



Checklist for Schengen Visa: Visitor (visiting family, friends, etc.)

Application should be submitted at the local Visa Facilitation Centre VFS. Switzerland Visa Application Centre Website:
<https://www.vfsglobal.ch/switzerland/india/index.html>

The visa application form is free of charge and can be downloaded from the website:
<https://www.bfm.admin.ch/content/dam/data/bfm/einreise/visumantragsformulare/visumantrag-schen-en-de.pdf>

Please submit the documents in the exact order given below, please do not staple any document.	<input checked="" type="checkbox"/>
Valid national passport : <ul style="list-style-type: none"> ○ Issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two blank pages. Handwritten passports and passports with observations regarding the front page (bio data) cannot be accepted. 	<input type="checkbox"/>
2 passport size pictures : <ul style="list-style-type: none"> ○ White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture). ○ 1st picture pasted on the application - 2nd picture has to be clipped on top right hand corner of the passport, stapled or pinned pictures cannot be accepted. For more details, please refer to: http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf 	<input type="checkbox"/>
Visa application form : <ul style="list-style-type: none"> ○ Completed, signed twice by the applicant and, if applicable, authorization of third person. ○ If the applicant is a minor: visa application signed twice by legal guardian and if applicable, authorization of third person. (Proving the custody of a minor child, divorce papers, death certificate etc.). 	<input type="checkbox"/>
Previous passport/s : <ul style="list-style-type: none"> ○ If any, bound together with rubber band, not stapled. 	<input type="checkbox"/>
Personal covering letter : <ul style="list-style-type: none"> ○ Original letter with travel plan. ○ If the applicant is submitting the applications of his/her family, then all applications must include a copy of the covering letter. 	<input type="checkbox"/>
Introduction letter : <ul style="list-style-type: none"> ○ Original letter has to be on a business letterhead from the employer/company. ○ The letter has to be signed and stamped by HR or directorate mentioning your position and the duration of your service. ○ “No objection statement” regarding the planned trip to Switzerland/Schengen States. ○ The dates and purpose of the trip. 	<input type="checkbox"/>
Invitation letter from the host in Switzerland : <ul style="list-style-type: none"> ○ With full details of the inviter; full name, address, Email-ID and telephone number. ○ The invitation letter has to be in original or a clear copy, dated and signed, mentioning names of all the invitees, the duration of stay, the relationship and the purpose of the invitation, along with a copy of the passport or identity card, OCI and residential permit. 	<input type="checkbox"/>
Travel Insurance : <ul style="list-style-type: none"> ○ Please refer to the list of approved Indian travel insurances: https://www.eda.admin.ch/content/dam/countries/countries-content/india/en/SCHENGEN%20LIST%20OF%20TRAVEL%20INSURANCE%20COMPANIES-15-04-2017.pdf ○ Minimum coverage of 30,000 Euro / 50,000 USD / 50,000 CHF per person. ○ Coverage of all expenses which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment. ○ The insurance has to cover the entire stay in Schengen territory. ○ Applicants who wish to apply for a six months or a one year multiple visa are not obliged to provide a 180 (365) days coverage. It is sufficient to submit an insurance policy covering the first journey. 	<input type="checkbox"/>
Flight reservation : <ul style="list-style-type: none"> ○ With names of all travelers. ○ If applicable proof of intra-Schengen flight, train itinerary or car rental. 	<input type="checkbox"/>

<p>Proof of financial status : All documents have to be originals, in format A4, with stamp and signature of Bank.</p> <ul style="list-style-type: none"> ○ If employed : <ul style="list-style-type: none"> ● Last 3 months salary slips and last 3 months salary bank account statements. ● Last 3 months personal bank account statements. ● Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. ○ If self-employed and/or company owner : <ul style="list-style-type: none"> ● Business registration certificate / Partnership Deed / Proof of proprietorship or other proof of ownership. Last 3 months personal and business bank account statements. ● Company's and personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. ○ If retired : <ul style="list-style-type: none"> ● Personal pension bank statement for the last 3 months. ● Proof of regular income generated by ownership of property or business. ○ If Student or unemployed : <ul style="list-style-type: none"> ● Parents or legal guardians must provide their personal bank statements for the past 3 months. ● Personal ITR (Only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years along with a confirmation letter of financial support and a copy of their passports. No financial proof from the host is required. 	<input type="checkbox"/>
<p>Families :</p> <ul style="list-style-type: none"> ○ The visa applications have to be submitted together, only the head of family needs to attach bank statements, personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted), travel insurance (mentioning all the names of the insured), flight booking (mentioning all the names of the travelling family members) and an invitation letter from Switzerland. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Visas for UK, USA or CAN have to be obtained first, if the applicant visits these countries before the Schengen states. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Clear photocopies of valid UK, USA, or CAN visas (if any). ○ Photocopies of the 1st page (bio data) and last page of the passport. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Students above 16 year old : <ul style="list-style-type: none"> ● Copy of the student college ID card and an introduction letter of the School/College/University. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Children under 18 years old, not travelling with both parents : <ul style="list-style-type: none"> ● written consent letter of the other, non-travelling parent or legal guardian, certified by public notary. ○ Children under 18 years old, travelling alone : <ul style="list-style-type: none"> ● written consent letter of both parents or legal guardian, certified by public notary. <p>In all cases: copies of the passports of both parents (legal guardian) or PAN cards or driving license.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ If you have been refused a visa by an Embassy or High Commission in the last 2 years: Refusal notice or a written explanation about the reasons of refusal 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Visa fee: <ul style="list-style-type: none"> ● EUR 60.00 adults. ● EUR 35.00 children between 6 and 12 years old. ● Free of charge, children under 6 years old. 	<input type="checkbox"/>

Please note that:

- the required documents have to be submitted with the visa application (no fax or e-mail to Embassy accepted),
- only the required documents mentioned on the checklist are accepted.
- the Embassy of Switzerland reserves the right to ask for additional documents and/or for a personal interview.