

Application Checklist

Name, Date of Birth and Telephone Number of Applicant:	Passport Number:
Purpose of Visit:	Visa Fee:

Incomplete file

Your application is not complete. The following documents are missing:

Documents	Comments

I understand that any incomplete file may lead to a refusal of my visa application by **the Embassy of Switzerland in Riyadh**

<input type="checkbox"/> SEND THE RECORD I read the above statement and despite the possibility of a refusal of my visa application. I want VF Services Saudi Ltd. to send my visa application to the Embassy of Switzerland in Riyadh . Reception date: Signature:	<input type="checkbox"/> SUPPLEMENT OF EVIDENCE. I read the above statement and wish to complete the visa application before " i.e. 14:30 today ". Additional documents deposited after 14:30 will not be sent to the Embassy of Switzerland in Riyadh . Reception date: Signature:	<input type="checkbox"/> GIVE UP APPLICATION I read the above statement and noted my increased chance of visa rejection. I would like to give up my visa application and recover my visa fee. I recognize that the service fee charged by VF Services Saudi Ltd. will not be refunded. Reception date: Signature:
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Statement of consent:

- Even if my file is complete **the Embassy of Switzerland in Riyadh** reserves the right to ask for further information and documents.
- Payment of visa fees does not entitle to a visa. The visa and service fees are not refundable in case of visa application refusal by **the Embassy of Switzerland in Riyadh**, or if the applicant chooses to suspend the application process.
- Granting or refusal of a visa is the sole discretion of **the Embassy of Switzerland in Riyadh**. **VF Services Saudi Ltd.** holds no influence over the final decision.

The applications received by **VF Services Saudi Ltd.** are transferred to **the Embassy of Switzerland in Riyadh**, which has the exclusive responsibility to request additional information and documents and to decide to grant or deny a visa. **VF Services Saudi Ltd.** is therefore not involved in the decision of the visa application, and is not aware of its outcome as passports are returned by **the Embassy of Switzerland in Riyadh** in sealed envelopes.

Date:

Signature of Applicant: