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**VISA INFORMATION FORM**

***NAME OF THE APPLICANT:***

***COUNTRY:***

***Functional Title:***

***Ministry /Government Office:***

**The APPLICANT will need a Swiss/Schengen visa to participate in the programme: Yes / No** *(please circle the appropriate response)*

*If* ***No,*** please explain and provide a legible copy of the visa in your passport

*If* ***Yes,*** please provide clarification below:

***Contact details of the applicant:***

***Email address (official):***

***Email address (private):***

***Mobile number: (+ country code)***

***Passport:***

*Diplomatic / Regular* *(please circle the appropriate response)*

*Passport number:*

*Date and place of issue:*

*Date of expiration (the passport must be valid for at least 6 months after the end of the delegates programme and return to the home country or official duty station):*

***Contact details of the nearest Embassy/Consulate that can deliver a Schengen Visa:***

*Country of the Embassy/Consulate:*

*Location: city/country:*

*Email address of the Embassy/Consulate:*

**IMPORTANT:** **It is the responsibility of the applicant to undertake all the necessary arrangements to secure his/her visa.** **Visa costs are at the applicant’s charge and will not be reimbursed.**

**The submission of this form is mandatory and should be included in the application package.**

***[Date]***  *[****Signature of applicant]***