



## 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> <li>○ 2 copies of the 1<sup>st</sup> page (bio data) and last page of the passport</li> </ul>	<input type="checkbox"/>
<b>4 x passport size pictures:</b> <ul style="list-style-type: none"> <li>○ 3 pictures, recently taken, white background, 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.</li> </ul> <p><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></p>	<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 cover letter :</b> <ul style="list-style-type: none"> <li>○ 2 x (1 original + 1 copy) cover 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>Passport &amp; Residence/Work Permit of spouse / fiancé(e) / parent :</b> <ul style="list-style-type: none"> <li>○ 2 copies of host's residence/work permit in Switzerland, if applicable</li> <li>○ 2 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 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, Original will be returned</li> <li>○ Please note, that no Marriage Deed will be accepted by the Embassy</li> <li>○ <b>Stamp of entry + exit into India</b> (spouse), if marriage took place in India, while spouse was already a resident in Switzerland</li> </ul>	<input type="checkbox"/>
<b>Police Clearance Certificate (PCC) :</b> <ul style="list-style-type: none"> <li>○ 2x (1 original + 1 copy) 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>Original Birth Certificate – Child/Children :</b> <ul style="list-style-type: none"> <li>○ If children accompanying the applicant; Original Birth Certificate, duly legalized by the competent State Home Ministry and further legalized by the Ministry of External Affairs New Delhi</li> <li>○ 2 copies of the birth certificate have to be provided to the Embassy, Original will be returned</li> </ul>	<input type="checkbox"/>
<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>○ For spouses of Swiss and EU/EFTA nationals, and for children under 6 years of age, the visa is free of charge</li> </ul>	<input type="checkbox"/>

**Please note:**

- The required documents have to be submitted in person 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.

**Procedure:**

The entire application will be forwarded to the competent cantonal migration office for its decision (6-12 weeks). Information regarding the processing time will be given by the authorities in Switzerland only.

Once the authorization to enter Switzerland has been granted (form „Ermächtigung zur Visumerteilung“ or “Autorisation habilitant les représentations Suisses à délivrer un visa”), the passport and the authorization can be submitted directly to VFS Global Services by the applicant or by a third person without prior appointment.

The entry visa will allow you to travel through the Schengen states and enter Switzerland during its validity.

Within the first 14 days of your initial entry you will have to declare your arrival at the Residents Registration Office at your place of residence (German: Einwohnerkontrolle, French: Contrôle des habitants; Italian: Controllo degli abitanti).

The residence permit will be issued upon notification of your arrival in Switzerland.

**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: [newdelhi.etatcivil@eda.admin.ch](mailto:newdelhi.etatcivil@eda.admin.ch)