

## NRI CERTIFICATE – CHECKLIST

NRI Certificate is issued to those Indian Nationals/OCI holders who have stayed more than 182 days abroad in a particular financial year.

### 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 Indian passport/Foreign passport/OCI card and photocopy of the pages with arrival/departure immigration stamps.**
- Copy of valid **Swiss resident permit** and Meldebescheinigung / **Utility bill (address proof)**
- List of their entry/exit into/from India to confirm length of total stay in foreign country during a particular financial year (April to March).
- 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.
- A letter detailing the purpose of requirement for the NRI Certificate.
- Copy of family tree to establish first degree relationships of family members (For sponsoring the student education).
- Photocopy of **inside cover pages and other relevant pages of the passport**
- Covering letter for submission of documents for attestation / NRI certificate

### 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**