



Checklist for **BUSINESS, TRAINING, WORKSHOP and SEMINAR** to **Switzerland, Liechtenstein, the Netherlands, Poland, Slovenia, Luxembourg and Belgium**

Book your visa appointment at VFS Global

in Sri Lanka

<https://www.vfsglobal.ch/switzerland/srilanka/>

in the Maldives

<https://visa.vfsglobal.com/mdv/en/che>

Admissibility Criteria

Please note: If the admissibility criteria outlined below are not fully met, your visa application will be deemed inadmissible. In such cases, the Embassy of Switzerland will according to Art. 9(3) Visa code:

- Return your application form and any documents you submitted;
- Destroy any biometric data collected during the application process;
- Reimburse the visa fee; and
- Cease further examination of your application.

		✓	✗
1.	Admissible submission period Applications shall be lodged no more than six months, and for seafarers in the performance of their duties no more than nine months, before the start of the intended visit, and, as a rule, no later than 15 calendar days before the start of the intended visit.	☐	☐
2.	Duly filled out and signed application form https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html	☐	☐
3.	Travel Document • its validity shall extend at least three months (3) after the intended date of departure from the territory of the Member States or, in the case of several visits, after the last intended date of departure from the territory of the Member States. However, in a justified case of emergency, this obligation may be waived; • it shall contain at least two blank pages; • it shall have been issued within the previous 10 years. • During the visa processing time, no passport withdrawal is possible.	☐	☐
4.	Photograph • One recent (taken within the last 6 months) ICAO-compliant photo. • White or light background, in colour, with no shadows. • Size: 35mm x 45mm (standard ICAO dimensions).	☐	☐
5.	Biometric data (fingerprints) • Biometric data have to be collected for first time travellers or travellers whose biometric data was collected more than 59 months ago. • Travellers with valid biometric data (taken less than 59 months ago) are exempted of lodging the application in person. A representative may be appointed if duly authorized.	☐	☐
6.	Payment of visa fee • For adults: Euro 90.00 • For children 6 to 12 years: Euro 45.00 • For children below 6 years: free of charge <i>Please prepare the exact amount in Sri Lankan Rupees, which has to be paid in cash at the time of lodging the application. For the amount in Sri Lanka Rupees, refer to VFS website, frequently asked questions. In case of application being refused or withdrawn the fee is not reimbursed.</i>	☐	☐

Required Supporting Documents for all categories of applicants

- Arrange supporting documents **as per the checklist order**.
- Keep all the originals of the supporting documents separately. Original documents have to be shown at the VFS counter but will be returned to the applicant after the interview.
- All the photocopies of the documents should be in **A4 size**. These photocopies are part of the application and will not be returned to the applicant.
- Do not staple the documents together.

	✓	✗	n/a
1. Travel Itinerary: Arrival and departure flight information and if applicable travel dates to other Schengen countries. Do not purchase the tickets before obtaining the visa.	☐	☐	☐
2. Travel health insurance. The insurance has to cover the entire period of stay in the Schengen area . Medical and hospital coverage must be at least Euro 30'000 and has to include repatriation in case of emergency or for medical reason.	☐	☐	☐
3. Proof of financial situation Personal or family bank statements (current account, savings books) of the last three months with balance confirmation letter from the bank.	☐	☐	☐
4. Proof of professional status: • employees: contract of employment, pay slips for the last 3 months, documentary proof of your EPF contribution or Maldivian social insurance contribution, confirmation of approved paid or unpaid leave; • self-employed: business registration, company's bank statements for the last three months; students: letter of school or university confirming permitted leave	☐	☐	☐
5. Proof of family ties: Birth certificate, marriage certificate, birth certificate of children, death certificate of deceased spouse, etc. Documents in Sinhalese, Tamil or Dhivehi must be presented with a translation in one of the following languages: English, German, French or Italian.	☐	☐	☐
6. Proof of real estate property or residence in Sri Lanka: Gramasevaka letter certified by the divisional secretary.	☐	☐	☐
7. Minor traveling alone or only with one parent: Consent of parental authority or legal guardian and birth certificate and copies of parents' passports or District Court appointment decree.	☐	☐	☐

Additional Required Supporting Documents

	✓	✗	n/a
1. Invitation Invitation from a firm or an authority in the Schengen State to attend meetings, conferences or events connected with trade, industry or work indicating purpose and duration of stay and including a declaration of sponsorship, if the travel expenses and/or accommodation are covered by them.	☐	☐	☐
2. Existence of relations Documents which show the existence of trade relations or relations for work purposes.	☐	☐	☐
3. Entry tickets for fairs and congresses, if appropriate	☐	☐	☐
4. Letter from company or employer in Sri-Lanka indicating purpose and duration of visit as well as who is to cover the costs.	☐	☐	☐
5. Documents proving the business activities of the company or employer in Sri Lanka: business registration; • form 48 (Companies Act), • company's bank statements for the last three months.	☐	☐	☐
6. Proof of accommodation in the Schengen State	☐	☐	☐
7. Copy of the passport bio page and amendment page	☐	☐	☐
8. Completed and signed "Questionnaire for a Schengen Visa" https://www.eda.admin.ch/countries/sri-lanka/en/home/visa/entry-ch/up-90-days/documents-schengen.html (Section "Documentation to submit with a Schengen visa application").	☐	☐	☐

Important Information

The Embassy of Switzerland explicitly reserves the right

- to request more information or additional documents.
- to verify the contents and authenticity of the documents presented.
- to send the application to the Swiss Federal Authority for decision.
- to refuse a visa based on incorrect/false/incomplete declarations or on forged documents.

Passing the border:

The border authorities are obliged to examine whether the conditions for the traveller's entry still apply. If the prerequisites for entry no longer apply or if you are unable to provide the relevant evidence, you may be refused entry although you are in possession of a valid visa. **It is therefore strongly recommended that you carry copies of the documents which you supplied with your visa application.**

Incomplete Application Submission

To be filled out by VFS

Name, date of birth and telephone number of the applicant:	Passport number:
	Visa Fee paid:
	Purpose of Visit: ☐ Visitor ☐ Tourism ☐ Business ☐ Official ☐ Seamen ☐ Transit

The Admissibility Criteria have been met ☐ yes ☐ no (please indicate below)

	✓	x
Admissible submission period	☐	☐
Duly filled out and signed application form	☐	☐
Travel Document	☐	☐
Photograph	☐	☐
Biometric data (fingerprints)	☐	☐
Payment of visa fee	☐	☐

The required supporting documents have been provided ☐ yes ☐ no (please indicate below)

Document(s)	Comment(s)

To be filled out by the applicant

I understand that any incomplete file may lead to inadmissibility or refusal of my visa application by The Embassy of Switzerland in Sri Lanka and choose:

☐ To send the application form

I read the above statement and despite the possibility of inadmissibility or a refusal of my visa application I want **"VFS Global"** to send my visa application to **"The Embassy of Switzerland in Sri Lanka"**.

Date:

Signature

☐ Supplement of evidence

I read the above statement and wish to complete the visa application before **"..... today"**. Additional documents deposited after will not be sent to **"the Embassy of Switzerland in Sri Lanka"**.

Date:

Signature

☐ Give up application

I read the above statement and noted my increased chance of inadmissibility or visa rejection. I would like to give up my visa application and recover my visa fee. I recognize that the service fee charged by **"VFS Global"** will not be refunded.

Date:

Signature