



## Checklist for **VISITOR VISA** 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. | <b>Admissible submission period</b><br>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.                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | <b>Duly filled out and signed application form</b><br><a href="https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html">https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html</a>                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | <b>Travel Document</b> <ul style="list-style-type: none"> <li>• 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;</li> <li>• it shall contain at least two blank pages;</li> <li>• it shall have been issued within the previous 10 years.</li> <li>• during the visa processing time, no passport withdrawal is possible.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | <b>Photograph</b> <ul style="list-style-type: none"> <li>• One recent (taken within the last 6 months) <a href="#">ICAO-compliant photo</a>.</li> <li>• White or light background, in colour, with no shadows.</li> <li>• Size: 35mm x 45mm (standard ICAO dimensions).</li> </ul>                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | <b>Biometric data (fingerprints)</b> <ul style="list-style-type: none"> <li>• Biometric data have to be collected for first time travellers or travellers whose biometric data was collected more than 59 months ago.</li> <li>• 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.</li> </ul>                                                                                                                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | <b>Payment of visa fee</b> <ul style="list-style-type: none"> <li>• For adults: Euro 90.00</li> <li>• For children 6 to 12 years: Euro 45.00</li> <li>• For children below 6 years: free of charge</li> </ul> <p><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></p>                                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |

## Required Supporting Documents for all categories of applicants

- Arrange all the 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. | <b>Travel Itinerary:</b><br>Arrival and departure flight information and if applicable travel dates to other Schengen countries. Do not purchase the tickets before obtaining the visa.                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | <b>Travel health insurance.</b> The insurance has to <b>cover the entire period of stay in the Schengen area</b> . Medical and hospital <b>coverage must be at least Euro 30'000</b> and has to <b>include repatriation in case of emergency</b> or for medical reason.                                                                                                                                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | <b>Proof of financial situation</b><br>Personal or family bank statements (current account, savings books) of the last three months with balance confirmation letter from the bank                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | <b>Proof of professional status:</b> <ul style="list-style-type: none"> <li>• <b>employees:</b> 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;</li> <li>• <b>self-employed:</b> business registration, company's bank statements for the last three months;</li> </ul> <b>students:</b> letter of school or university confirming permitted leave | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | <b>Proof of family ties:</b><br>Birth certificate, marriage certificate, birth certificate of children, death certificate of deceased spouse, etc.<br><b>Documents in Sinhalese, Tamil or Dhivehi</b> must be presented with a translation in one of the following languages: English, German, French or Italian.                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | <b>Proof of real estate property or residence in Sri Lanka:</b><br>Gramasevaka letter certified by the divisional secretary.                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | <b>Minor traveling alone or only with one parent:</b><br>Consent of parental authority or legal guardian and birth certificate and copies of parents' passports or District Court appointment decree.                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Additional Required Supporting Documents

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ✓                        | ✗                        | n/a                      |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. | <b>Invitation letter</b><br>If an inviting party is financing your stay in the Schengen area the host must provide an invitation letter containing: <ul style="list-style-type: none"> <li>• First name, family name, exact address, e-mail, phone number of the host and specifying the relationship between the visitor and the host</li> <li>• The duration as well as the places and the reasons of the stay in the country to be visited</li> <li>• The host's responsibilities for all expenses incurred in the country to be visited, if the host is the sponsor of the stay</li> <li>• Host's passport copy (if Swiss, Liechtenstein, Dutch, Polish, Slovenian, Luxembourg or Belgium national) or residence permit (if other nationality)</li> </ul>                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | <b>Declaration of Guarantee:</b> <ul style="list-style-type: none"> <li>• <b>Declaration of guarantee from a host living in Switzerland or Liechtenstein</b> the applicant may receive upon discretion of the Embassy of Switzerland the form after a positive preliminary notice. The applicant has to forward it personally to the guarantor in Switzerland. The subsequent procedure is explained on the backside of the Declaration of guarantee for Switzerland.</li> <li>• <b>Declaration of guarantee from a host living in Belgium:</b> the form, bearing the signatures and seals (on part I, D and F) has to be added to the visa application.<br/><b>Déclaration sur l'honneur for families (1st and 2nd degree only!) of non-Belgium employees by the International Organizations in Belgium:</b> the host completes the form and send it with his coloured carte de légitimation to the invitee with a copy of the same to the Protocol.</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                          |                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
|    | <p><b>“Declaration of guarantee” from a host living in the Netherlands</b> the form, bearing the signature and seal of the town hall has to be added to the visa application.</p> <ul style="list-style-type: none"> <li>• <b>Garantino pismo/Letter of guarantee from a host living in Slovenia</b> the form, completely filled can be added to the visa application.</li> <li>• <b>Engagement de prise en charge/ formal obligation for Luxembourg</b>, the form, bearing the signature and seal of the town hall has to be added to the visa application.</li> <li>• <b>For Poland declaration of guarantee is not required</b></li> </ul> <p><b>Note: A visa may be refused even with a declaration of guarantee. The original declaration may be asked from the Embassy if you only provide a copy of it.</b></p> |                          |                          |                          |
| 3. | <p><b>Proof of family ties with the host or inviting party:</b><br/>Birth or marriage certificates or family book, if applicable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | <p><b>Copy of the passport bio page and amendment page</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | <p><b>Completed and signed “Questionnaire for a Schengen Visa”</b><br/><a href="https://www.eda.admin.ch/countries/sri-lanka/en/home/visa/entry-ch/up-90-days/documents-schengen.html">https://www.eda.admin.ch/countries/sri-lanka/en/home/visa/entry-ch/up-90-days/documents-schengen.html</a> (Section “Documentation to submit with a Schengen visa application”).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 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:<br><input type="checkbox"/> Visitor<br><input type="checkbox"/> Tourism<br><input type="checkbox"/> Business<br><input type="checkbox"/> Official<br><input type="checkbox"/> Seamen<br><input type="checkbox"/> Transit |

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

|                                             | ✓                        | ✗                        |
|---------------------------------------------|--------------------------|--------------------------|
| Admissible submission period                | <input type="checkbox"/> | <input type="checkbox"/> |
| Duly filled out and signed application form | <input type="checkbox"/> | <input type="checkbox"/> |
| Travel Document                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Photograph                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Biometric data (fingerprints)               | <input type="checkbox"/> | <input type="checkbox"/> |
| Payment of visa fee                         | <input type="checkbox"/> | <input type="checkbox"/> |

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