



## 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)

\*The dependence must be demonstrated, for example by submitting proof of regular payments from host to his dependent adult children or dependent parents in Sri Lanka or the Maldives during the last 6 months. If no dependence can be demonstrated, the standard visa fees and the checklist for visitor visa apply.

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> 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> <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>• Free of charge</li> </ul>	<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> 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>Minor traveling alone or only with one parent:</b> 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>Proof of family ties with the host or inviting party:</b> Birth or marriage certificates or family book, if applicable demonstration of dependence for example by submitting proof of regular payments from host to visitor during the last 6 months (only for adult dependent children and dependent parents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<b>Copy of the passport bio page and amendment page</b>	<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.**

**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 2pm – 4pm  
Fax +94 11 269 51 76  
E-mail [colombo.visa@eda.admin.ch](mailto:colombo.visa@eda.admin.ch)  
Website [www.eda.admin.ch/colombo](http://www.eda.admin.ch/colombo)

# Incomplete Application Submission

To be filled out by VFS

Name, date of birth and telephone number of the applicant:	Passport number:
	Visa Fee paid:
	<b>Purpose of Visit:</b> <input type="checkbox"/> Visitor <input type="checkbox"/> Tourism <input type="checkbox"/> Business <input type="checkbox"/> Official <input type="checkbox"/> Seamen <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"/>

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