Checklist for Official visa

Admissibility Criteria

To schedule an appointment, please visit the website of our external service provider:
https://visa.vfsglobal.com/pak/en/che/book-an-appointment

The general information of VFS Global Services can be found at the following website:
https://visa.vfsglobal.com/pak/en/che/

- **Holders of official and diplomatic passports can submit their applications directly to the Swiss Embassy in Islamabad on Tuesdays and Thursdays between 10 a.m. and 11 a.m.**
- **These applications must include a note from the Pakistani Ministry of Foreign Affairs.**

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) Visacode:

- 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 (Official or diplomatic passport)** • 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. **The following documents must be enclosed with the application:** • The original valid passport and one copy of all relevant passport pages (data on **pages 2 & 3**; • Pages containing previous Schengen / UK / USA / Canada visas from the last five years – (no photocopies of empty pages). • The passport must contain at least two empty pages. • The passport must be valid for at least 3 months beyond the intended departure date from the Schengen States.	☐	☐
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** Official visas are free of charge.		

Required Supporting Documents for all categories of applicants

		✓	✖	n/a
1.	**Invitation letter** A Note Verbal issued by the Ministry of Foreign Affairs and a Non Objection Certificate (NOC) from the department to which the official belongs, both stating the purpose of the visit and its duration. **Other members of official visits (businesspersons, civil society representatives) travelling on ordinary passports:** A letter on letterhead from the sending and an invitation letter from the receiving authorities both stating the names and position of the participants in the official delegation and the purpose of the visit (trade promotion, visits or appointments, etc.) **Media personnel accompanying official delegations**: An invitation letter on letterhead from the sending authorities to participate in the official delegation whose details (duration, place) should be given and stating the name and position of the invited media personnel and a copy of the press card. **The invitation letter has to be sent directly to the applicant and has to be submitted together with the application.**	☐	☐	☐
2.	**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.	☐	☐	☐

Additional General Information

- *No documents will be returned after submission and verification by this Embassy.*
- *During the visa application process, questions regarding your visa application may **only** submitted by email to: islamabad.visa@eda.admin.ch, please do allow time for a reply.*
- *In case of refusal, the visa fees are not refundable.*
- *Decision on the application will normally take place within 15 calendar days after lodging the application.*
- *All documents must be in English, translated to English by a sworn-in translator, or in an official Swiss language (German, French, Italian) within the last 6 months.*
- *All copies must be format A4*

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.**

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