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To: Union member countries  
(governmental authorities)

For information:

Designated operators of Union  
member countries

Regulatory authorities of Union  
member countries

Restricted unions

Consultative Committee members

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**Reference:** 2102(DPRM.RESU)1076

**Subject:** Guidelines on Congress registration and visa application processes

Dear Sir/Madam,

With a view to facilitating the registration of Union member country delegations and other eligible participants for the third Extraordinary Congress in Geneva, as well as the related visa applications, the International Bureau (IB) would like to bring to the attention of all prospective participants the following guidelines and step-by-step process for successful registration and visa application. Kindly note that these guidelines concern only the aforementioned electronic registration and visa application processes; they are without prejudice to the relevant official accreditation requirements outlined in article 3 of the Rules of Procedure of Congresses.

**Step 1 – Participant registration**

All prospective participants wishing to attend the third Extraordinary Congress are asked to register online at [www.upu.int/en/delegateregistration](http://www.upu.int/en/delegateregistration). If they encounter any difficulties during the registration process, registrants may consult the Delegate Registration System (DRS) User Guide, which can be found on the top menu bar after login.

After registration, prospective participants will receive an e-mail stating that their registration has been received and is pending confirmation.

**Step 2 – Participant registration validation by the accreditor (required for confirmation of submitted registrations and before a visa application can be submitted)**

Once logged in to the system, accreditors will be able to review the pending registrations of their respective prospective participants. In case a Union member country wishes to update the name or e-mail of an accreditor, the relevant governmental authority of the country concerned should contact the IB at [DRS.support@upu.int](mailto:DRS.support@upu.int).

The accreditor must verify whether the person requesting registration is indeed an eligible prospective participant. If not, the accreditor is expected to reject the person's registration request. Once the accreditor validates a registration request, the prospective participant concerned will receive an e-mail that his/her registration is now confirmed. Should the accreditor reject a request, the person concerned will receive an e-mail to that effect with the reasons for the refusal.

Please note that, if an accreditor will also attend the meeting, the accreditor must both register and accredit him or herself.

### **Step 3 – Visas**

Switzerland is part of the Schengen Area and applies the relevant regulations on issuing visas. Schengen visas are valid for entering the territory of all Schengen states. This also applies to Schengen visas issued by other Schengen states, which will permit entry into Switzerland.

Visas must be obtained by all Union member country delegates and other eligible participants before they leave their countries. The diplomatic representation of the main country of destination will be solely responsible for issuing Schengen visas. Only representations abroad with career consular staff are entitled to issue Schengen visas. According to the Permanent Mission of Switzerland to the United Nations Office and the Swiss Confederation, it usually takes a minimum of 21 days to obtain a Schengen visa, but the time required may vary. For precise information, it is advisable to inquire at the Swiss diplomatic representation for the applicant's place of residence.

Further details are available in English and French on the website of the Swiss Federal Department of Foreign Affairs at the following address: [www.eda.admin.ch/eda/en/home/entry-switzerland-residence/visa-requirements-application-form.html](http://www.eda.admin.ch/eda/en/home/entry-switzerland-residence/visa-requirements-application-form.html).

If official UPU confirmation of participation in the third Extraordinary Congress is required in order to obtain a visa, the IB will provide it. To obtain this confirmation, please complete the visa-related fields in the DRS. Once a registration is confirmed by the relevant accreditor, the visa letter will automatically be generated and sent by e-mail to the delegate.

### **Step 4 – Doubts and difficulties encountered during the processes above**

In case of any doubts or difficulties during the processes described above, Union member countries and other eligible participants are kindly invited to send an e-mail to one of the following addresses:

- for DRS technical issues: [ptc.support@upu.int](mailto:ptc.support@upu.int)
- for all other issues: [DRS.support@upu.int](mailto:DRS.support@upu.int)

Yours faithfully,

(signed)

Bishar A. Hussein  
Director General