



Checklist for Schengen Visa: Student, staying in Switzerland up to 90 days

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>

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 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, signed 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 a 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"> ○ Signed by the student and mentioning : <ul style="list-style-type: none"> ● the reason for pursuing studies in Switzerland. ● future plans: professional development intended by the student after having finished his/her studies in Switzerland. ● explanation on how the student is going to benefit from his/her studies in the future. ○ A confirmation that the student will leave Switzerland after the completion of the studies. 	<input type="checkbox"/>
Acceptance / confirmation / registration letter from the school, university, etc... <ul style="list-style-type: none"> ○ Proof that the Swiss school/university, etc. entrance fee has been paid (with relevant bank statement), if applicable. ○ Proof of accommodation. Evidence where you will be staying at, during your time in the Schengen zone. 	<input type="checkbox"/>
Proof of academy degree : <ul style="list-style-type: none"> ○ English language certificates such as TOEFL or IELTS is mandatory. German, French or Italian language certificates if available. ○ Curriculum Vitae. 	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Travel Insurance: 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 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 name of traveler. 	<input type="checkbox"/>

<p>Proof of financial status :</p> <p>The documents of the applicant or the sponsoring person (parents, etc...) if no fellowship is granted, 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 & 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) ○ 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. ● Company's & personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. ○ If student or unemployed : <ul style="list-style-type: none"> ● Parents or legal guardians must provide their personal bank account statements for the last 3 months. ● Personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 years assessments years along with a confirmation letter of financial support and a copy of their passport. 	<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"> ○ If you have been refused a Visa by an Embassy or High Commission in the last 2 years, please provide the 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"> ● Free of charge. 	<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.