

ATTESTATION OF ACADEMIC DEGREE / CERTIFICATE / MARK SHEET – CHECKLIST

Required Documents:

- Duly filled in Miscellaneous Services **Application form**. <https://www.vfsglobal.com/one-pager/india/switzerland/consular-services/pdf/Miscellaneous-Services-Application-Form-July-2025.pdf>
- Original Passport & Photocopy of inside cover pages and other relevant pages of the passport.
- Copy of valid **Swiss resident permit** and Meldebescheinigung / **Utility bill (address proof)**
- If original degree / certificate /Mark Sheet is to be attested: Such original Degree/Certificate should be duly attested by the General Administration Department of the concerned State/ Ministry of Human Resource Development, Government of India and the Attestation Cell/ Consular Section, Ministry of External Affairs, New Delhi.
- If a true copy of the degree / certificate is to be attested: Copy of the degree/ certificate is required to be submitted along with the original of the Degree/Certificate duly attested by the General Administration Department of the concerned State and the Attestation Cell/ Consular Section, Ministry of External Affairs, New Delhi.
- Proof of payment receipts** (Please make your payment in favour of "VF SERVICES (UK) Limited" Weststrasse 2, 3005 Bern via E-Banking IBAN (CH31 0023 0230 5583 7301 X) or You may generate the QR code by accessing the following link <https://qrbill.ubs.com/app/CAL/>)
- Two recent Passport Size** (35 mm x 45 mm) photographs.

Notes-

- Include two **recent passport**-size photos (35 mm × 45 mm) with a plain background.
- Ensure all documents are accurate** and match your Indian passport before submission

This list is not exhaustive and does not guarantee approval. The High Commission of India or its Consulates reserve the right to request additional documents if required