



## Checklist for National Visa: Family Reunification

Application for a family reunification visa has to be submitted **personally** at the Visa Section, Embassy of Switzerland, Chandragupta Marg, Chanakyapuri, New Delhi - 110 021. In order to schedule an appointment with the Embassy, please visit the following link and book an appointment online:

[https://www.vfsglobal.ch/switzerland/india/Schedule\\_an\\_Appointment.html](https://www.vfsglobal.ch/switzerland/india/Schedule_an_Appointment.html)

The visa application form is free of charge and can be downloaded from the below website:

<https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

The authorization lies in the competence of the migration office of the respective canton in Switzerland, therefore kindly submit 3 application forms and 2 sets of the required documents as specified below:

Please submit the documents in exact order given below, please do not staple any document.	<input checked="" type="checkbox"/>
<b>Valid national passport :</b> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>	<input type="checkbox"/>
<b>4 x passport size pictures :</b> <ul style="list-style-type: none"> <li>○ White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture).</li> <li>○ 3 pictures pasted on the applications - the 4<sup>th</sup> picture to be clipped on the last page of the passport, stapled or pinned pictures cannot be accepted. For more details, please refer to: <a href="http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf">http://www.icao.int/Security/mrtd/Downloads/Technical%20Reports/Annex_A-Photograph_Guidelines.pdf</a></li> </ul>	<input type="checkbox"/>
<b>3 x Visa applications forms :</b> <ul style="list-style-type: none"> <li>○ Completed, all 3 forms signed by the applicant and, if applicable, authorization for third person</li> <li>○ If the applicant is a minor: visa application signed by legal guardian and if applicable, authorization of third person. (Proving the custody of a minor child, divorce papers, death certificate etc.).</li> </ul>	<input type="checkbox"/>
<b>Previous passport/s :</b> <ul style="list-style-type: none"> <li>○ If any, bound together with rubber band, not stapled.</li> </ul>	<input type="checkbox"/>
<b>Personal covering letter :</b> <ul style="list-style-type: none"> <li>○ 2 x (1 original + 1 copy) covering letter from the applicant.</li> </ul>	<input type="checkbox"/>
<b>Invitation letter :</b> <ul style="list-style-type: none"> <li>○ 2 x (1 original + 1 copy) from the host in Switzerland with full details of the inviter's name, address, Email-ID and Tel. No.</li> </ul>	<input type="checkbox"/>
<b>Permission :</b> <ul style="list-style-type: none"> <li>○ 2 x copies of the host's residence/work permit in Switzerland if applicable.</li> <li>○ 2 x copies of host's passport (bio data) and last page).</li> </ul>	<input type="checkbox"/>
<b>Original marriage certificate :</b> <ul style="list-style-type: none"> <li>○ Has to be issued by the Registrar of Marriages of the concerned State, duly legalized within the last 6 months, by the competent State Home Ministry and further legalized by the Ministry of External Affairs-New Delhi.</li> <li>○ 2 copies of the marriage certificate have to be provided to the Embassy.</li> <li>○ Please note, that no Marriage Deed will be accepted by the Embassy.</li> </ul>	<input type="checkbox"/>
<b>Police Clearance Certificate (PCC) :</b> <ul style="list-style-type: none"> <li>○ Has to be issued by the local police station nearest to the place of residence of the applicant or the concerned passport office.</li> </ul>	<input type="checkbox"/>
<b>Children :</b> <ul style="list-style-type: none"> <li>○ If children accompanying the applicant, their original birth certificates duly legalized within the last 6 months, by the competent State Home Ministry and further legalized by the Ministry of External Affairs New Delhi include.</li> <li>○ 2 copies of the birth certificate have to be provided to the Embassy.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Clear photocopies of <b>valid UK, USA, or CAN visas</b> (if any).</li> <li>○ Photocopies of the 1<sup>st</sup> page (bio data) and last page of the passport.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ If you have been refused a visa by an Embassy or High Commission in the last 2 years, please provide the <b>Refusal Notice or a written explanation</b> about the reasons of refusal.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ <b>Visa fee :</b> <ul style="list-style-type: none"> <li>• EUR 80.00 adults.</li> <li>• EUR 40.00 children between 6 to 12 years old.</li> <li>• Free of charge, children under 6 years old.</li> </ul> </li> </ul>	<input type="checkbox"/>

Please note:

- 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.

Voluntary verification :

- Your official documents might have to be verified and legalized by this Embassy, which would take 3 months and costs CHF 1'000.00. The decision to do so will be taken by the Swiss authorities after having received your application file. In order to speed up the handling of your file, you could opt to ask the Embassy to do this verification process before sending the file to Switzerland. If you would like to do so, please contact the Swiss Embassy Civil State Office by e-mail: [ndh.etatcivil@eda.admin.ch](mailto:ndh.etatcivil@eda.admin.ch)