website](#).

If you **meet all the requirements and are in possession of all the above-mentioned documentation**, please contact the Embassy of Switzerland in Addis Ababa at the following e-mail address to arrange an appointment:

E-Mail: addisababa.visa@eda.admin.ch

Subject: Request for an appointment for Family Reunification

The Embassy of Switzerland will only accept complete applications in the order above.

Applicants must submit **all required documents at the time of application**. Incomplete applications will **NOT** be accepted and will have to be rescheduled according to availability.

Before travelling to the Embassy, **it is your responsibility to ensure that you are in possession of all the required documents**.

Once submitted your complete documentation, your visa application will be forwarded for decision to the competent [Immigration Authority of the Canton in which you intend to reside](#). The procedure takes a minimum of 12-24 weeks. Once the entry visa has been approved, you will need to bring your original passport or travel document to this Embassy to obtain your visa. The passport can be collected the next working day.