Checklist for **FAMILY VISIT of family member of EU/EEA or CH citizens** (facilitated procedure, no visa fee) to **Switzerland, Liechtenstein, the Netherlands, Poland, Slovenia, Luxembourg** and **Belgium**

Definition of family member of EU, EEA or CH citizen:

- Spouse or registered partner of EU, EEA or CH citizen
- Children who are aged below 21 years old (of EU, EEA or CH citizen and/or of his spouse/partner)
- Dependent adult children* (of EU, EEA or CH citizen or/and of his spouse/partner)
- Dependent parents* (of EU, EEA or CH citizen or/and of his spouse/partner)

⚠ ** Proof of regular payments from host to his dependent adult children or dependent parents in Sri Lanka during the last 6 months must be submitted in the application. If not, the standard visa fees and the checklist for visitor visa apply.*

Schedule your appointment at least 3 weeks prior to your departure date in order to allow sufficient time for the processing of your application. Visa applications can be submitted up to six months in advance **but no later than 15 days before the planned departure**

Book your appointment at VFS Global. https://www.vfsglobal.ch/switzerland/srilanka/
VFS Colombo: Brown's Capital Building, 3rd floor, No: 19, Dudley Senanayake Mawatha,
Colombo 08, Tel: 011 235 0670
VFS Jaffna: 89, Brown Road, Jaffna, Tel: 021 492 2150

Fill all parts of the application form **and** the questionnaire in clear writing or typing.

- Arrange **photocopies** of 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.
- Documents in Sinhalese or Tamil must be presented with an official translation in one of the following languages: English, German, French or Italian.

	√	X	n/a
1. **If you had a previous Schengen Visa issued in the past 59 months:** Under the condition that your fingerprints were taken adequately the last time you obtained a Schengen visa you do not have to submit your fingerprints again and therefore your presence is not mandatory for lodging your application. In case you are not attending personally the representing person needs a written authorization to lodge your application			
2. **Visa application form** must be duly filled in and signed by the applicant (write in block letters and use black or blue ink only). Application form can be obtained free of charge from the Embassy or downloaded from the following link: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html			
3. **One clear and colour passport-size photo.** (with white / light background; must be taken within the last six months)			
4. **Valid passport & previous passport** Current passport must be valid for at least 3 months beyond the intended stay. Copy of the bio page & amendment page should be annexed to the application form. Passport must contain at least two blank pages. Photocopy of all visas (valid and expired) of last 5 years. **Previous passport** (if available) or a police report, if the previous passport is lost.			
5. **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**			
6. **Proof of family bonds** (birth certificate, marriage certificate, birth certificates of children, if it applies divorce certificate and death certificate of spouse) and **proof of regular payments from host to visitor during the last 6 months** (only for adult dependent children and dependent parents).			

7. **Applicants below 18 years travelling alone or with guardian:** letter giving consent to travel from both parents or appointment of guardianship certified by Divisional Secretariat, with copy of parent's ID and birth certificate of the child. If required, either both parents or guardian should appear in person for the interview.			
8. **Additional documents you may add, please specify:**			

I M P O R T A N T I N F O R M A T I O N

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.

- In case of application being refused, the applicant will be given a written statement REFUSAL/ANNULMENT/REVOCATION OF VISA with his/her right to appeal against the decision.
- Right to appeal: The applicant may lodge a written objection in German, French or Italian against a decision of a visa refusal within thirty days from notification. After the advance of an administrative fee of CHF 200.- (Article 63 of the Federal Act on Administrative Procedure, VwVG, SR 172.021) been paid, the appeal will be sent to the State Secretariat for SEM, 3003 Bern-Wabern, which issues a contestable decision.

Visitors by appointment only: Monday to Thursday, 10am to 12pm

Address:
Embassy of Switzerland to Sri Lanka and the Maldives
63, Srimath R.G. Senanayake Mawatha
(Gregory's Road) P.O.Box 342
Colombo 7, Sri Lanka

Phone +94 11 269 12 20
Monday to Thursday from 2pm – 4pm
Fax +94 11 269 51 76
E-mail colombo.visa@eda.admin.ch
Website www.eda.admin.ch/colombo

Important notice when 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.**

VFS to select as appropriate:

- Original civil status, banking, property documents and their copies are matching.
- Original civil status, banking and property documents have been returned to the applicant at VFS counter on the day of the submission.

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 Sri Lanka"***

☐ SEND THE RECORD I read the above statement and despite the possibility of a refusal of my visa application I want ***"VFS Global"*** to send my visa application to ***"The Embassy of Switzerland in Sri Lanka"***. Reception 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".*** Reception date: Signature:	☐ 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 ***"VFS Global"*** will not be refunded. Reception date: Signature:

Statement of consent:

Granting or refusal of a visa is at the sole discretion of ***"the Embassy of Switzerland in Sri Lanka";" VFS Global"*** *holds no influence over the final decision.*

The applications received by ***"VFS Global"*** *are transferred by internal or external courier to* ***"the Embassy of Switzerland in Sri Lanka",*** *which has the exclusive responsibility to request additional information and documents and to decide to grant or deny a visa.* ***"VFS Global"*** *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 Sri Lanka"*** *in sealed envelopes.*

Date:

Signature of applicant: