



Checklist for Schengen Visa: Business

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.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html>

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| 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 to the last page 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 and signed by the applicant, if applicable, authorization of third person. | <input type="checkbox"/> |
| Previous passport/s : <ul style="list-style-type: none"> ○ If any, bound together with rubber band, not stapled. | <input type="checkbox"/> |
| Introduction letter from the employer : <ul style="list-style-type: none"> ○ Letter (original document), needs to be on a business letterhead from the employer/company. ○ Letter needs to be signed and stamped by HR or directorate, mentioning position, duration of service, dates and purpose of the trip, plus stating, if expenses are covered by employer/company. | <input type="checkbox"/> |
| Invitation letter from the business partner in Switzerland : <ul style="list-style-type: none"> ○ Including full details of the inviter: full name, address, Email-ID and telephone number. ○ Original or copy, signed & stamped, mentioning invitee details, dates and purpose of the trip, plus detailed schedule of the business meetings or training (day to day schedule). | <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/dam/countries/countries-content/india/en/visa/SchengetList-Travel_Insurance_Companies-EN.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 the Schengen territory. ○ Applicants who wish to apply for a six months or a one year multiple entry visa are not obliged to provide a 180 (365) day 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. | <input type="checkbox"/> |
| Proof of financial status : <p>All documents have to be originals, in A4 format, with stamp and signature of Bank.</p> <ul style="list-style-type: none"> ○ If employed : <ul style="list-style-type: none"> ● Proof of employment: employment contract, last 3 months salary slips and last 3 months salary 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 / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship, or other proof of ownership. ● Last 3 months personal & business bank account statements. ● Company's & 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. | <input type="checkbox"/> |

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| <ul style="list-style-type: none"> ○ If the applicant continues to travel to a third country (i.e. UK, USA, Canada etc.) after leaving the Schengen Area, the visa of the next country has to be obtained first. | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ○ Clear photocopies of valid UK, USA, or CAN visas (if any). ○ Passport: photocopy of the 1st page (bio data) and last page | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ○ In case of visa refusal by an Embassy or High Commission within the last 2 years: Submit refusal notice and/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"> • Adults: EUR 80.00 | <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 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.

Accompanying spouses and children of business travelers are kindly requested to submit the documents as per the respective checklist (e.g. tourist or visitor).

Information for Certificate of Identity (Col) and Identity Certificate (IC) holders:

Additionally required documents are:

- valid Residence Certificate (RC)
- valid Return Visa