



Checklist for Schengen Visa: Visitor (Visiting Family, Friends, etc.)

Application should be submitted at the local (VFS) Visa Facilitation Centre. The Switzerland Visa Application Centre Website is:
<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.	☒
Valid national passport : 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.	☐
1 passport size picture: - White background, not older than 6 months (size 35 – 40 mm in width, not copied or scanned picture). - Picture to be pasted on the application form, 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	☐
Visa application form : - Completed and signed by the applicant, if applicable, authorization of third person. - If the applicant is a minor: visa application signed by legal guardian/s and if applicable, authorization of third person. (Proof of custody of a minor child, divorce papers, death certificate etc.).	☐
Previous passport/s : If any, bound together with rubber band, not stapled.	☐
Personal cover letter : - Original letter with travel plan. - If the applicant is submitting the application of his/her family, all applications must include a copy of the cover letter.	☐
Introduction letter : - 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 and duration of service. 'No objection statement' regarding the planned trip to Switzerland/Schengen States. - Mentioning of travel dates and purpose of trip.	☐
Invitation letter from the host in Switzerland : - Including details of the inviter: full name, address, email-ID and telephone number. - Needs to be the original or a clear copy, dated & signed, mentioning full names of all the invitees, duration of stay, relationship and purpose of the invitation - Copy of the passport or identity card, OCI, residential permit of inviting person	☐
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 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 within the Schengen territory. - Applicants who wish to apply for a six months or a one year multiple visa are not obliged to provide a 180 /365 day coverage. It is sufficient to submit an insurance policy covering the first journey.	☐
Flight reservation : - With names of all travelers. - If applicable proof of intra-Schengen flights, train itinerary or car rental.	☐

Proof of financial status : All documents have to be originals, in A4 format, with stamp and signature of Bank. ○ If employed : • Last 3 months salary slips and 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) for the last 2 assessment years. ○ If self-employed and/or company owner : • Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship or other proof of ownership. Last 3 months personal and business bank account statements. • Company's and personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years. ○ If retired : • Personal pension bank statement for the last 3 months. • Proof of regular income generated by ownership of property or business. ○ If student or unemployed : • Parents or legal guardians must provide their personal bank statements for the past 3 months. • Personal ITR (Only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted) for the last 2 assessment years along with a confirmation letter of financial support and a copy of their passports. No financial proof from the host is required.	☐
Families : ○ The visa applications have to be submitted together, only the head of family needs to attach bank statements, personal ITR (only ITR-V, Indian Income Tax Return Verification Form or Acknowledgement is accepted), travel insurance (mentioning all the names of the insured), flight booking (mentioning all the names of the travelling family members) and an invitation letter from Switzerland.	☐
○ 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.	☐
○ Clear photocopies of valid UK, USA, or CAN visas (if any). ○ Passport: photocopy of the 1st page (bio data) and last page	☐
○ Students above 16 years : • Copy of the student college ID card and an introduction letter of the School/College/University.	☐
○ Children under 18 years old, not travelling with both parents : • Consent letter from the non-travelling parent or legal guardian, certified by public notary. ○ Children under 18 years old, travelling alone : • Consent letter from both parents or legal guardians, certified by public notary. In all cases: copy of passport from both parents (legal guardian/s) or PAN card or driving license.	☐
○ 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	☐
Visa fees: ○ Adults: EUR 90.00 ○ Children between 6 and 12 years old: EUR 45.00 ○ Children under 6 years old: free of charge	☐

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.

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

Additionally required documents are:

- valid Residence Certificate (RC)
- valid Return Visa